STATE OF CALIFORNIA • DEPARTMENT OF TRANSPORTATION

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
Senior Transportation Engineer	Traffic Operations/Performance/Highway Improvement	
WORKING TITLE	POSITION NUMBER	EFFECTIVE DATE
Chief of Highway Improvement Program Branch	913-350-3161-007	

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 Chief, Office of Performance (Supervising Transportation Engineer) the incumbent is the Chief, Highway Safety and Operations Improvement Program Branch, and is responsible for managing the Department's Highway Safety Improvement Program (HSIP) and Mobility Improvement Program (MIP).

The purpose of the HSIP is to reduce the number and severity of collisions and their associated costs. The Department implements the HSIP for State highways by programming and funding projects in the Collision Reduction Category, one of eight categories that make up the State Highway Operation and Protection Program (SHOPP). The Collision Reduction Category is further divided into two programs: Safety Improvement and Collision Severity Reduction. The MIP includes projects in the categories of Operational Improvements, Transportation Management System, and Commercial Vehicle Enforcement Facilities and Weigh in Motion.

This position is assigned the responsibility of review, oversight and approval of safety and operational improvement project development, implementation and evaluation by performing the following duties:

TYPICAL DUTIES:

Percentage	Essential (E)/Marginal (M)[1]	Job Description
25%	E	Review, evaluate and recommend approval of proposed traffic safety improvements to ensure projects meet the established program criteria. Review, evaluate and recommend approval of final scope and cost of traffic safety improvement projects. Provide guidance to District Traffic Safety Engineers to ensure project scope and cost is retained through project delivery and construction.
25%	E	Hire, develop, train and retain staff. Clearly describe the organization's vision, mission, strategies and rationale. Ensure that staff is familiar with the Division's business plan and principles, and that they understand the office/branch expectations and duties as described in their duty statement. Provide staff the resources needed to perform their assigned duties successfully (e.g., tools, equipment, staff, materials). Schedule work assignments, establish priorities, and direct the work of staff making adjustments as necessary due to changing priorities. Provide feedback on job performance to the employee that entails critical, constructive, and oral and written feedback, through the regular monitoring of their productivity and work load. Prepare timely probation reports and individual development plans, provide training opportunities within the unit, and develops plans and tools to build strengths and close performance gaps. If necessary, employ the necessary actions to address performance issues (corrective, adverse, etc).
20%	E	Review, evaluate and recommend approval of proposed traffic operational improvements to ensure projects meet the established program criteria. Review, evaluate and recommend approval of final scope and cost of traffic operational improvement projects. Provide guidance to District Traffic Engineers to ensure project scope and cost is retained through project delivery and construction.
20%	E	Administer the HSIP and MIP functional activities, including: providing leadership, coordination advice, support/assistance, policy development, statewide tools and technical guidance. Represents statewide interests while appreciating district perspectives. Advocates for business

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		improvements with other Headquarter divisions and processes. Shares best practices and priorities. Monitors performance and report against performance measures. Makes recommendations to resolve performance issues. Develops, maintains & validates production units and workload standards to support allocation and resource requirements for their project codes. Reviews districts' unconstrained workload, operating expense and contract requests – provides input to the Office Chief. Develop proposed constrained workload hours, operating expense (OE) (including contracts) to balance statewide needs with available resources. Monitors labor charging practices for assigned project codes – look at what is outside the norm to improve statewide consistency. Coordinates OE allocation to districts. Documents functional processes. Updates the TOMIS WACI, assists with Budget Change Proposal development.
10%	M	Assist in the development, facilitation and management of the Traffic Safety Academy course. Develop and present course materials related to traffic safety issues for inclusion in the Traffic Safety Academy course. Manage, conduct, sponsor, and participate on various task forces, workshops, conferences, and quality teams.

[1]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

Directly supervises Transportation Engineers, Civil and Electrical. Incumbent may supervise student assistants and other classifications.

Exercises functional guidance over the District Traffic Engineers and SHOPP Program Advisors who are responsible for implementing highway projects in their respective districts.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

The incumbent must be a California licensed Professional Engineer.

Knowledge:
Requires a broad knowledge of traffic engineering principles and practices. Knowledge of principles of traffic safety, traffic operations, various phases of transportation engineering and system planning, and engineering safe design of highways are required to meet program objectives. Knowledge of the methods, materials and equipment used in designing, constructing, maintaining and operating highways is required. Knowledge of Caltrans' major activity areas and organization; transportation economics and financing; various phases of transportation systems planning and engineering work; factors that influence the impact of transportation facilities on the environment, community and economy.

