

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
Transportation Engineer (Civil)	DES/PPRM/OPM/Workload Management Branch	
WORKING TITLE	POSITION NUMBER	EFFECTIVE DATE
Transportation Engineer (Civil)	559-150-3135-xxx	

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 Branch Chief, the incumbent will work with the engineers to prepare and monitor the Division of Engineering Services (DES) workload. The incumbent will coordinate the workload estimation process and the allocation of resources as part of developing the Resource Target Plan (RTP) by loading future fiscal workload projections by program and fund type. This position may have lead responsibility over other Transportation Engineers and Administrators within the Branch. Because a significant amount of the duties require negotiating workload, an understanding of engineering services, structures design and construction is necessary. An ideal candidate would be someone who has been through the DES rotation program for Engineers.

TYPICAL DUTIES:

Percentage	Essential (E)/Marginal (M) ¹	Job Description
40%	E	The incumbent is the primary contact and leads other engineering and technical personnel in the process of developing and monitoring DES workload. Utilizes Project Management Engineering skills and understands the workload, allocation and expenditures data to ensure appropriate engineering resources are available to complete and deliver projects on time and on budget. Ensures that all functional areas are resourced appropriately to meet project delivery commitments by analyzing the data and having open communication with the DES Engineering staff.
30%	E	Works closely with the DES Engineering Staff to identify workload and provides assistance in loading subdivision allocation spread into the DES RTP. Manages workload, allocation spread and expenditures by utilizing data extracts from the Department's eXpert Project Management (XPM) system, Transportation Accounting and Management System (TRAMS), Financial Data to Oracle (FiDO), and other data sources as required. Analyzes data extracted by other staff to ensure that the information being distributed within DES and other Divisions is accurate. Prepares charts, graphs and reports for the activities described above. Utilizes these reports, charts and graphs to communicate with DES Management and its subdivisions.
20%	E	Utilizes Engineering and Project Management knowledge to facilitate resource negotiations with the subdivisions and the Capital Outlay Support managers to secure appropriate workload resources by program and fund type. Delivers monthly, quarterly and ad hoc reports to management to provide them with the current status of resource allocation and utilization.
10%	M	Assists DES Subdivision Deputies, Program Managers, and Workload Management Branch in developing policy and procedures for resource allocation and management. Acts on behalf of the Workload Management Branch Chief during absences or scheduling conflicts.

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

This position does not supervise other employees.

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KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

The incumbent must have education or experience equivalent to graduation from college with major work in Civil Engineering. The position requires excellent analytical, organizational, oral and written communication skills. Must have a thorough knowledge and understanding of the Project Management process and engineering workload issues and also have experience using personal computers and technical software such as Microsoft Excel, Filemaker Pro, XPM and FiDO. This position ties the project management process to the resource management workload process.

The incumbent must have above-average mathematics and logic abilities; and must be able to gather, compile, analyze and interpret data. Must be able to work, cooperate and communicate well with others, both orally and in writing.

Must have the ability to analyze the logic, correctness, and effectiveness of workload projections. The incumbent must be able to analyze various project and resource reports and determine if action is required.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Inaccuracies in Workload and Resource Development will result in erroneous resource allocations, which may result in misallocation of resources for DES.

The incumbent is expected to act professionally and courteously at all times. Failure to do so would negatively impact the credibility and effectiveness of the Office of Project Management and DES.

PUBLIC AND INTERNAL CONTACTS

The incumbent will have extensive contact with the Office of Project Management staff and all other functional units within DES discussing current workload and/or future workload projections. There will also be some interaction with the Districts/Regions and Headquarters Project Management staff.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Employees may be required to sit for long periods of time using a keyboard and video display terminal.

WORK ENVIRONMENT

While at their base of operations, employees will work in a climate-controlled office under artificial lighting. Employees may also be required to travel for training or meetings outside their normal work environment.

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.

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SUPERVISOR (Print)

SUPERVISOR (Signature)

DATE
