

**POSITION DUTY STATEMENT**

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
Senior Transportation Engineer	01 – Division of Planning and Local Assistance	
WORKING TITLE	POSITION NUMBER	EFFECTIVE DATE
Chief, Advanced Planning	901-800-3161-002	04/03/2015

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 direction of the Deputy District Director, Planning, a CEA I, the incumbent is responsible for overseeing, developing, reviewing and processing Project Initiation Documents (PIDs) and other studies, as well as managing the District's 40.50 Program. Responsibilities include working cooperatively and effectively with other functional units in the District and North Region to achieve specific goals set by the Deputy District Director, Planning. In this capacity, incumbent will supervise a group consisting of Transportation Engineers, Transportation Planners, Transportation Engineering Technicians, and administrative support staff. Must possess California Professional Engineering registration. Duties include but are not limited to:

**TYPICAL DUTIES:**

Percentage		Job Description
50%	E	Directs, supervises, and schedules staff in the development and preparation of Project Initiation Documents (PIDs) as well as other studies, in order to properly scope transportation improvements on the State Highway System for programming in the STIP and SHOPP.
20%	E	Manages the District's 40.50 work program, including working with the District programming unit to develop PID candidate projects, and to produce a PID work program each fiscal year. Responsibilities include developing resources needs for individual projects, prioritizing projects and developing a workplan that maximizes project production while keeping project and program expenditures within the District's resource allocation.
15%	E	Coordinates PID oversight activities between local agencies, private developers and the various functional support units in the District and North Region.
10%	E	Performs staff development activities that include, but are not limited to, personnel evaluations, mentoring, training, safety meetings, and resolving work-related issues.
5%	M	Assumes the responsibilities of the Deputy District Director, Planning when so delegated.

<sup>1</sup>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 Chief, Advance Planning supervises the work of a group of Transportation Professionals and various administrative support staff. May also supervise student assistants or interns.

**KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS**

The Chief, Advance Planning must have a thorough knowledge of, and commitment to, the Department's mission, vision, policies, and major transportation programs.

Must have extensive knowledge of the project development process with particular emphasis and expertise in engineering design principles and design standards.

Incumbent should be able to quickly adapt behavior and work methods in response to new information/priorities and unexpected obstacles.

Must have the ability to effectively and efficiently manage a large number of projects through the supervision and

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direction of staff.

Must have the ability to allocate and track resources and expenditures, managing both individual project development budgets and the total program budget.

Must possess effective written and verbal communication skills, including developing and presenting professional quality presentation materials.

Must have the ability to identify and resolve issues to persuasively negotiate agreements with various internal and external clients.

Must have an understanding of the principals and techniques of supervision, workforce development and training, personnel management, and safety and health policies.

Must act in a fair and ethical manner towards others and demonstrate a sense of responsibility and commitment to public service.

Must possess California Professional Engineering registration.

## RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Mismanagement of the 40.50 program or the development of a PID that is not properly scoped could result in a loss of projects and/or funding to the District's STIP and SHOPP programs. The Department's standing with other agencies, elected officials and the general public would suffer as a result. Additionally, benefits to the public and support for Departmental efforts could be adversely impacted or lost.

## PUBLIC AND INTERNAL CONTACTS

The Chief, Advance Planning will maintain direct communication with other departmental functional units. Makes presentations at meetings for both Internal and external organizations, including the District's Executive Staff, Boards of Supervisors, RTPAs, City Councils, and community organizations. Responds to communications from elected officials, local, State and Federal agencies and the general public.

## PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Employee may be required to sit for extended periods of time using a keyboard and video display terminal, or while attending meetings. Walks up and down stairwells in communicating with departmental or other division staff. Must be mentally and emotionally stable to represent the department and interact with staff.

## WORK ENVIRONMENT

While at their base of operation, employee will work in a climate-controlled office under artificial lighting. May be required to travel and work outdoors and may be exposed to dirt, noise, uneven surfaces, and/or extreme heat or cold.

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

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

SUPERVISOR (Print)

Brad Mettam

SUPERVISOR (Signature)

DATE