Must have knowledge and understand the Department's and Traffic Operations' mission, vision, strategic goals, policies, procedures, funding and financial constraints; strategic planning processes and techniques; performance measure development, implementation, and assessment; principles and practices of public administration, budgeting, personnel, planning, program management and evaluation.

Must be familiar with Federal standards relating to the HSIP. Must have knowledge of the formal and informal aspects of the legislative process, governmental functions and the organization at the state and local levels, and state, federal, and local laws and regulations that govern the Department and other agencies. Must have knowledge of program management, project management, safety, health, and equal employment opportunity.

Abilities:
Must have the ability to analyze facts and data and from these develop recommendations, technical advice, prepare technical correspondence and complete comprehensive reports related to the improvement of highway safety. Must be able to communicate effectively, both orally and in writing (functionally and technically), with internal and external partners and safety stakeholders. Must have managerial and organizational abilities that include evaluating work quality and performance, and effectively planning and directing the work of others. Must have the ability to negotiate with internal and external partners on critical issues and be able to develop and maintain professional relationships. Must have the

ability to analyze technical situations accurately and complete assignments with a limited timeframe. Must develop new and innovative ideas and recommend solutions for improvements and write clear and concise documents and reports. Ability to plan and deliver persuasive presentations and use a personal computer.

Analytical Requirements:
Must have analytical abilities to assimilate technical and procedural input from various sources, to evaluate that input, develop alternative courses of action and to make objective recommendations on all critical issues affecting the implementation of HSIP and improving safety. Must reason logically and creatively using a variety of analytical and problem-solving techniques.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Responsible for the development of a cost-effective HSIP and MIP, expediting delivery of safety improvement projects, and keeping management appraised on program progress and effectiveness. Incorrect decisions could delay funding for critical projects and/or the expenditure of funds on low priority projects which could further result in impacting safety and mobility on the state highway system.

This position is responsible for making independent action and taking initiative to carry out the assigned duties. The incumbent will routinely provide data, reports and make final recommendations on changes in policies and procedure. Failure to carry out the responsibilities could result in:
• Compromising the traveling public's health and safety.
• Litigation that could delay and/or add substantial cost to essential projects or activities.
• Loss of credibility and public confidence in Caltrans as a responsible public agency.
• Inability to quantify performance in meeting the Department's strategic goals and safety and mobility commitments.
• Collision costs that impact California's economy and traffic safety culture.

Errors may have a significant impact on the internal and external operations of the Division of Traffic Operations, as well as the Department as a whole.

PUBLIC AND INTERNAL CONTACTS

This position routinely has significant contact with Caltrans staff, in the Districts as well as Headquarters. In addition, this position responds to questions from the public regarding the Department's highway safety projects and safety features. It also has continuous contact with engineers from FHWA, local agencies, other states, the private sector and occasionally foreign governments regarding the highway safety program and safety practices.

This position requires a high level of both written and verbal communications, as the incumbent works with executives, executive teams and Caltrans external partners. The incumbent must exhibit tact and diplomacy when addressing an audience, and effectively communicate with Caltrans' Districts, private organizations, government agencies, and transportation financing agencies at the state, federal and local levels.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

The incumbent may be required to sit for long periods of time using a keyboard/mouse and video display monitor, or while attending meetings. Must be able to use fine manipulation and/or simple grasping during the course of the workday. Some walking may be required. Must be able to work flexible hours, sometimes staying late or arriving early to complete an important assignment.

The position requires the ability to multi-task, adapt to changes in priorities and ensure completion of tasks or projects given short notice, develop new insights into situations, foster a work environment that encourages creative thinking and innovation; and to adapt behavior and work methods in response to new information, changing conditions, or unexpected obstacles.

The incumbent must be able to sustain the mental activity needed to conduct necessary research, analysis, and synthesis of issues and make well-reasoned recommendations to management. Must be able to make presentations, lead workshops, and serve on quality teams. The workload is subject to frequent, substantial, and unexpected changes that could affect the scheduling or completion of assignments. Must deal effectively with pressure, maintain focus, and intensify yet remain optimistic and persistent, even under adversity.

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WORK ENVIRONMENT

Normally the employee will work in a climate-controlled office under artificial lighting. However, due to periodic problems with the heating and air conditioning, the building temperature may fluctuate. The environment is fast-paced, demanding and busy; and requires considerable flexibility in managing time, priorities and assignments. Vacation may be restricted during peak times.

The incumbent may be required to travel in state and possibly out-of-state.

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