



**STATE OF OREGON  
POSITION DESCRIPTION**

**Position Revised Date:**

February 5, 2021

*(only change if revisions are made)*

**Agency:** Dept of Transportation

**Division:** Operations - Urban Mobility Office

This position description is for:

- A new position that is being established
- An existing position that is being revised
- No change – Annual review

**Service Type  
of this position is:**

(Check one box only)

Management Service (X):

- Supervisory (MMS)
- Managerial (MMN)
- Confidential (MMC)

Unclassified:

- Executive Service (Z)

**SECTION 1. POSITION INFORMATION**

<b>a.</b> Classification Title: <u>Professional Engineer 2</u>	<b>b.</b> Classification No: <u>X3149</u>
<b>c.</b> Establish Date: _____	<b>d.</b> Position No: <u>TBD</u>
<b>e.</b> Working Title: <u>UMO Tnsprt Analysis Eng</u>	<b>f.</b> Agency No: <u>73000</u>
<b>g.</b> Section Title: <u>Urban Mobility Office</u>	<b>h.</b> Budget Auth No: <u>TBD</u>
<b>i.</b> Employee Name: <u>Vacant</u>	<b>j.</b> Union Repr Code: <u>N/A</u>
<b>k.</b> Work Location (City – County): <u>Portland - Multnomah</u>	
<b>l.</b> Supervisor Name: <u>Mandy Putney</u>	

<b>m. Position:</b> <small>check the one/s that apply</small>	<input checked="" type="checkbox"/> Permanent	<input type="checkbox"/> Seasonal	<input type="checkbox"/> Limited Duration	<input type="checkbox"/> Double Fill
<b>n. Position:</b> <small>check only the one that applies</small>	<input checked="" type="checkbox"/> Full-Time	<input type="checkbox"/> Part-Time	<input type="checkbox"/> Intermittent	<input type="checkbox"/> Job Share
	<input type="checkbox"/> Academic Year			
<b>o. FLSA:</b>	<input checked="" type="checkbox"/> Exempt	<b>If Exempt:</b>	<input type="checkbox"/> Executive	<b>p. Eligible for Overtime:</b>
	<input type="checkbox"/> Non-Exempt		<input checked="" type="checkbox"/> Professional	<input type="checkbox"/> Yes
			<input type="checkbox"/> Administrative	<input checked="" type="checkbox"/> No

**SECTION 2. PROGRAM AND POSITION INFORMATION**

**a. Describe the program in which this position exists. Include program purpose, who is affected, size, and scope. Include relationship to agency mission.**

The Oregon Department of Transportation exercises leadership and vision in promoting, developing and managing a statewide network of transportation systems and facilities. These systems and facilities provide access to Oregon for the State’s citizens and visitors, provides efficient movement of commerce, goods and services, ensures the safety of transportation systems users, and enhances Oregon’s competitive position in national and international markets. ODOT is a geographically-spread organization of approximately 4500 FTE with a \$3.8 billion biennial budget.

**b. Describe the primary purpose of this position, and how it functions within this program.**

**Complete this statement. The primary purpose of this position is to:**

This position serves as the lead ODOT transportation engineer for Mega Projects and Toll Program in the Urban Mobility Office, which includes advancing value pricing projects for further study on both I-5 and I-205 to effectively manage north-south travel through the Portland metro area. The position provides policy and project management guidance in advancing the Toll Program based on the work conducted under the Value Pricing Feasibility Analysis (2018) and subsequent direction and approvals from the Oregon Transportation Commission (OTC) and the Federal Highway Administration (FHWA). This requires this position to be responsible for ensuring appropriate analytical processes and technical methods are applied in all analysis related to these programs. This position is responsible for utilizing technical expertise and ensuring defensible analysis in an area with tremendous visibility, which will also require excellent public process leadership skills and an ability to stay within scope and not compromise engineering principles and ethics.

