

**CALTRANS**  
**GUIDE**  
**TO**  
**RESOURCE**  
**BREAKDOWN**  
**STRUCTURE**  
**(RBS)**

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## **Foreword**

In June of 1994, the statewide standard Work Breakdown Structure (WBS) for Capital Outlay Support (COS) was established and conveyed through the document named Briefing Package on Capital Outlay Support Work Breakdown Structure (Briefing Package) and Resource Breakdown Structure (RBS) 6/95. It was followed by a June 1995 revision.

The WBS was superseded by the Guide to Caltrans Capital Outlay Support Work Breakdown Structure (WBS), release 3.1 in May 1996.

In March of 1997, the RBS Task Force was re-established under the name of RBS Evaluation, Verification, Integration, & Support Improvement Team (REVISIT) to develop definitions for the RBS codes, make revisions as needed to the original structure and to develop and implement an RBS Change Control Process. The product of this effort is this guide, titled Caltrans Guide to Resource Breakdown Structure, Release 3.0. This guide supersedes the RBS portion of the June 1995 Briefing Package.

This Guide provides the updated RBS hierarchy, RBS descriptions and the RBS Change Control Process.

REVISIT wishes to thank all individuals within the districts and headquarters for their support and contribution to the production of this guide.

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## **History and Background for the RBS**

Recommendations from the Delta Team and other task forces circa 1988 included the implementation of a new Project Management Process. Implementation of that Project Management Process began in July of 1989. Subsequently, two studies, Project Management Peer Review and the SRI Study, were conducted to assess the Department's progress in its implementation of the Project Management Process.

The consensus of these studies was that, while we had made some progress, we had not yet developed the systems needed to support project management. The studies said that three basic support structures were needed for effective project management:

- WBS Work Breakdown Structure
- RBS Resource Breakdown Structure
- OBS Organizational Breakdown Structure

The Work Breakdown Structure (WBS) is a product-oriented hierarchy that organizes and defines the total scope of Caltrans Capital Outlay Support Project work. This structure defines the work activities, not the staff or other resources who will complete the work. The Resource Breakdown Structure (RBS) is a hierarchical breakdown of resources. It defines assignable resources such as personnel, from a functional point of view. The Organizational Breakdown Structure (OBS) is a hierarchical breakdown of the Department's organizational chart. It identifies how resources are organized within the identifying organization.

These hierarchical systems for coding the work, the workers, and the organizational entity responsible for each, are needed in order to track and properly report the project work.

The PJD Task Force was established in September, 1993 for the purpose of addressing two of these Project Management support structures, the RBS and WBS. The task force developed and recommended a standard RBS and WBS for all Capital Outlay projects to be implemented on July 1, 1994.

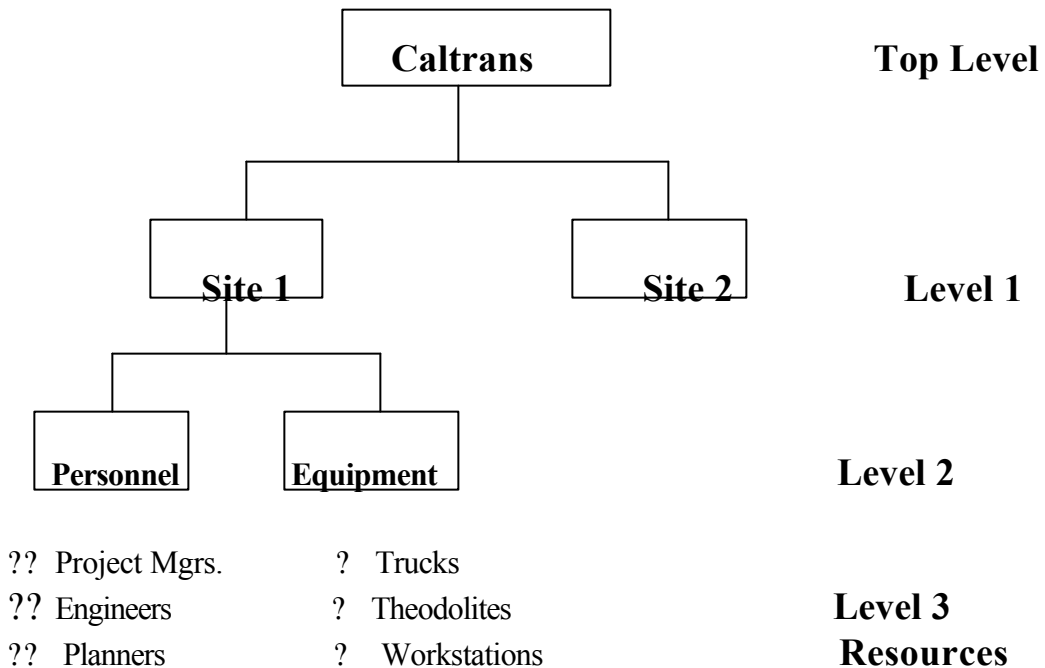
A RBS Revision Committee was established under the name of RBS Evaluation, Verification, Integration, & Support Improvement Team (REVISIT) in March, 1997 to finalize the structure and develop definitions of the Resource Breakdown Structure. This guide is the result of that effort.

