

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
Senior Transportation Engineer (Supervisor)	DES/PPRM/Office of Project Management	
WORKING TITLE	POSITION NUMBER	EFFECTIVE DATE
Branch Chief, Data Management Branch	559-150-3161-xxx	5/1/2015

As a valued member of the Caltrans team, you make it possible for the Department to provide a safe, sustainable, integrated, and efficient transportation system to enhance California's economy and livability. Caltrans is a performance-driven, transparent, and accountable organization that values its people, resources and partners, and meets new challenges through leadership, innovation and teamwork.

GENERAL STATEMENT:

Under the general direction of the Office of Program Management Chief, a Supervising Transportation Engineer, the incumbent, as a first line supervisor, will supervise a group of staff, consisting of engineers and analysts, primarily responsible for supporting the management of multiple DES programs and projects. The branch supports the DES Executive Management, DES Project Liaison Engineers, DES Functional Support Units, Caltrans HQ and the Districts/Regions through the implementation of project management processes (costs, schedule and associated documents), especially those concerned with changes; providing expertise and support for the Project Resource and Schedule Management (PRSM) system; and providing data, analysis and reports related to workload, resource allocations, resource expenditures, and project delivery status. A Professional Engineering (Civil) License is required for this position.

TYPICAL DUTIES:

Percentage		Job Description
35%	E	Supervises the Data Management Branch. Plans, assigns, and checks work, gives instructions and assistance, maintains discipline and makes decisions in connection with the supervision of the work of the staff. Provides oversight to staff to insure work is completed on time and is of professional quality.
25%	E	Coordinates development of new projects between stakeholders and staff. Develops timely, accurate and in-depth analysis and reports pertaining to program/project status and forecasts; provides corrective action recommendations; develops and implements project cost and schedule baselines; develops strategic planning schedules and provides support to project management in cost, schedule, performance measurement, forecasting and variance analysis.
20%	E	Develops and implements procedures and data systems to manage the transfer of cost data from financial, accounting, and procurement systems to DES Project Management systems. Maintains and upgrades the cost/schedule monitoring and reporting system. Reviews all data transfer errors with appropriate program/project management staff and coordinates corrections with needed functions.
10%	E	Plans, develops, coordinates, and implements a training program for data management tools and applications.
5%	M	Acts in a staff capacity and represents the department on complex special assignments, research studies, task forces, or quality teams.
5%	M	Acts as stand in and substitute for Office Chief during absences or scheduling conflicts.

¹ESSENTIAL FUNCTIONS are the core duties of the position that cannot be reassigned.

MARGINAL FUNCTIONS are the minor tasks of the position that can be assigned to others.

SUPERVISION OR GUIDANCE EXERCISED OVER OTHERS

The incumbent provides technical and administrative supervision, coordination and training to the Data Management Branch staff.

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KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Knowledge of: Principles and techniques of personnel management and supervision (including ability to assign, manage and prioritize work activities to meet deadlines); principles of engineering economics and financing; data management and database development; various phases of transportation systems planning and engineering work; the Department's mission, vision, goals strategic plans, Affirmative Action Program, safety and labor relations policies, and must possess the desire and ability to effectively contribute to them.

Ability to: Plan and direct the work of others; Analyze situations accurately and adopt an effective course of action; Develop and maintain cooperative working relationships; provide team leadership; demonstrate capacity for assuming increasing responsibility; make effective presentations; Prepare correspondence and reports; Communicate effectively.

Analyze and recommend solutions related to: Program/project requirements, including interpreting frequently changing and detailed Department guidelines; sensitive issues that could affect program and project priorities and DES personnel.

Experience in: Automating business process electronically through the use of departmental approved applications is highly desirable; the use of spreadsheets and relational databases for complex data analysis and reporting is highly desirable; the use of the department's Project Resource and Schedule Management (PRSM) system is highly desirable; project control techniques and principles, and ability to perform comprehensive organizational forecasting and analysis is highly desirable.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Responsible for decisions and actions that affect timely program and project management. Improper planning or decisions may result in project delays that could increase project cost, result in program budget overruns, result in the loss of Federal funding and be detrimental to the public interest.

Expected to act professionally and courteously at all times. Failure to do so would negatively impact the credibility and effectiveness of the Office of Program Management and DES.

PUBLIC AND INTERNAL CONTACTS

Must maintain effective professional working relationship internally with DES, The Districts/Regions and Corporate. The success of the DES and Caltrans in meeting the project delivery goals hinges on the ability of the incumbent to effectively communicate with District management, project managers, and functional staff.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Employees may be required to sit for long periods of time using a keyboard and video display terminal. They may also be required to move large or cumbersome plans and diagrams from one location to another.

WORK ENVIRONMENT

While at their base of operation, employees will work in a climate-controlled office under artificial lighting. Employees may also be required to travel for training or meetings outside their normal work environment.

I have read, understand and can perform the duties listed above. (If you believe you may require reasonable accommodation, please discuss this with your hiring supervisor. If you are unsure whether you require reasonable accommodation, inform the hiring supervisor who will discuss your concerns with the Reasonable Accommodation Coordinator.)

EMPLOYEE (Print)

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EMPLOYEE (Signature)

DATE

I have discussed the duties with, and provided a copy of this duty statement to the employee named above.

SUPERVISOR (Print)

SUPERVISOR (Signature)

DATE