This position will lead the Urban Mobility Office’s Mega Projects and Toll Programs planning and environmental review phases to develop and implement an integrated strategy for congestion management in the Portland Metro Area. In this role, the position works with local governments, a multitude of ODOT disciplines at various Regions and Headquarters, and state resource agencies. The position also will coordinate project-related government affairs, including briefings for elected officials and interagency leadership.

This position is a member of the Urban Mobility Office Team and provides Portland Area Congestion Management guidance to region and agency management, on policy and project matters.

**SECTION 3. DESCRIPTION OF DUTIES**

**List the major duties of the position. State the percentage of time for each duty. Mark “N” for new duties, “R” for revised duties or “NC” for no change in duties. Indicate whether the duty is an “Essential” (E) or “Non-Essential” (NE) function – for ADA purposes.**

*The following are general requirements for performance of the duties listed below: maintains regular and punctual attendance; contributes to a positive and productive work environment; establishes and maintains professional and collaborative working relationships with all contacts.*

*Be a respectful member of a team, which includes communicating and working effectively and appropriately with a variety of individuals or groups with diverse cultural beliefs, values and behaviors.*

*Be responsible for achieving the Department’s Affirmative Action goals through recruitment, selection and retention of protected class individuals. Promote and support the value the Department places on Equal Employment Opportunity (EEO), Affirmative Action (AA), Diversity and Working Guidelines through individual actions and interactions with employees, applicants, stakeholders, community partners, and landowners.*

% of Time	N/R/NC	E/NE	DUTIES
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**Note:** If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit “Enter”.

50%	N	E	<p><b>Primary Duties:</b></p> <ul style="list-style-type: none"> <li>This position is the UMO’s expert in the area of transportation analysis. This person must be knowledgeable in the application of highly complex metropolitan multi-modal transportation and land use analysis. This includes ability to scope, review, approve, communicate and incorporate technical work, involving vehicle trip generation, trip distribution, modal split, traffic assignment, commodity flow and economics. The PE must be fully proficient in the ability to plan, organize and initiate actions to carry out difficult and complex assignments in</li> </ul>
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			<p>collaboration with ODOT’s Transportation and Planning Analysis Unit (TPAU) and Region 1 Traffic Engineering group with minimal or no guidance Established procedures may not always exist and will need to be developed by this person by establishing teams with the appropriate expertise. This person is responsible for researching information to make decisions that will lead to timely completion of the projects assigned.</p> <ul style="list-style-type: none"> <li>• Closely coordinate with TPAU, consultants, MPO staff and state agency staff to coordinate the application of statewide and metropolitan area models/tools to support the UMO’s congestion management objectives in the Portland Metro Area.</li> <li>• Coordinate with TPAU and the OMSC related to data, tool and analysis improvements that will be needed to evaluate UMO programs and projects. This includes all modes and transportation options.</li> <li>• Familiar with and able to articulate existing long range transportation facility planning, including development of transportation system plans, corridor plans, highway segment designations, and interchange area management plans consistent with federal and state requirements; apply sound planning processes and project management in order to optimize use of technical information in the planning process.</li> <li>• Familiar with and able to incorporate data from regional and local system and corridor plans high priority transportation projects for the Development STIP and the Construction STIP;</li> <li>• Identification of priorities for modernization projects for inclusion in the Metro financially constrained plan and for funding in the STIP and other funding sources;</li> <li>• Lead multi-disciplinary (consultant and ODOT in-house) project teams. Identifies project disciplines needed to accomplish project objectives. Determines whether those resources are available in-Agency (budget/ availability of staff), or whether private sector consultants will be required.</li> <li>• Determine policy, plans and strategies on issues of statewide significance and integrate policy and plans with other agency planning efforts.</li> <li>• Draft proposals for approval by commissions, regulatory boards and legislative committees.</li> <li>• Review and comment on draft plans and respond to questions from agency planning staff from other jurisdictions, other state and federal agencies.</li> </ul>
25%	N	E	<p><b>Public Involvement and Agency Representation:</b></p> <ul style="list-style-type: none"> <li>• Lead, design and manage local government and stakeholder technical staff involvement in agency planning efforts.</li> <li>• Responsible for interagency technical/analysis related coordination, including building consensus and managing necessary approvals to move the Comprehensive Congestion Management &amp; Mobility Plan and Oregon Toll System through the Project Development process.</li> </ul>