## What is the RBS

The Resource Breakdown Structure (RBS) is a standardized list of personnel resources related by function and arranged in a hierarchical structure. It is a resource-driven system that identifies "who" is doing the work. The total resources define the Top Level, and each subsequent level is a subset of the resource category (or level) above it. Each descending (lower) level represents an increasingly detailed description of the resource until small enough to be used in conjunction with the WBS to allow the work to be planned, monitored and controlled. The hierarchical structure also allows "roll up" analysis at a variety of levels for Top Management, Project Managers, Functional Managers, or for staff.

A standard RBS has many benefits including:

- \* Consistent elements for planning and monitoring
- \* Efficient collection of data
- \* Simplification of expenditure reporting
- \* Facilitation of comparative analysis
- \* Effective communication relative to project level work throughout the Department
- \* Reduction of "culture shock" when employees transfer to different locations and work assignments



The Caltrans Capital Outlay Support (COS) RBS is based on the standard Cost Center Coding Structure. The RBS is standardized statewide and is developed by grouping Cost Centers into major categories (functions) such as Project Development, Engineering Services, Construction, Transportation Planning, Right of Way, etc.. These categories are further broken down (or decomposed) into smaller (lower level) components that are called Resource Groups. Each descending (lower) level represents an increasingly detailed description of the Resource and type of activity they perform.

When integrated with activity-based project scope, a resource is assigned for each project activity (WBS element) which produces a planning, monitoring tool for project management.

Proper expenditure reporting based on standardized RBS allows managers to track project support costs and to compare them to planned levels. Over time, these expenditures are accumulated and sorted to forecast Capitol Outlay Support Costs for new projects, as well as better predictions of what types of staff (resources) are needed for projects.

Although an effort was made to place the RBS in numerical order based on the major category to which they belong, the numeric order of the coding is not necessarily maintained.

## **Levels of the RBS**

In order to facilitate summary reporting of resources for Caltrans, the RBS contains several levels of breakdown, starting with Level 0. Each succeeding level breaks down resources into component parts. Each level represents a summary of the resources below it and can be the basis for reporting that gets as detailed as needed.

A graphical representation of Caltrans RBS Levels 0 through 4 is shown on page 8 and may be helpful in understanding the following Levels discussion.

### **Level 0 - the Caltrans Top Level**

This top most level of the RBS represents all the personnel resources that Caltrans employees to do the work it is charged with.

### **Level 1- the District Level**

This level represents all resources at the disposal of the district/region/corporate program/service center management to perform the work it is charged with. There are twelve districts and a number of programs/service centers that comprise this level. At present, this level is commonly called the Source District and is represented by a two-digit number in the time reporting system. The "source district" is the entity that manages the work toward its successful completion.

### **Level 2 - the Major Function Level**

This level represents the major functional units at Caltrans. Traditionally these functional units have been comprised of Administration, Engineering Management, Transportation Planning, Project Development, Engineering Services, Traffic Management, Right of Way, Construction, Maintenance and Modal Transportation. This level is not separately designated in the time reporting system, however there is a two-digit alphabetic designation in the current project scheduling tool (XPM). Examples are AD for administration, PD for project development and so on.

### **Level 3 - the Resource Grouping Level**

This level is further break down of the major functions that are represented by Cost Center Groups. The cost center codes are grouped in numeric fashion to organize like functional units. At present, this level is NOT represented in the time reporting system, however, it has a two-digit numeric designation in the current project scheduling tool (XPM).

