

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
Senior Transportation Engineer	Transportation Programming/SHOPP	
WORKING TITLE	POSITION NUMBER	EFFECTIVE DATE
Programming Coordinators	900-080-3161-017	04/2015

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 a Supervising Transportation Engineer, State Highway Operation Protection Plan (SHOPP) Management, the Programming Coordinators are responsible for engineering analysis work in assigned areas. The areas of responsibility are district and statewide crossing all programs. Possession of a valid certificate of registration as a civil engineer issued by the California State Board of Registration for Professional Engineers.

Statewide responsibilities may include one or more of the following programs: Lands & Buildings, Minor Programs, Safety, Operational Improvements, Roadside Rehabilitation, and other highway construction. All of the Division's activities are in support of capital outlay functions. Tasks include developing or coordinating the project priority lists, determining program funding capacity, making recommendations for project programming during the initiation phase and the updating of the various programming documents, making recommendations regarding requested changes to project scope, cost or delivery.

Specific duties and activities include, but are not necessarily limited to:

TYPICAL DUTIES:

Percentage	Essential (E)/Marginal (M) ¹	Job Description
25%	E	In the development of the SHOPP, prepare project-level and program recommendations on the basis of technical engineering information and program requirements. This includes recommendations on project status; recommendations for program priorities, provide programming of capital outlay support. Perform project management activities, define capital outlay program funding, coordinate with district and headquarters program advisors for capital outlay projects, compare competing project needs and evaluate the cost effectiveness of trade-off between projects within directed resource constraints.
20%	E	Develop and maintain current records within the programming database and personal knowledge of project and program information in assigned areas pertaining to the development of the SHOPP. This requires a regular exchange of information with the other programming coordinators within the office, with program advisors from other offices and programs, and with district program and project management personnel.
15%	E	Develop justification for supplemental funds requests for projects needing additional funds to advertise, award, complete construction, and close-out contracts. This includes examination of technical engineering information in engineer's estimates, bid results and contract documents.
15%	E	Coordinate with district, program advisors and project management staff in order to make recommendations regarding changes to project scope, cost and schedule for programming purposes.
10%	E	Develop projections for projects nearing delivery and assemble candidate project list for Commission vote. Coordinate with Division of Budgets for the development of Commission allocation book items.
10%	E	Review project development reports, including project initiation documents, project study reports and projects reports as well as provide comments to districts; program advisors and other programs regarding project programming.
5%	M	Other duties as required to ensure quality in the development of the SHOPP.

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ESSENTIAL 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 senior transportation engineer does not supervise but may act as lead worker for associate and assistant level staff in the office.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

- Requires knowledge about the program development process (including both the State Transportation Improvement Program (STIP) and the SHOPP); the technical engineering aspects of the specific project-related information within the districts assigned, and project management concepts.
 - Requires knowledge about counties and special districts in transportation programming, project funding; and engineering principles used to evaluate the effectiveness of projects and programs.
 - Requires specialized and detailed engineering knowledge of specific projects and program needs.
 - Knowledge of engineering principles to evaluate the effectiveness of projects and programs, departmental goals, objectives and policies.
 - Ability to communicate effectively both orally and through written correspondence and reports.
 - Ability to analyze and evaluate large dynamic programs and to make judgments and recommendations on appropriate alternatives, and to administer a large program with many internal and external partners.
 - Ability to respond to inquiries from Caltrans management and internal and external customers in a timely and effective manner.
 - Ability to handle multiple assignments simultaneously, to learn new tasks quickly with little or no formal training, and to be responsive to customers and management policy.
 - Knowledge of and ability to use personal computer equipped with e-mail, word processing, spreadsheet, and database software.
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RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The actions and recommendations will impact the division statewide. The consequences of not meeting responsibilities or making poor decisions and recommendations could restrict the Division's ability to complete statutorily required programming documents and cause over and/or under-expenditure of its budget.

PUBLIC AND INTERNAL CONTACTS

Occasional travel to districts and to the California Transportation Commission (CTC) meetings is involved. Program Coordinators will be required to work with headquarters, district and other external staff such as program advisors, other program coordinators, Division office chiefs, District Directors, project managers and California Transportation Commission staff by being responsive to commission members

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Employee may be required to sit for long periods of time using a keyboard and video display terminal to access database information

WORK ENVIRONMENT

While at their base of operation, employees will work in a climate-controlled office under artificial lighting.

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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)

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