			<ul style="list-style-type: none"> <li>• Cultivate relationships with ODOT's stakeholders including cities, counties, federal and state agencies as well non-profits.</li> <li>• Contact appropriate people in various internal units, State resource and permitting agencies, other public jurisdictions, private businesses and organizations, special interest groups, local communities and the general public; seeks cooperation and coordinates needed meetings or hearings to gather input and meet procedural requirements</li> <li>• Advise Oregon Transportation Commission and Director of ODOT, Urban Mobility Office Director, and Region 1 Administrator of situations and recommended actions. Develops talking points for presentations.</li> <li>• Establish good, ongoing relationships with local staff to ensure ODOT is aware of local issues and upcoming local planning initiatives and to foster a capacity to work collaboratively on locally generated projects. Collaborate with local jurisdiction staff on planning projects to ensure ODOT interests are adequately addressed. Advise local government on state policy requirements and technical requirements related to tolling and pricing.</li> </ul>
20%	N	E	<p><b>Contract Administration/Project Management Responsibilities:</b></p> <p><u>Contract Development</u></p> <ul style="list-style-type: none"> <li>• Represents management in the development of outsourcing contracts for complex highway construction projects. Responsibilities include: project scoping, cost and timelines; selection of alternative contracting techniques such as design-build, CM/GC or A+B (+C); development of pre-qualification criteria; determination of warranty language, and coordination of the Request for Proposal process.</li> <li>• Work involves close coordination with regional Technical Center Managers to insure technical elements are identified and the ODOT Procurement Office to insure the contract scoping process is conducted in accordance with federal, state, and agency rules, regulations, policies, and direction. Closely coordinates with internal stakeholders during contract development process.</li> </ul> <p><u>Vendor Selection and Contract Award</u></p> <ul style="list-style-type: none"> <li>• Participates in vendor selection process. Plays a key role in the evaluation of vendor proposals and makes selection recommendations to the Project Directors, and the Urban Mobility Office Deputy Director and Director.</li> <li>• Represents the Chief Engineer and Urban Mobility Office, and statewide interests in vendor negotiations regarding final contract terms to include adjustments in price, time, and/or contract specifications.</li> </ul> <p><u>Coordination &amp; Communication</u></p> <ul style="list-style-type: none"> <li>• Manage the design, pre-bid and pre-construction meetings. Invitees should include appropriate state, FHWA, contractor, consultant, local agency, utility staffs and others as necessary.</li> </ul>

			<ul style="list-style-type: none"> <li>• Meet with the contractor/consultants regularly to plan and coordinate work, and resolve project issues of work areas, scheduling concerns, sequence of operations, and other contract topics.</li> <li>• Establish and maintain positive relations with contractor/consultant staff while ensuring quality and timely delivery of products.</li> <li>• Maintain required flow of verbal and written communication with other state offices, contractors, consultants, FHWA, local and other public agencies on construction contract issues.</li> <li>• Ensure that business and property owners, elected and local agency officials and the media are advised on the effects of construction work to their community or operations.</li> <li>• Communicate with other ODOT Project Managers on common issues in construction on current projects.</li> <li>• Lead design and construction efforts to assure community input is obtained and followed through in both design and construction phases.</li> </ul>
5%	N	E	<b>Other:</b> <ul style="list-style-type: none"> <li>• Other duties as assigned.</li> </ul>

100%

#### SECTION 4. WORKING CONDITIONS

**Describe any on-going working conditions. Include any physical, sensory, and environmental demands. State the frequency of exposure to these conditions.**

This position works mostly in an office environment with some time traveling to facilities in the Region, including collocated project offices. This position sometimes requires working late and on weekends, and needs to be available to respond to calls 24/7 during emergencies. Work includes managing service needs, which may have conflicting requirements and tight deadlines. Travel to Salem is sometimes required.