#### Level 4 - The Cost Center Level

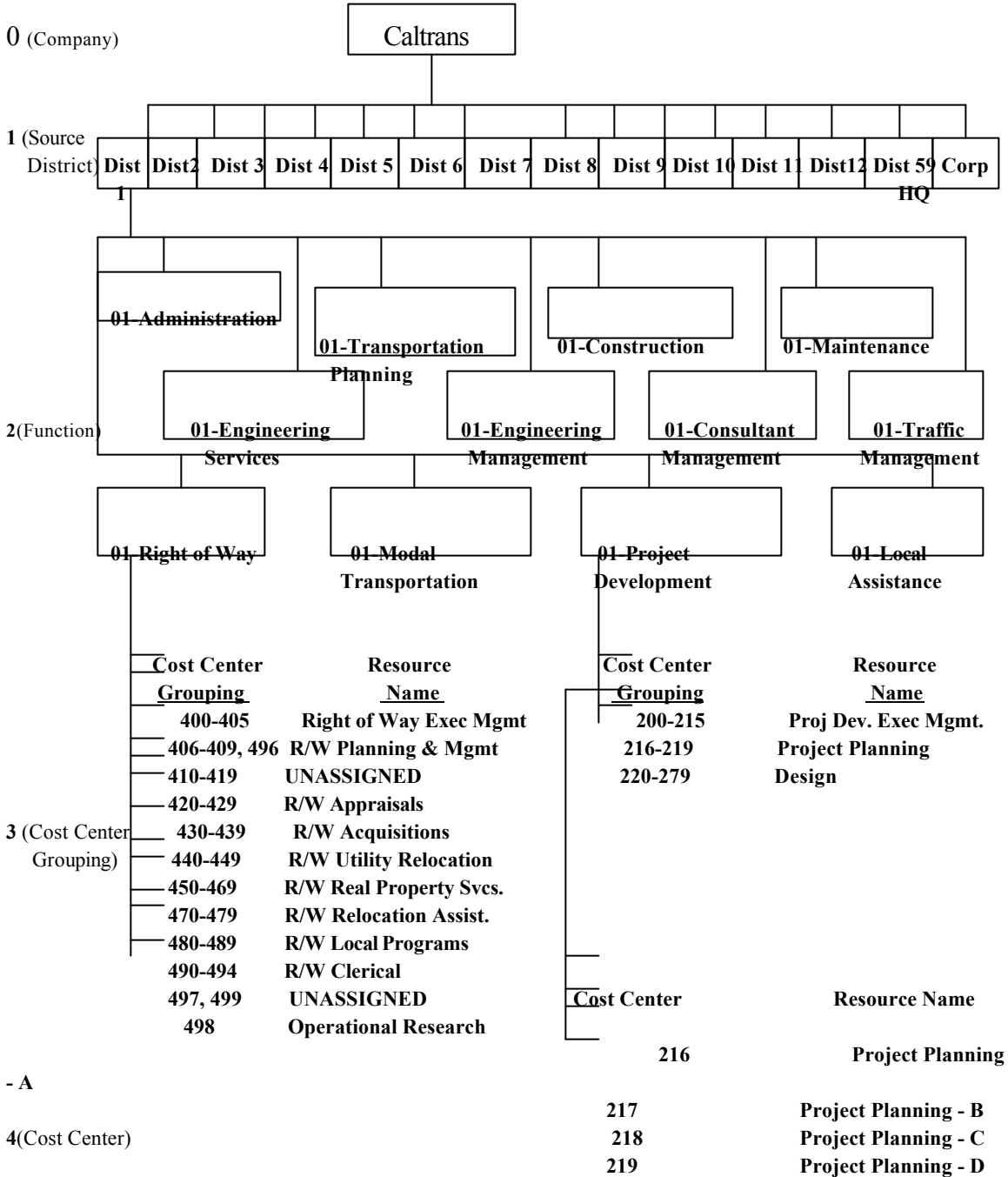
This is the lowest level of the RBS that is represented by a Cost Center Code, a three-digit numeric designation which, is used in the time reporting system. This level defines employee function and his/her resource designation.

A complete listing of the Resource Breakdown Structure is provided in the following section named "Structure of the RBS."



# Resource Breakdown Structures Diagram

## RBS Level



## **Rules for Using RBS and Cost Centers**

The Resource Breakdown Structure standardizes the Departments personnel resources to facilitate planning and controlling of project work. These basic resource units have been structured according to the Cost Center codes in the accounting (TRAMS) and time reporting (TRS) systems.

Resource Managers (Budget Officers) for Districts, Corporate Programs and Service Centers should assign Cost Centers from the standard list provided in the following sections. This rule applies to all modification to cost center coding structure, including adding, revising, and combining. Please refer to the RBS Change Control Process for more detail.

Supervisors should make sure that their employees use correct Cost Center Codes in TRS when reporting their time. All personnel charging time to a Capital Outlay project will use the appropriate RBS cost center codes when entering time into TRS. Fortunately for most of us we only have to do this once a year. The RBS codes are entered into the Personal Profile screen in TRS.

If an employee changes his/her activity (function) either temporarily or permanently, they will need to report their time to the new cost center assigned to their function from the RBS list. The new cost center code should be provided to the employee by his/her supervisor. Please refer to the TRS Manual for additional information regarding cost center coding for time reporting.

The following is an example of how an employee records the Cost Center Code in TRS. Please refer to TRS manual for additional information regarding CC code setup and Personal Profile screen input.

