

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION
Senior Transportation Engineer	03/Local Assistance
WORKING TITLE	POSITION NUMBER
Chief, Local Assist. Branch (District Local Assist. Engineer)	903-800-3161-004
	EFFECTIVE DATE

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 Deputy District Director of Planning and Local Assistance, a CEA A, this position is responsible for performing a wide range of difficult engineering and administrative tasks in responsible charge of the District's Local Assistance Program. This position requires registration as Professional Engineer in California. You will administer state and federally-funded Local Assistance programs, Emergency Relief programs, and monitors compliance of local agencies to all Federal and State requirements relating to those programs.

TYPICAL DUTIES:

Percentage		Job Description
Essential (E)/Marginal (M) ¹		
35%	E	Responsible for the administration of the District Local Assistance Program in accordance with the Local Assistance Procedures Manual, Local Assistance Program Guidelines and other pertinent guidance. Ensures the 'Delivery' goals are achieved by providing oversight of Counties, Cities, Metropolitan Planning Organizations, and Regional Transportation Planning Agencies in administering State and Federal funded local programs. Is the lead liaison between the Division of Local Assistance, the District Office of Local Assistance, other District and North Region functional units, the Federal Highway Administration (FHWA), and local agencies. Approves National Environmental Policy Act (NEPA) documents and various engineering studies for local projects.
25%	E	Ensures that Local Assistance information is accurately managed and maintained including, but not limited to (1) oversight of State and Federal projects and programs implementation, (2) oversight and management of the local assistance budgetary resources including personal services dollars, person-year and operating expense budgets, and (3) various project delivery/ agency performance tracking tools.
20%	E	Works directly with local agencies to aid in delivery of Local Assistance projects, including but not limited to, pre-programming input regarding cost, scope, and schedule, project application reviews, holding quarterly project status meetings, answering policy and implementation questions, ensuring timely processing of funding application requests and final close-out of projects.
10%	E	Responsible for planning, monitoring and balancing workload with staff; perform staff development activities that include but are not limited to personnel evaluations, mentoring, training, safety meetings, and resolving work-related issues.
10%	M	Coordinates various meetings; sponsors classes for local agencies and staff; makes public presentations; participates in strategic planning; responds to public, internal, and various government agency inquiries.

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 Chief of Local Assistance supervises the work of several technical and administrative employees. In addition, may supervise student assistant(s). Supervisory duties shall include, but are not limited to: Developing and presenting staff

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expectations and performance evaluations; knowing, understanding and discussing appropriate policies and procedures, performing and providing appropriate training. Incumbent shall perform counseling and progressive disciplinary steps when needed. Incumbent is responsible for knowing, understanding, and following all safety requirements, including having safety meetings, providing a safe and healthful working environment and taking appropriate action, when needed, to ensure the use of proper safety practices. Incumbent is responsible to plan, organize, coordinate and direct work as necessary to successfully administer the District's Local Assistance program.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Knowledge of: Local Assistance Program and Procedures, principals and techniques of supervision, workforce development and training, personnel management, and safety and health policies, transportation engineering, project management principals, Department's Mission, Vision, Goals, policies and procedures and how they relate to the delivery of Local Assistance products and services. NEPA including the Endangered Species Act and National Historic Preservation Act.

Ability to: Act independently and professionally in a variety of settings and under tight deadlines, develop and maintain cooperative, collaborative and collegial relationships with a variety of internal and external customers and partners (including public agency management-level staff and elected officials), effectively communicate, orally and in writing, speak effectively to public, government and Caltrans audiences, provide leadership and take initiative, communicate ideas effectively, provide training, manage multiple work assignments simultaneously, prepare written communication, work effectively with others, analyze situations accurately and take corrective action where required, provide excellent customer service.

Analytical requirements: Accurately identify problems and issues, determine, implement and monitor effective course of action to achieve the goals and purpose of the District's Local Assistance program.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Errors in judgment and failure to take corrective action when necessary will have a negative effect on the Department's ability to achieve its Mission, Vision and Goals and the District's ability to successfully administer its Local Assistance program. Failure to understand guiding policies, procedures, laws, and regulations relating to the mission of Local Assistance, and to ensure that staff likewise understand them, will result in funds being lost by external partners. Poor decisions with NEPA approvals may lead to litigation against the Department and the possible delay or cancellation of a local agency's project. This will have a negative effect on how the Department is perceived by members of the public and elected officials. Failure to implement appropriate staff training and development actions will result in staff not understanding what must be done, by when, and the consequences if products are not delivered.

PUBLIC AND INTERNAL CONTACTS

The position requires extensive, and varied contact with all levels of internal staff and external partners (including local agency staff, county and city Directors of Transportation and Public Works, and elected officials). Attendance and participation at internal and external multi-disciplinary meetings, task forces and quality teams, and a variety of public meetings is also required.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Employee will be required to work for periods of time (up to several hours) using a computer keyboard. Frequent travel by car, often for distances exceeding 200 miles one way, will be required. May be required to transport heavy boxes with outreach/technical materials to various locations throughout the District. Must be able to develop and maintain positive, cooperative working relationships; be tactful and treat others with respect. Must value cultural diversity and other individual differences in the workforce. Employee must be open to change and new information; adapts behavior to changing conditions or unexpected obstacles; be able to multi-task; adapt to changes in priorities and complete assignments with short notice. Behave in a fair and ethical manner towards others and demonstrates a sense of responsibility and commitment to public service.

WORK ENVIRONMENT

Works in a climate-controlled office under artificial lighting; with ergonomically designed office furniture and computer workstations. May also be required to travel and work outdoors and may be exposed to traffic, noise, dirt, uneven

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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

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

SUPERVISOR (Print)

SUPERVISOR (Signature)

DATE