

**CALIFORNIA DEPARTMENT OF TRANSPORTATION
POSITION DUTY STATEMENT**

CLASSIFICATION TITLE Senior Transportation Engineer, CT	OFFICE/BRANCH/SECTION Transportation Programming/CTC Liaison	
WORKING TITLE Senior Transportation Engineer, Specialist	POSITION NUMBER 900-080-3161-018	EFFECTIVE DATE January 2015

As a valued member of the Caltrans team, you make it possible for the department to improve the mobility across California by being innovative and flexible, working cooperatively with team members and others, and treating others fairly, honestly and with respect. Your efforts are important to each member of the team as well as those we serve.

GENERAL STATEMENT:

Under the general direction of the Chief, Office of California Transportation Commission (CTC) Liaison, a Supervising Transportation Engineer, the Senior Transportation Engineer is in a unique position requiring a combination of interpersonal and professional skills. The position is in day-to-day contact with CTC staff and various Divisions and Districts in the Department regarding Department and CTC activities related to the delivery of the State's transportation programs. Typical tasks include but may not be limited to the following:

TYPICAL DUTIES:

Percentage	Job Description
Essential (E)	
Marginal (M)	

60% (E)	Analysis and technical oversight of the preparation of projects proposed by the Department for the CTC agenda to assure compliance with Department policies and technical standards. Incumbent works closely with CTC staff and Department engineers. Based on engineering experience and expertise, provides technical direction to District engineers regarding the preparation of project delivery and engineering related items; reviews prepared project submittals for compliance with Department policies, technical standards, quality, accuracy, and is responsible for on time delivery of project submittals to the CTC. This includes:
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- Analyzing project technical problems with Headquarters Division Chiefs, District Division Chiefs, and respective District engineers on preparation and presentation of projects with challenges in scope, cost and schedule,
- Preparing recommendations for Division Chief, Transportation Programming, and the Deputy Director of Finance, on appropriate Department action regarding projects with challenges in scope, cost and schedule. This requires independent decision-making,
- Preparing communication material regarding project budget and schedule revisions, and project delivery related CTC meeting issues for dissemination throughout the Department,
- Preparing information for Department management regarding project delivery issues and concerns of the CTC,
- Preparing monthly project synopsis, including performance measures, of projects to be voted by the CTC, and
- Confers with District engineers on projects that exceed 20% of

programmed amount and/or projects that need supplemental funds.

- Confers with District engineers on projects that exceed the CTC's timely use of funds policy for project award.
- Prepares CTC Book Items for projects that exceed 20% of programmed amount and/or supplemental funds.
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- Provides technical assistance in response to questions concerning the CTC; e.g. how to prepare technical projects for presentation, and what are the steps in making presentations to a non-technical audience.

25% (E) Gives instruction and assistance for the Division of Transportation Programming's CTC electronic project allocation submittal process - Vote Initiation Process with Electronic Records (VIPER). Gives instructions and assistance to the Division of Transportation Programming, Division of Local Assistance, Division of Mass Transportation and Division of Rail in all aspects of VIPER. Develops a manual for VIPER for users within the Department. Confers with engineers in the District the CTC project allocation information and works closely with Headquarters Division of Engineering Services to ensure projects are complying with the CTC's Timely Use of Funds policy.

10% (E) Represents the Department in dealings with CTC staff and attends CTC meetings and other related sessions. May act as alternate for the Chief, Office of CTC Liaison in coordinating issues with the CTC and their staff. May represent the Department in meetings with the Regional Transportation Planning Agencies group and the Commission's Rural Counties Task Force group. May prepare fact sheets, special investigative reports and "white papers" on highly sensitive project delivery and engineering issues for the monthly CTC meetings. Requires broad knowledge of engineering design policies, procedures, standards, and other factors related to the design of transportation facilities.

5% (M) Responds to inquiries from CTC staff concerning the Department and status of future project submittals; assists the Office Chief in obtaining specific information requested by individual Commissioners. Developing a manual for the Office of CTC Liaison for dissemination of the CTC Agenda process throughout the Department. Reviews pending State and Federal legislation as well as develop proposals and correspondence including referrals from the Legislature, Commissioners, the Governor, and the Director.

SUPERVISION EXERCISED OVER OTHERS

The position requires independent actions based on minimal direction and guidance from the Office Chief. The nature of the job requires giving direction to a wide range of high-level Department staff regarding preparation of CTC agenda documentation. Since there is no direct reporting relationship, this requires tact and persuasion, particularly when dealing with deadline requests for items being prepared by individuals above the senior level.

KNOWLEDGE, ABILITIES AND ANALYTICAL REQUIREMENTS

- The position requires a general knowledge of the following: Department's mission, goals, policies, and Program objectives; State and Federal laws that impact the CTC and State Transportation Improvement Program (STIP), State Highway Operation and Protection Program (SHOPP), Proposition 1B programs; CTC policies, program criteria and guidelines; and regional and statewide transportation planning and transportation programming processes.
- Knowledge and ability to analyze, develop, maintain, and enhance Filemaker-Pro databases, Oracle databases, and the California Transportation Improvement Program System (CTIPS). In addition, the incumbent must have the knowledge and ability to proficiently use personal computer equipped with email, word processing, spreadsheet and various database software including Microsoft Word, Excel, Outlook, Visual Fox Pro and other internet applications.
- General knowledge of the functions and responsibilities of all aspects of the Department directly involved with the CTC, particularly the areas of Project Management, Local Programs, Right of Way, Transportation Programming, Budgets, Planning, Environmental, Rail, Mass Transportation, and Accounting programs in headquarters and an organizational knowledge of the districts. Also requires general knowledge of technical engineering design standards, policies, and procedures for building transportation projects and specific knowledge of organizational relationships and engineering functions both within and outside the Department that pertain to the planning, design, construction, operation, and maintenance of transportation facilities. Engineering experience and knowledge acquired in project development, materials selection, and construction, are necessary skills required for this position.
- Ability to communicate effectively both orally and in writing, and the ability to develop and maintain effective relationships and work cooperatively with personnel from all Headquarters Program areas, District Offices and CTC staff.
- The incumbent must be a highly motivated self-starter capable of accepting accountability and responsibility with minimal direction and oversight. Must be able to handle critical assignments within short timeframes, undertake multiple tasks simultaneously, and learn new tasks with little or no formal training. Must have a desire for achieving results quickly and efficiently, display initiative and integrity, and possess the tenacity necessary to achieve results within assigned deadlines. Must be customer oriented and eager to apply continuous improvement techniques, to ensure quality products are presented to the CTC in a timely, manner.

CONSEQUENCE OF ERROR/RESPONSIBILITY FOR DECISIONS

This position is charged with the responsibility to ensure that the Department meets its commitments, and presents accurate and timely information in a professional manner to the CTC. Consequences of not meeting responsibilities, exercising poor judgment or making errors are severe. Department management, CTC staff and Commissioners may be provided inaccurate information, which may cause high-level misunderstanding, resulting in inappropriate decision-making. Department items may be delayed in presentation to the CTC causing a lack of timely action on critical issues; and the Department's reputation and credibility with the CTC, Legislature, and the public may suffer.