CALTRANS	Time Reporting / Personal profile	03
<u>Please Enter The Information Requested !</u>		
First Name : Ross _____	Last Name : CHITTENDEN _____	
Social Security : *** - ** - ****		
Your Supervisor Account ID: IITAMURA at TK1		
Your FY 95 District: 44	Unit: 147	Your FY 94 District: 44 Unit: 016
Office Address: 1120 N STREET, MS 28	Room: 2107	
Office Zip: 95814	Office Phone Number: (916) 654 - 2395	
	<input type="text"/> <b>Level 4, Cost Center</b>	
	<input type="text"/> <b>Level 1, Source District</b>	

## Structure of the RBS

In order to facilitate summary reporting of work done for Caltrans, the RBS is grouped into major categories and resource groupings (Level 2) as identified below:

ADMINISTRATION	000-099, 495
ENGINEERING MANAGEMENT	100 - 154
TRANSPORTATION PLANNING	155 – 199, 838, 841 - 844
PROJECT DEVELOPMENT	200 - 279
ENGINEERING SERVICES	280 – 349, 835 – 837, 832 - 834, 839 - 840
TRAFFIC MANAGEMENT	350 – 399, 830 - 831
RIGHT OF WAY	400 - 499
CONSTRUCTION	500 - 599
MODAL TRANSPORTATION	800 - 829
MAINTENANCE	600 - 799, 850-899
PSEUDO/C-BARS	900 - 999

Within the groupings are codes for specific functions (Level 3) as outlined on the following pages.

## **ADMINISTRATION**

000	AUTOMOTIVE POOL
001 -004	ADMINISTRATION EXECUTIVE MANAGEMENT
005-007	RESOURCE MANAGEMENT
008-012	PERSONNEL
013	TRAINING
014	SAFETY
015	LABOR RELATIONS
016	EXAMS
017	MANAGEMENT ANALYSIS
018	RISK MANAGEMENT
019-020	CONTRACTS
021-022	PROCUREMENT
023-025	BUILDING OPERATIONS
026	MAILROOM
027	LIBRARY
028	AUDIO VISUAL
029	AUTOMOTIVE MANAGEMENT
030-031	REPROGRAPHICS
032-034	MATERIEL OPERATIONS
035-036	BUSINESS MANAGEMENT
037-039	PUBLIC INFORMATION
040-041	EQUAL EMPLOYMENT OPPORTUNITY
042-044	BUDGETS
045-046	ADMINISTRATIVE SUPPORT
047	AUDITS
048-066	ACCOUNTING
067-069	LEGAL
070-071	LEGISLATIVE AFFAIRS
072	RECORDS MANAGEMENT
073-087	INFORMATION SERVICES
088-089	CIVIL RIGHTS
090-093	CLERICAL SUPPORT
094	DIRECTORS OFFICE STAFF
095-099	BOARDS & COMMISSIONS
495	ASSET MANAGEMENT

## **ENGINEERING MANAGEMENT**

100-104	ENGINEERING EXECUTIVE MANAGEMENT
105-139	PROJECT MANAGERS
140-143	PROJECT SCHEDULING
144	PROJECT COORDINATION
145	*** UNASSIGNED ***
146-151	PROGRAM MANAGEMENT
152-154	LOCAL ASSISTANCE

## **TRANSPORTATION PLANNING**

155- 160, 838, 841	TRANSP PLANNING EXECUTIVE MANAGEMENT
161-167	TRANSPORTATION PLANNING
168-180, 842-844	ENVIRONMENTAL PLANNING
168-171	ENVIRONMENTAL PLANNING - GENERAL
171-173	ENVIRONMENTAL PLANNING - ARCHITECT
174- 175	ENVIRONMENTAL PLANNING - ARCHAEOLOGICAL
176-177	ENVIRONMENTAL PLANNING - NAT SCI
178-180	ENVIRONMENTAL PLANNING - SOCIAL
181-182	LOCAL DEVELOPMENT COORDINATION & REVIEW
183- 184	TECHNICAL SUPPORT
185-194	TRANSPORTATION STUDIES
195-197	FORECASTING MODELING
198-199	SPECIAL FUNDED PROJECTS