The incumbent in this position participates in meetings with consultants, local agency staff, and other ODOT staff. These meetings can often be confrontational. Exposure to emotionally charged issues. This often includes direct contact with the public on these issues. Frequency of exposure can vary from monthly to weekly.

A valid driver license, an acceptable driving record and the ability to drive is required for this position.

**Additional conditions:**

**General office conditions:** Employee will have frequent, short notice and short time frames for completion of assignments. Position may require occasional travel that may include driving a state or personal vehicle on state business. Position may also have extended periods of time sitting at a desk or working on a computer terminal.

**Diversity:** ODOT is committed to diversity. Diversity efforts reinforce respectful treatment of others in the workplace. These efforts focus on identifying ways to work better together, reducing conflict by increasing understanding, improving collaboration, fostering teamwork, and increasing productivity and quality of services delivered by Major Projects.

**Team Environment:** Urban Mobility Office and ODOT have a team oriented environment. Working in a team oriented environment requires participative decision making and cooperative interactions among staff and management. Team participation requires being prepared for meetings, bringing issues and possible solutions for the team to resolve, obtaining agreement through the use of consensus when appropriate, giving and receiving feedback, committing to support and help other team members, sharing in the leadership of the team and agreeing to buy-in and actively support decisions made by the management team. This position may also be required to participate in cross functional or problem solving teams as needed.

**Data sensitivity:** This position might have access to personally identifiable information and will be expected to follow the department’s policies related to data security.

## SECTION 5. GUIDELINES

**a. List any established guidelines used in this position, such as state or federal laws or regulations, policies, manuals, or desk procedures.**

ODOT Analysis Procedures Manual, Transportation Planning Rule, Oregon Land Use Laws and Regulations, Air Quality Conformity Rules, State and Federal laws (map-21). The Oregon Transportation Plan, Highway Plan, and any other completed modal plans, Access Manual and Statewide Planning Goals, local comprehensive plans, the State Agency Coordination Program, AASHTO Policy on Geometric Design of Highways and Streets (Green Book), Highway Capacity Manual (HCM), Highway Safety Manual (HSM), Manual on Uniform Traffic Control Devices (MUTCD), Traffic Engineering Handbook (ITE), Trip Generation Manual (ITE) and local urban area planning documents. Any other manuals, policies, ODOT guidelines, or other applicable documents related to transportation planning analysis of preliminary design.

**b. How are these guidelines used?**

This position performs highly complex and unique transportation and land use planning and traffic engineering functions to comply with the requirements of these laws, regulations, and policies. These regulations provide both requirements and general guidance for administrative and engineering tasks. The federal guidelines provide criteria for maintaining federal funding of the urban area transportation planning process. For transportation planning, the guidelines address regulations on meeting civil rights, air quality, and planning regulations.

## SECTION 6. WORK CONTACTS

**With whom, outside of co-workers in this work unit, must the employee in this position regularly come in contact?**

Who Contacted	How	Purpose	How Often?
<i>Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit "Enter".</i>			
UMO staff	Phone, written, in person	Information exchange	Daily
Region 1 Traffic Unit staff	Phone, written, in person	Information exchange. Coordinate and discuss studies.	Weekly
Transportation Planning Analysis Unit staff	Phone, in person	Information exchange	Weekly
Information Services Branch staff	Phone, in person	Computer assistance	As needed

Local agency staff	Phone, written, in person	Information exchange	Weekly
Other State Agencies	Phone, written, in person	Information exchange	As needed
Federal Agency staff	Phone, written, in person	Information exchange	As needed
Consultants/ developers	Phone, written, in person	Information exchange	Weekly
General public	Phone, written	Information exchange	Monthly

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## SECTION 7. POSITION RELATED DECISION MAKING

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### a) Describe the typical decisions of this position.

