

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE Transportation Engineer	OFFICE BRANCH/SECTION 44/Project Management/Application Systems	
WORKING TITLE PRSM Application Engineer	POSITION NUMBER 913-176-3135-XXX	EFFECTIVE DATE 07/25/2014

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 general supervision of the Supervising Transportation Engineer, (Chief, Office of Project Management Application Systems), the incumbent, as a team member of HQ PRSM Support Unit, is responsible for providing PRSM Tier 2 support. The incumbent also plays a lead role for facilitation and implementation of PRSM software application to the statewide user group.

TYPICAL DUTIES:

Percentage		Job Description
Essential (E)/Marginal (M) ¹		
50%	E	Work as a technical Subject Matter Experts (SMEs) for HQ Project Resource and Schedule Management (PRSM) Support Group. Coordinate the Helpdesk Expert Automation Tool (HEAT) and distribute the tier 2 tickets to SMEs for timely resolution and documentation. Utilize the HEAT ticket data and perform detailed engineering analysis to develop training modules and job-aids. Maintain/update PRSM knowledge library. Conduct and facilitate statewide meetings with District Support Desks. Coordinate PRSM managers/SMEs meetings. Facilitate PRSM application upgrades and participate in development of upgrade roll-out plans and assist the PRSM team in implementation. Coordinate with IT and a number of engineering professionals to maintain optimum and stable performance for both PRSM production and training environments. Provide expeditious customer service by quickly understanding an issue and assign an appropriate SME for timely resolution.
20%	E	Serve as a technical expert for PRSM users. Solve complex engineering issues and assist other team members to resolve HEAT Tickets. Develop and deploy processes and tools for data management and data integrity in PRSM.
20%	E	Gain an understanding of the functionality and technical constraints of PRSM application. Assist the Office of Capital Project Skill Development (CPSD) to update and maintain the most up-to-date training material. Develop and maintain PRSM manual and other related documents.
5%	E	Participate in special assignments to improve PRSM processes and develop documentation for new and existing business processes and tools.
5%	M	Assist the office chief to develop statewide project management policies related to Task Management and implementation of PRSM.

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 any individuals.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Knowledge: The position requires a data-driven individual with hands-on experience in database development related to project management functions. The incumbent must have strong knowledge of the Caltrans' Project Development Processes (Planning, Roadway Design, Construction, Traffic Operations, Structure Design) and project funding process including programming and budgeting. The incumbent must have knowledge of Resource Breakdown Structure, Work Breakdown Structure (WBS), Critical Path Method (CPM), Project Workplan Development, administration of project management database; responsibilities of Project Managers, Functional Managers, and Project Management Support

ADA Notice

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Units.

Ability: The incumbent must be able to work independently as well as with a team, to produce documentation to improve business processes. The incumbent must work effectively and tactfully with all levels of Caltrans staff involved in project management and supporting service organizations. The incumbent must be able to create and deliver oral presentations, prepare technical correspondences, comprehensive engineering reports, and prepare concise written material. The incumbent must be able to organize work priorities to provide prompt and courteous customer service to Caltrans' twelve Districts.

Analytical Requirements: This position requires a high degree of ability to analyze and evaluate various project management and engineering applications. Incumbent must possess the ability to analyze project workplans, schedules, budgets, and cost, as well as make sound engineering decisions to improve the Department's project management processes.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The incumbent is responsible for independent action and initiative in carrying out assigned duties. This action is in direct support of the continuous improvement of project management in Caltrans, a critical need and high priority among Caltrans executive management, the California Legislature and the California Transportation Commission.

Poor decisions may result in the lost opportunity of the Department to improve project management processes and systems. This will result in the ineffective utilization of project management procedures; a potential failure in improving project delivery, control and performance; and a loss in credibility with the Legislature, the California Transportation Commission and various control agencies.

PUBLIC AND INTERNAL CONTACTS

The incumbent must work closely with District PRSM Support Desk Team, as well as other District personnel. External contacts may include the Federal Highway Administration, the Legislature, the California Transportation Commission, other state and local agencies, consulting firms, and possibly transportation departments in other states. The incumbent must also prepare and make presentations to HQ and District managers and staff as required.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

The incumbent may be required to sit for long periods of time using a keyboard and video display terminal. The incumbent must be able to grasp the essence of new information and master new technical and business knowledge. Must be able to develop and maintain cooperative working relationships.

WORK ENVIRONMENT

While at their base of operations, the incumbent will work in a climate-controlled office under artificial light. 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.

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SUPERVISOR (Print)

SUPERVISOR (Signature)

SUPERVISOR (Signature)	DATE
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