## **PROJECT DEVELOPMENT**

200-215	PROJECT DEVELOPMENT EXECUTIVE MANAGEMENT
216-219	PROJECT PLANNING
220-279	DESIGN

## **ENGINEERING SERVICES**

280-284, 835-837	ENGINEERING SVCS EXECUTIVE MANAGEMENT
285-295	PS&E/OFFICE ENGINEER
296-302	DRAFTING SERVICES
303-307	MANAGEMENT SERVICES/TECHNICAL SUPPORT
308-310, 832-834, 839-840	SURVEYS
311	PHOTOGRAMMETRY
312-315	HYDRAULICS
316	GEOTECHNICAL/STRUCTURES FOUNDATIONS
317-321	MATERIALS LAB
322-325	GEOTECHNICAL
326	INDEPENDENT ASSURANCE TESTING
327	MATERIALS LAB
328	FIELD SUPPORT
329	FIELD EXPLORATION
330-331	UNIX SUPPORT
332-337	ENVIRONMENTAL ENGINEERING
338-339	APPLIED RESEARCH
340-344	LANDSCAPE ARCHITECTURE
345-348	CONSULTANT SERVICES (A&E CONTRACTS) SVCS
349	HAZARDOUS WASTE

## **TRAFFIC MANAGEMENT**

350-354, 830	TRAFFIC EXECUTIVE MANAGEMENT
355-364	TOLL BRIDGE OPERATIONS
365-379	TRAFFIC OPERATIONS
380-389	TRAFFIC ENGINEERING
390-396	ELECTRICAL SYSTEMS
397-399, 831	PERMITS

## **RIGHT OF WAY**

400-405	RIGHT OF WAY EXECUTIVE MANAGEMENT
406-409, 496	R/W PLANNING & MANAGEMENT
410-419	R/W PROJECT DELIVERY TEAMS
420-429	R/W APPRAISALS
430-439	R/W ACQUISITIONS
440-449	R/W UTILITY RELOCATION
450-469	R/W REAL PROPERTY SERVICES
450-454	R/W REAL PROPERTY SERVICES
455-459	R/W REAL PROPERTY SERVICES - PROP MNTCE
460-464	R/W REAL PROPERTY SERVICES - AIRSPACE
465-469	R/W REAL PROPERTY SERVICES - OUTDOOR ADV
470-479	R/W RELOCATION ASSISTANCE
480-489	R/W LOCAL PROGRAMS
490-494	R/W CLERICAL
497	*** UNASSIGNED ***
498	OPERATIONLAL RESEARCH
499	*** UNASSIGNED ***

## **CONSTRUCTION**

500-509	CONSTRUCTION EXECUTIVE MANAGEMENT
510-515	CONSTRUCTION OFFICE
516-584	FIELD CONSTRUCTION
585-589	CONSTRUCTION LAB
590-594	CONTRACT CLAIMS
595-598	LABOR COMPLIANCE
599	CONSTRUCTION SAFETY

## **MODAL TRANSPORTATION**

800-803	MODAL TRANSP EXECUTIVE MANAGEMENT
804-807	RAIL
808-810	AERONAUTICS
811-813	TRANSPORTATION DEMAND MGMT/RIDESHARE
814-816	FACILITY PLANNING
817-819	FACILITY DEVELOPMENT
820-826	GRANTS COORDINATION
821-823	GRANTS COORDINATION - STATE GRANTS
824-826	GRANTS COORDINATION - FEDERAL GRANTS
827-829	MASS TRANS/MULTI MODAL

### RESERVED FOR FUTURE USE

497, 499, 845-849

### MAINTENANCE

600-799, 850-899

### PSEUDO/C-BARS

900-999

Maintenance and PSEUDO/C-BARS have not been standardized at this time. Efforts will be underway to accomplish the standardization of Maintenance RBS.



## **RBS Change Control Process**

The following pages contains the RBS Change Control Process which the REVISIT Task Force has established for any addition or modification of TRAMS RBS data.

