

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE Transportation Engineer (Civil)	OFFICE/BRANCH/SECTION Division of Planning, Local Assistance	
WORKING TITLE Local Assistance Area Coordinator	POSITION NUMBER 908-222-3135	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 direction of the District Local Assistance Engineer (DLAE), a Senior Transportation Engineer, the Transportation Engineer (Civil) performs professional engineering work in the Division of Planning, Local Assistance. Provides project management support and provides procedural guidance to local agencies that receive federal-aid and/or state-aid for their respective transportation projects. Provides project management support and oversight of local agency projects from project initiation to final report of expenditures. Monitors timely use of project funds.

TYPICAL DUTIES:

Percentage		Job Description
Essential (E)/Marginal (M) ¹		
50%	E	Assists local agencies in obtaining authorization to proceed for federal funds from Federal Highways Administration (FHWA) and allocation of state funds from California Transportation Commission (CTC). Such tasks include but are not limited to review and/or comment of request for authorization and/or request for allocation for the various phases of work under project implementation such as environmental, design, right of way, utility relocation, construction engineering, and/or construction capital. Support documents for review or comment in the request for authorization with FHWA or allocation per CTC include but are not limited to field review, data sheet, finance letter, federal or state programming of funds, and proper documentation of programmed funds in Southern California Association of Government (SCAG), Regional Transportation Improvement Program (RTIP). Monitors local agency project development and implementation to ensure timely use of funds and rate of progress to prevent funding lapse, revocation of obligation, or disencumbering of allocation. Such activities include but are not limited to prompt processing of invoice payment, requesting time extension with merited circumstances, close out project under the final report of expenditure guidelines, and participate in project process reviews at the request of Audits and Investigation, FHWA, and other federal agencies.
20%	E	Provide support to district Local Assistance staff and other functional units on project implementation, request for authorization, request for allocation, and timely use of funds for local agency projects on the State Highway System.
20%	E	Coordinate with Division of Local Assistance in processing request for authorization and request for allocation. Coordinate with Division of Accounting in processing invoice payment and final report of expenditures. Coordinate with Audits and Investigations, FHWA, and other federal agencies in request for project process reviews.
5%	M	Understand changes to Local Assistance with regard to the Local Assistance Procedures Manual through Office Bulletins, Local Programs and Procedures. Understand changes to programming guidelines through postings on the Local Assistance website.
5%	M	Participate in evaluation of project applications.

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

None

ADA Notice

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KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Must have knowledge of civil engineering and the processes for federal-aid project development and construction contract administration. Must be familiar with federal and state statutes relating to transportation funding. Must have knowledge of Caltrans Project Development Manuals, Local Assistance Procedures Manual and Guidelines.

Must have knowledge of Caltrans internal structure to address local agency concerns; must have knowledge of local agencies' internal structure affecting Local Assistance.

Must have ability to establish and maintain friendly and cooperative relations with those contacted in the course of the work; must communicate effectively orally and in writing.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Will make recommendations regarding the scope of study, level of detail, method of impact analysis, impact evaluation factors, mitigation plans, and the commitment of branch resources. The incumbent is responsible for the completion and accuracy of agency submittal documents. Errors may delay project clearances thus making them ineligible for federal and/or state funding.

PUBLIC AND INTERNAL CONTACTS

Has direct contact with all levels of District staff and some contact with Headquarters staff, private engineers, consultants, contractors and the public.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

May be required to move around in rugged terrain with a minimum of twenty (20) pounds of gear. While in the office, incumbent is required to sit for long periods of time using a computer keyboard and a video display terminal. Must have the ability to develop and maintain cooperative relationships and the ability to focus on difficult tasks for long periods of time. Must have the ability to multi-task, to adapt to changes in priorities, and to complete tasks or Projects on short notice.

A key requirement of this job entails protection and enhancement of the environment while improving public transportation. The incumbent must be able to discharge duties in accordance with the California Environmental Quality Act (CEQA) and National Environmental Policy Act (NEPA) and other applicable laws/guidelines. Incumbent is honest and fair and demonstrates a sense of responsibility and commitment to public service.

WORK ENVIRONMENT

While at the base of operation, incumbent will work in a climate-controlled office under artificial light. Incumbent may work at workstations within shared cubicles. Incumbent may be required to travel.

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