Decisions made by this person impacts transportation system planning, land use decisions, highway project design and costs, and help ensure the development of an efficient project for the benefit of the motoring public. This requires proper consideration of all factors that impact where people and business locate and how travel needs are met effectively.

### b) Explain the direct effect of these decisions.

This position is the UMO's expert in integrated transportation, land use and economic modeling and analysis. This position is responsible for development of modeling methods, guidelines and policies and conducts training in integrated transportation and land use modeling and analysis. This position provides guidance and performs highly complex and unusual transportation and land use modeling and engineering functions, regional environmental analysis and other planning analyses on major policy issues, transportation system plans, transportation projects and transportation corridors.

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## SECTION 8. REVIEW OF WORK

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### Who reviews the work of the position?

Classification Title	Position No.	How	How Often	Purpose of Review
UMO Strategic Initiatives Manager (PEMG)	TBD	In Person/Phone/ Writing	Daily/Weekly/Annually	Standard management review functions; advise and evaluate quantity, quality and timeliness of work performed; provide guidance, support and annual performance evaluation.
ODOT Transportation Planning Analysis Unit Manager (PEMF)	2011001	In Person/Phone/ Writing	Weekly/Monthly	Coordinate, discuss, problem solve work/projects; advice/consultation; provide assistance or information; receive information
Deputy Director	0033001	In Person/Phone/ Writing	Monthly/As	Quality and timeliness of work

of the Office of Urban Mobility and Mega Project Delivery (PEMH)			Needed	performed; provide guidance, and coordination with Director's office.
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**SECTION 9. OVERSIGHT FUNCTIONS FOR MANAGEMENT SERVICE SUPERVISORY (MMS) POSITIONS ONLY**

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- a. How many employees are directly supervised by this position? n/a
- How many employees are supervised through a subordinate supervisor? n/a

b. Which of the following activities does this position do?

- |  |   |
|--|---|
| <input type="checkbox"/> Plan work               | <input type="checkbox"/> Coordinates schedules                    |
| <input type="checkbox"/> Assigns work            | <input type="checkbox"/> Hires and discharges                     |
| <input type="checkbox"/> Approves work           | <input type="checkbox"/> Recommends hiring                        |
| <input type="checkbox"/> Responds to grievances  | <input type="checkbox"/> Gives input for performance evaluations  |
| <input type="checkbox"/> Disciplines and rewards | <input type="checkbox"/> Prepares & signs performance evaluations |

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**SECTION 10. ADDITIONAL POSITION-RELATED INFORMATION**

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ADDITIONAL REQUIREMENTS: List any knowledge and skills needed at time of hire that are not already required in the classification specification:

- Possession of State of Oregon Registration as a Professional Engineer (PE) is required. (Registration may be from another state based on requirements equivalent to those in Oregon. Applicants qualifying through the licensure equivalency option must achieve professional registration as a PE in the State of Oregon within six months of appointment to this class.)
- Possession of a valid driver's license.
- This position requires highly developed professional engineering skills with extensive knowledge of theories, principles and practices in traffic engineering, transportation modeling and other requirements necessary for transportation planning analysis. Written and verbal communication is an important aspect of this position because of extensive contacts with the public, federal and local agencies. This position requires advanced analytical, organization and public relation skills, and be able to work independently.
- Strong communication skills – ability to communicate technical content in an understandable manner to general audiences, good writing skills, ability to cater messages to specific audiences such as ODOT leadership, agency partners, and technical teams; ability to communicate needs to technical staff and understand analytical capabilities given specific time/budget constraints;
- Project management skills – ability to work on and lead multiple assignments while scoping, assigning, reviewing and coordinating with staff and business partners.
- Demonstrated ability to exercise discretion and independent judgment while communicating with high-profile individuals in a tactful and professional manner.
- Coordination skills – experience coordinating efforts with internal staff, MPOs, locals, other state agencies, federal and level of involvement.
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**Desired Attributes/Application Scoring Criteria for the Recruitment Announcement:**