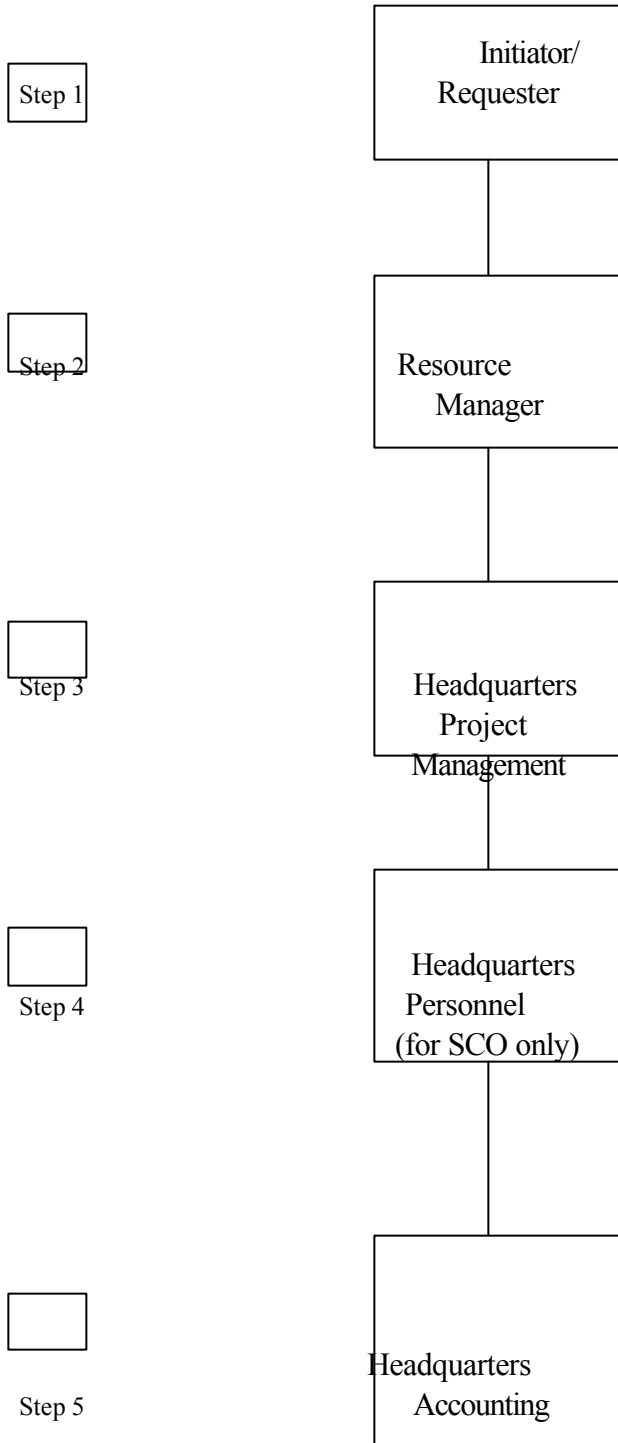
This process is implemented as of the date of this publication.

## **RBS Change Control Process Steps**

1. Initiator/Requestor requests changes or additions  
[for "routine" revisions to individual Cost Centers]
2. Resource Manager
3. Headquarters Project Management Program
4. Headquarters Personnel Services Program  
[for State Controller's Office (SCO) number, if required]
5. Headquarters Accounting Services Center  
cc: Headquarters Budgets Program

Note: The entire process should be completed within 4-5 working days for "routine" requests, in order to avoid any inconvenience to the initiating District / Program. To accomplish this, it will be necessary to implement automated processes wherever possible.

## RBS Change Control Process Flowchart for Form 1035



CC: HQ Budgets



## **DEFINITION PAGES**

The following set of RBS definitions is provided to clarify which RBS code should be assigned based on activities engaged in.

It should be noted that these definitions are meant to help identify the function that is performing the work included in each work package.

These definitions are not all inclusive of every activity that is performed by a particular resource. Rather they provide a framework for determining the proper RBS code to be assigned for time reporting and scheduling purposes. Thus the phrases, "All work involved in..." or "Includes..." were used instead of an exhaustive list of sub-tasks.

A decision on what RBS code to use should be based on "what" product or work package results from the units activities.

This guide and the definitions of the RBS is designed to help you determine the correct resource codes. Please refer to "Rules for Using RBS and Cost Centers" section of this guide.

The following pages contain the RBS descriptions.

## **ADMINISTRATION '000-099, 495'**

- 000**                    **AUTOMOTIVE POOL**  
Pseudo Code, dollars only, no time charges, for automotive pool costs in the Geographical Districts (01-12) , and HQ District 32.
- 001-004**                **ADMINISTRATION EXECUTIVE MANAGEMENT**  
Units assigned to these Cost Centers are typically involved in the following activities: The daily work performed by the District Director and Division Chiefs; including their secretaries.
- 005-007**                **RESOURCE MANAGEMENT**  
Units assigned to these Cost Centers are typically involved in the following activities: Developing budget; monitoring expenditures (PYs & \$s); certifying funds; reviewing cooperative agreements; maintaining and updating EAs.
- 008-012**                **PERSONNEL**  
Units assigned to these Cost Centers are typically involved in the following activities: Processing all personnel transactions including hiring, promoting, separating employees; assuring accurate leave, benefit, and pay records for employees; assuring integrity of the State's classification system; preparing formal adverse actions, non-punitive separations, hardship transfers, health maintenance programs, fit-for-duty, disability retirement, assuring the integrity of the State's classification system, and consultation with supervisors and managers
- 013**                    **TRAINING**  
Units assigned to these Cost Centers are typically involved in the following Activities: Processing training registrations and payment of invoices for Training; providing liaison support for Districts & Programs to answer training related inquiries and to research & provide training resources to Managers, Supervisors & employees; assess department wide training needs and coordinate delivery of training classes; design and deliver training based upon a thorough needs assessment; train subject matter experts within Caltrans to deliver training, and research and recommend innovative new ways to maintain a competent and well trained workforce within the Department.
- 014**                    **SAFETY**  
Units assigned to these Cost Centers are typically involved in the following activities: Investigating accidents and injuries, consulting with supervisors on safety and health issues, administering Caltrans Injury & Illness Prevention Program, including formulating accident prevention policies and procedures, perform field operation reviews, develop or recommend appropriate safety training; employee assistance programs, arranging critical incident consultation; act as liaison for various State agencies; workers compensation and consultation with supervisors and managers.

