

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE Transportation Engineer, Civil	OFFICE/BRANCH/SECTION DLA/Office of Active Transportation & Special Programs	
WORKING TITLE Program Coordinator - ER, STIP and Discretionary	POSITION NUMBER 913-110-3135-008	EFFECTIVE DATE October 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:**TYPICAL DUTIES:**

Percentage	Job Description
Essential (E)/Marginal (M) ¹	
0%	

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; but does lead a Staff Services Analyst in processing agreements and funding documents for the ER program.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

The Program Coordinator must have a working knowledge of the following:

1. State and Federal funding programs.
2. Caltran's role in administering the statewide ER program.
3. CTC's role in the State Transportation Improvement Program (STIP)
4. Federal and State laws, regulations, policies, and procedures, engineering and construction practices as they pertain to project development of local agency projects and local road systems.

The Program Coordinator must have the ability to analyze data, write reports, prepare exhibits, prepare detailed instructions, arrange meetings, analyze situations, take effective action, communicate clear work direction to others, and be able to effectively recommend solutions to politically sensitive matters through both oral and written communications.

Studies performed and their analyses will generally not be of a recurring nature and thus will require the Transportation Engineer to be knowledgeable regarding the latest engineering practices and administrative policies required to produce timely and effective studies and reports that are acceptable to local agencies, Caltrans, and/or the FHWA.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Errors in judgment or lack of prompt action could result in the loss of Federal or State funding at both State and local level for the various programs, and lower credibility for the Department in dealing with the FHWA and other state and local agencies.

PUBLIC AND INTERNAL CONTACTS

The Program Coordinator has frequent contact with the FHWA, Cal EMA, city and county staff, and other state and federal agencies. The Program Coordinator participates in meetings and negotiations relative to the local assistance programs. The position also has substantial internal contact within the department.

ADA Notice

For individuals with sensory disabilities, this document is available in alternate formats. For alternate format information, contact the Forms Management Unit at (916) 445-1233, TTY 711, or write to Records and Forms Management, 1120 N Street, MS-89, Sacramento, CA 95814.

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PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

The employee may be required to sit for long periods of time using a keyboard and display terminal. They must be able to gather and compile disaster related data quickly and efficiently. He or she is required to travel to the district or maintenance offices for program administration and give training to large groups. Field activities such as walking, climbing, and balancing are required.

WORK ENVIRONMENT

The work environment is fast-paced and requires considerable flexibility in managing time, priorities, and assignments. It can be demanding and/or stressful. The work environment may include both office and field environments, including transportation construction zones. Incumbent will be required to travel to district offices, offices of other state or federal agencies throughout the state, or other meeting facilities, and/or to the sites of proposed projects. In the field the incumbent may experience all climatic conditions, including rain or snow. Proposed project sites and/or construction sites may be loud, dusty, or dirty and may include rugged terrain. While at their base of operation, 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.

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