- Experience leading and reviewing multimodal transportation analysis efforts, including transportation-land use modeling and analysis, corridor level analysis, traffic simulation and freight analysis.
- Experience applying facilitation skills to strategically facilitate teams of technical staff, develop business plans and strategies to meet goals and objectives.
- Good working knowledge of the Manual on Uniform Traffic Control Devices (MUTCD) Traffic Engineering Handbook (ITE), Trip Generation Manual (ITE), the ODOT Analysis Procedures Manual and local urban area planning documents.
- Experience reviewing and managing consultants work products to ensure compliance with ODOT or state and federal design standards, policies, and guidelines.

BUDGET AUTHORITY: If this position has authority to commit agency operating money, indicate the following:

Operating Area <i>(Personal Services; Services &amp; Supplies; Capital Outlay)</i>	Biennial Amount (\$00000.00)	Fund Type <i>(General; Other; Federal; Lottery)</i>
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**Note:** If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit "Enter".

n/a	n/a	n/a

**DESIGNATION OF NAME-BASED CRIMINAL BACKGROUND CHECK (CBC) REQUIREMENT:**

Review the criteria below . Indicate if the position is assigned these duties or responsibilities. If one or more boxes is checked yes, a CBC is required prior to filling the position.

The employee in this position...

1. Provides information technology (IT) services and has control over access to Department information technology systems that could allow the individual to harm these systems or the information contained within the systems. This relates to having responsibilities that involve development, programming, installation, maintenance or other technical aspects related to Department hardware and software. It is not intended to include positions with responsibilities that only utilize IT systems, such as entering and retrieving data.....  Yes  No
2. Has responsibility for receiving, receipting, or depositing money or negotiable instruments. ....  Yes  No
3. Has responsibility for payroll functions.....  Yes  No
4. Has responsibility for purchasing or selling property, or has access to private property in the Department's custody (such as Right of Way and Facilities). It is not intended to include positions with responsibilities that may involve simply being on private property to perform certain duties.....  Yes  No
5. Has access to personal identification information about employees or members of the public, including Social Security numbers, date of birth, driver license numbers, medical information, personal financial information or criminal background information.....  Yes  No

**DESIGNATION OF NAME-BASED AND FINGERPRINT-BASED CRIMINAL BACKGROUND CHECK (CBC) REQUIREMENT:**

Review the criteria below . Indicate if the position is assigned these duties or responsibilities. If one or more boxes is checked yes, both a name-based and a fingerprint-based CBC are required prior to filling the position.

The employee in this position...

1. Has tasks associated with the verification, data entry, or modification of driver identity information.....  Yes  No
2. Has access to driver or customer systems that would permit the entry or modification of driver identity information.....  Yes  No

- 3. Has tasks associated with taking, reviewing, or accepting photos for driver licenses and identification cards. ....  Yes  No
- 4. Is a supervisory or management position that can affect the work of employees who perform any of these tasks. ....  Yes  No

- CJIS**
- 5. Has unescorted access to unencrypted criminal justice information or unescorted access to physically secure locations or controlled areas. ....  Yes  No

**SECTION 11. ORGANIZATIONAL CHART**

Attach a current organizational chart.  
***Be sure the following information is shown on the chart for each position: classification title, classification number, salary range, and employee name and position number.***

**SECTION 12. SIGNATURES**

Employee Signature	Date	Supervisor Signature	Date
Appointing Authority Signature	Date	Printed Name of Appointing Authority	