## ADMINISTRATION '000-099, 495' - continued

- 015**            **LABOR RELATIONS**  
Units assigned to these Cost Centers are typically involved in the following activities: Consulting with supervisors and managers about labor relations issues; investigating grievances, complaints, unfair labor practice charges and other contract administration issues; preparing and delivering LR training for supervisors and managers.
- 016**            **EXAMS**  
Units assigned to these Cost Centers are typically involved in the following activities: Processing documents related to exams, proctoring exams, administering the annual exam plan, and recruit targeted groups into a variety of classifications for the Department.
- 017**            **MANAGEMENT ANALYSIS**  
Units assigned to these Cost Centers are typically involved in the following activities: Identifying problems; recommending solutions; publishing and maintaining directives (P&Ps).
- 018**            **RISK MANAGEMENT**  
Information Security and Operational Recovery Program (IS/OR) officer serves as primary information Security and Risk/Recovery consultant the Deputy for Finance/Information Security Officer and the Executive staff. Responsibilities include but are not limited to: review, development, and maintenance of written security related policies and procedures.
- Oversight of security for the Caltrans Statewide Wide Area Network and all attached local area networks, nodes, and peripherals. Prepare Risk Mitigation plan and its Budget Change Proposal, and the Caltrans Statewide Operations and Recovery Plan. Supervises the Information Security and Risk Recovery consultant.
- 019-020**        **CONTRACTS**  
Units assigned to these Cost Centers are typically involved in the following activities: Coordinating the determination of legal justification to contract out for services; determining appropriate contract award method; soliciting information necessary to select and prepare appropriate detailed and open complex bid packages, contracts, supporting documentation and required verification, certifications and approvals; and ensuring the integrity of the bidding and contract processes set forth in the Public Contract Code.
- 021-022**        **PROCUREMENT**  
Units assigned to these Cost Centers are typically involved in the following activities: Determining appropriate method for obtaining various commodities utilized by the District; identifying vendors; obtaining price quotes, issuing Supply Orders, CD/PCI- and Draft PEs.
- 023-025**        **BUILDING OPERATIONS**  
Units assigned to these Cost Centers are typically involved in the following activities: Administering Contracts for maintenance of State-owned offices, laboratory, equipment shops and warehouses. Performing miscellaneous minor repairs to plumbing, electrical, carpentry, locks, refrigeration, etc. Managing parking lot, repair, and upkeep.

## **ADMINISTRATION '000-099, 495' - continued**

- 026 MAILROOM**  
Units assigned to these Cost Centers are typically involved in the following activities: Receipt and delivery of mail, operating postage meter and scales for mail processing; sorting and preparing mail for distribution, opening and analyzing correspondence for proper routing.
- 027 LIBRARY**  
Units assigned to these Cost Centers are typically involved in the following activities: Ordering and maintaining publications, manuals, periodicals, engineering books, etc. Assisting employees with research of various engineering materials.
- 028 AUDIO VISUAL**  
Units assigned to these Cost Centers are typically involved in the following activities: Assisting litigation cases; videotape presentations and roadway projects; graphic services, and assisting in hearing and setting up presentation, audio-visual equipment set-up for delivering hearings.
- 029 AUTOMOTIVE MANAGEMENT**  
Units assigned to these Cost Centers are typically involved in the following activities: Managing fleet inventory, including issuing State vehicles, processing car tags, ensuring performance of preventive maintenance and repair of vehicles.
- 030-031 REPROGRAPHICS**  
Units assigned to these Cost Centers are typically involved in the following activities: Operating all reprographic equipment; including offset presses, high speed copiers, engineering-type copiers, bindery equipment, collators, and paper drill.
- 032-034 MATERIEL OPERATIONS**  
Units assigned to these Cost Centers are typically involved in: Warehouse management, i.e., receiving inventory items, stocking warehouse, issuing materiel using LR/EDPs, establishing reorder levels to maintain inventory security, loading and unloading trucks, and packing and shipping materiel.
- 035-036 BUSINESS MANAGEMENT**  
Units assigned to these Cost Centers are typically involved in energy and water conservation and various other areas of Business Management.
- 037-039 PUBLIC INFORMATION**  
Units assigned to these Cost Centers are typically involved in the following activities: Providing information about Caltrans to the media, public and special interest groups and advising Caltrans managers how their activities affect public opinion.



