

**POSITION DUTY STATEMENT**

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
Senior Transportation Engineer, Caltrans	COS/Program Project Management (PPM)	
WORKING TITLE	POSITION NUMBER	EFFECTIVE DATE
Branch Chief Project Management Support Unit	912-006-3161-003	

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 Office Chief of Program/Project Management (PPM), the Branch Chief of Project Management Support Unit (PMSU) is responsible for providing management of the PMSU group. Incumbent will be responsible for supervising a team who provide support data including: PM Database Management, Project Resource Schedule Management (PRSM), PRSM coordination; District Status Meeting and Workload Reports including the 3-year Workload Report; and assess and maintain a historical database of typical workload norms. Incumbent will supervise a team of Assistant Project Managers (APM) who assist Project Managers (PM) by preparing and analyzing project schedules; track project progress; provide periodic status reports; monitor capital and support costs; and generate and process cooperative agreements. Incumbent will be responsible to supervise Project Risk Management Coordinator and to ensure project risk management assessments are in accordance with State Standards. Incumbent will be the Cooperative Agreements District lead, and District's liaison with local agencies and Headquarters Cooperative Agreements. Incumbent will be responsible for PPM office administration support; PPM training and development; and communication/coordination with Headquarters Project Management.

**TYPICAL DUTIES:**

Percentage		Job Description
	Essential (E)/Marginal (M) <sup>1</sup>	
25%	E	Provides supervision and training to assigned APM, Data Managers, cooperative agreements staff, and Risk Management Coordinator to assist the Branch Chief in meeting the goals and objectives and to ensure uniform and consistent productivity and efficiency among staff.
25%	E	Provides project control support to District PM/Management by providing scheduling data, cost control, and resource usage information and analysis (resource leveling, performance measurement, earned value analysis, actual vs planned expenditures utilizing a variety of management software i.e. Microsoft Office, Project Resource and Schedule Management (PRSM). Responsible for the development and refinement of project management tools (system and software) in facilitating project work plan development. Responsible for continued maintenance of PRSM data base and preparation of project status, historical data reports.
20%	E	Analyzes and prepares reports for District Management, Project and Functional Managers and Headquarters on district Workload and Program Change Control Documents. Attends district project and status meetings necessary to ensure process improvement of status reports and status report meetings with accurate schedule and resource workload. Provides information on monthly workload trends, expenditures and assists in generating staffing plans as needed. Maintains a variety of reporting systems appropriate to the needs of the Executive Staff, PMs, and Functional Managers. The incumbent frequently interacts as necessary with the Office Chiefs and Division Chiefs on all aspects of project scheduling and delivery issues.
15%	M	Ensures Cooperative Agreements (CA) are generated and processed from inception to completion. This requires coordination with local agencies and other district functional units. Incumbent will be the District CA lead and District's liaison with local agencies and Headquarters CA.
10%	M	Responsible for Project Risk Management and to ensure project risk management assessments are in accordance with State Standards at various stages of project development.
5%	M	Incumbent will be responsible for PPM office administration support; PPM training and development; and communication/coordination with Headquarters Project Management.

<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.

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### SUPERVISION OR GUIDANCE EXERCISED OVER OTHERS

The incumbent will directly supervise a group of employees that may include Transportation Engineers and Transportation Engineering Technicians.

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### KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

This position requires the Senior Transportation Engineer (Senior TE) to have comprehensive technical skills and abilities associated with the senior level engineering classification. A knowledge of Caltrans' organization, departmental policies and financial constraints and procedures is required. A considerable amount of engineering judgment is needed in determining the technical aspects and utilization of various management systems and databases in schedule setting as well as allocating and reporting on resource utilization. The Senior TE must possess strong communication skills (both orally and in writing) in order to effectively report on the scheduling and project management activities to all interested parties. Incumbent must be able to effectively analyze the Program and Project Management data and be able to prepare recommendations that lead to sound management decisions. Incumbent should be an innovative individual able to perform tasks of complex difficulty and utilize or modify computer programs. Incumbent shall have the ability to plan, coordinate, direct and review the work of others in diverse functional area.

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### RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The above responsibilities provide the foundation for the reporting of information of all programming and project delivery accomplishments to the California Transportation Commission and the State Legislature and also establish the basis for determining the Department's budget capacity. Literally, hundreds of millions of dollars are at stake; therefore, the maintenance of accurate data is critical to the interests of the Department. Poor decisions and exercise of bad judgment could result in the loss of program funds for the Department and loss of credibility and integrity within the external transportation community.

The incumbent is responsible for their decisions, actions, and the consequences of error. The incumbent will be responsible for performing their work in an accurate and timely manner by prioritizing tasks and exercising good judgment.

The inappropriate use, or over-expenditure, of allocated resources could establish an illegal obligation and/or expenditure of State or Federal funds. This may require the need for the Department to make an explanation to the Department of Finance and the State Legislature; and may result in the funding shortfalls, delays in providing the public with timely highway improvements, and could harm the reputation of the unit, the District and the State in our working partnership with the consultant community.

The incumbent makes decisions on difficult problems, and prepares and/or reviews correspondence and reports. Errors by the incumbent would result in delays to project development approval and completion of a given project and would result in losses to the contracted consultant, the local funding agency and the public.

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### PUBLIC AND INTERNAL CONTACTS

The Senior TE will be required to work intimately with internal contacts on a continuing basis at various levels within the District and with Headquarters and external contacts with local, regional, state and federal agencies.

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### 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. Mental requirements include sustained mental activity, analysis, and reasoning.

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### WORK ENVIRONMENT

While at his/her base of operation, employees will work in a climate-controlled office under artificial lighting. The employee may also be required to travel and work outdoors and may be exposed to dirt, noise, uneven surfaces, and/or extreme heat or cold. The employee may be required to sit for long periods using a keyboard and video display terminal and may be required to stand for long periods as well. Essential are the ability to work on a keyboard, to develop and maintain cooperative relationships, to focus for long periods, and to maintain manual dexterity.

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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