

**POSITION DUTY STATEMENT**

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE Senior Transportation Engineer	OFFICE/BRANCH/SECTION Division of Design, Office of Professional Development	
WORKING TITLE Professional Development Coordinator	POSITION NUMBER 913-250-3161-xxx	EFFECTIVE DATE 06/01/2015

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, the incumbent will develop, instruct, and coordinate training improvements for workforce development within the Division of Design. This includes identifying training needs, developing training solutions, and evaluating training program effectiveness. This incumbent will be located in the Headquarters Division of Design.

The incumbent also works regularly with the other Offices within the Division of Design and the Divisions of Project Management, Construction, Right of Way and Land Surveys, Traffic Operations, Environmental Analysis, Research, Innovation and System Information, Legal, and other Headquarters functional units, Districts and Regions, outside agencies, and departmental advisory groups units to achieve the professional development and training goals of the Division of Design.

**TYPICAL DUTIES:**

Percentage		Job Description
Essential (E)/Marginal (M) <sup>1</sup>		
35%	E	As a facilitator for class development and working member of a training development team, the incumbent will establish a delivery schedule, determine class content, and develop instructional materials. The coordinator is responsible for coordination of class development activities within the development team and utilization of education consultants and/or adult learning specialists to ensure delivery of quality training products.
30%	E	Coordinate state developed and contracted training activities including instructor and student assignments, and administrates consultant developed design related training courses.
15%	E	Conducts needs and training resources assessments for the district/region and headquarters. Represent the district/region for implementation of the capital skills development program. Track and monitor workforce development activity, attendance, and performance. Evaluate training effectiveness and employ continuous quality improvement.
10%	E	As a class instructor, provide instruction for design and other staff. Evaluate design procedures and contract administration processes. Identify essential job skills. Define training groups, prioritize training needs, and contribute to the development of fully integrated design training program.
10%	M	Develops statewide strategies to continuously improve staff skills to ensure the Departments ability to deliver quality transportation projects on time and within budget.

<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**

This position does not directly supervise staff. The incumbent will, from time-to-time, be expected to function as a team leader and/or facilitator over various teams involved in the tasks listed above.

**KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS**

The incumbent makes recommendations on complex issues related to the professional development and training needs of all classifications within the design function.

**ADA Notice**

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### **KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS**

The incumbent makes recommendations on complex issues related to the professional development and training needs of all classifications within the design function.

**Knowledge:** The position requires knowledge of lesson plan development, classroom presentation, principles and methods of employee training, counseling, group leadership; resource budgeting; analytical and statistical forecasting and evaluation methods; principles of verbal and written expression; and they must have a thorough knowledge of the principles of transportation engineering and landscape architectural related to design. A general knowledge of the Caltrans organization, department policies, financial operations, and procedures is helpful. Knowledge of adult learning techniques, general communication, and effective teaching methods are highly desirable.

**Abilities:** The incumbent must possess strong leadership and interpersonal skills. The individual must be able to organize and lead multi-functional teams, document business processes, recommend improvement to business practices, work effectively at all levels within the design program. The incumbent must plan, organize, conduct, and evaluate training programs, analyze data and unique situations accurately, and adopt effective course of corrective action. The incumbent must be able to speak, facilitate, and lead conferences or training sessions. The individual must prepare and deliver oral presentations, prepare technical correspondence, comprehensive reports, and written material. The ability to organize work, establish priorities, meet project commitments, and implements a strategic plan is essential.

Based on experience and expertise, must be able to act independently and exercise good professional judgment to prioritize issues, develop and recommend appropriate policies and actions, and obtain necessary resources to carry out the assigned duties, must be creative, innovative, and have the ability to examine existing processes and outcomes, identify deficiencies and make improvements to achieve program goals.

**Analytical Requirements:** The work and responsibilities assigned to this position require an unusually high degree of people skills, human resources understanding, and analytical ability. The incumbent must analyze workforce development needs; quantify practices, policy, and procedures and/or information systems.

The incumbent must skillfully apply principles of strategic planning, value analysis and quality improvement, and be able to facilitate development of alternatives through brainstorming, design workshops and other techniques of innovative thinking and inclusive participation.

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### **RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR**

The incumbent is responsible for independent action and must exercise initiative in carrying out assigned duties. This action must support the continuous improvement of the Design function. Workforce development is critical need and high priority among Caltrans executive management, the California Legislature, and the California Transportation Commission. Poor decisions or the inability to implement an effective training program may result in the lost opportunity for Caltrans to develop design staff, processes, and systems. This could result in the ineffective use or underutilization of personnel. At stake is loss of Caltrans credibility with the Legislature, California Transportation Commission, and interested control agencies.

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### **PUBLIC AND INTERNAL CONTACTS**

The incumbent must work closely with headquarters, the districts and regions. The incumbent must prepare and present findings and recommendations to corporate and district managers. The incumbent may have contact with external public and private agencies to evaluate applicability and benchmark program effectiveness against other successful workforce development programs.

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### **PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS**

The employee will interact with various levels within Caltrans employees and public/private sector, and it is important that employees work well with others in a cooperative manner, while creating a work environment that encourages creative thinking and innovation. The employee must also be flexible to organize and prioritize workload for the Division of Design; be open to change and new information; and adapt behavior and work methods in response to new information, changing conditions, or unexpected obstacles. The employee must behave in a fair and ethical manner toward others and demonstrate a sense of responsibility and commitment to public service.

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## WORK ENVIRONMENT

The incumbent will work in a climate-controlled office under artificial lighting. The incumbent will coordinate, present, or assess class presentations for statewide training courses held throughout the state. The incumbent may assist districts or regions in their workforce development efforts. The use of a desktop computer is essential.

Intermittent statewide travel may be necessary. Travel to the districts will subject the incumbent to the typical rigors of air, auto and transit travel and overnight hotel stays. Some project field reviews will require the incumbent to work outside of the office along our state highways or other project sites for short periods of time.

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