## ADMINISTRATION '000-099, 495' - continued

**040-041**

### **EQUAL EMPLOYMENT OPPORTUNITY**

Units assigned to these Cost Centers are typically involved in administering: Special Employment Programs, developing and monitoring the AA Plan and handling complaints of discrimination.

**042-044**

### **BUDGETS**

Units assigned to these Cost Centers are typically involved In: Acquiring, distributing, and monitoring resources - both PYs and Dollars; and processing requests for federal funds.

**045-046**

### **ADMINISTRATIVE SUPPORT**

Units assigned to these Cost Centers are typically involved in the following activities: Providing administrative support to all offices for budget expenses/personnel year monitoring, certifying funds available for purchases, contracts, etc., staffing plan development and updating, maintaining databases, Personnel Action Request coordination, approval and submittal to Personnel Operations, equipment/supplies purchasing and warehousing, facilities operation in coordination with the department Building Manager, mail delivery, enforcing safe working conditions and compliance, approval process for out-of-state travel, distribution of policies and procedures and transmittal of all required Personnel-related documents impacting employees pay, performance, etc.

**047**

### **AUDITS**

Units assigned to these Cost Centers are typically involved in the following activities: Conducting management and operational audits of functional areas within the department, conducting financial and compliance audits of agreements and contracts with external entities, conducting administrative and discrimination complaint investigations and coordination with external auditors and investigators.

**048-066**

### **ACCOUNTING**

Units assigned to these Cost Centers are typically involved in the following activities: Controlling expenditures against appropriations; developing accounting and fiscal control policies and procedures for reporting of revenues and expenditures consistent with GAAP, Federal and State requirements; safeguarding the financial assets of the Department; ensuring that federal and reimbursement funds are accounted for and collected on a timely basis; developing the fiscal year- end closing requirements and preparing the Department's annual financial reports and statements.

## ADMINISTRATION '000-099, 495' - continued

**067-069**

### **LEGAL**

Units assigned to these Cost Centers are typically involved in the following activities: Investigating tort claims and actions; investigating and recommending payment on claims of \$1,000 or less; representing defendant State in small claims actions, assisting attorneys in the preparation for trial, acting as liaison for legal matters between the District and Legal Division.

**070-071**

### **LEGISLATIVE AFFAIRS**

Units assigned to these Cost Centers are typically involved in the following activities: Acting as liaison with local governments; analyzing legislative bills and relating analysis to management.

**072**

### **RECORDS MANAGEMENT**

Units assigned to these Cost Centers are typically involved in the following activities: Transferring or destroying inactive records<sup>7</sup> serving as a resource regarding public access to records, serving as Records Officer, processing Merit Award analysis requests, maintaining and interpreting records retention schedules.

**073-087**

### **INFORMATION SERVICES**

Units assigned to these Cost Centers are typically involved in the following activities: Analyze, develop and maintain programs, systems and applications; work in support of equipment installations and operations, including mainframe, PC and LAN. Managing, acquiring, maintaining and disposing of District's telecommunications equipment.

**088-089**

### **CIVIL RIGHTS**

Units assigned to these Cost Centers are typically involved in the following activities: Activities in various areas of the Division of Resource Management that ensure availability of business opportunities to all Disadvantaged, Minority and Woman-owned Business Enterprises.

**090-093**

### **CLERICAL SUPPORT**

Units assigned to these Cost Centers are typically involved in the following activities: Various clerical activities, including reception desk and clerical pool.

**094**

### **DIRECTORS OFFICE STAFF**

Units assigned to these Cost Centers are typically involved in the following activities: The daily work performed by the Director, Chief Deputy Directors, and Deputies; including their secretaries. Duties encompass executive management and policy-making for the department's operation.

## **ADMINISTRATION '000-099, 495' - continued**

**095-099**

### **GOVERNING BODIES**

Units assigned to these Cost Centers are typically involved in the following activities: Governor's Office, Business Housing & Transportation Agency, California Toll Bridge Authority, California Transportation Commission, California Highway Commission, State Aeronautics Board, Regional Councils of Government (SANDAG), Regional Transportation Boards or Commissions, or other Federal, State, & Local Agencies

**495**

### **ASSET MANAGEMENT**

Units assigned to this cost center are responsible for ensuring optimum use of the Department's real property assets and for obtaining informed investment decisions for transportation support facilities.

## **ENGINEERING MANAGEMENT '100-154'**

- 100-104**                    **ENGINEERING EXECUTIVE MANAGEMENT**  
Units assigned to these Cost Centers are responsible for the management and supervision of the Program and Project Management functions and are usually the Single Focal Point for project delivery .
- 105-139**                    **PROJECT MANAGERS**  
Units assigned to these Cost Centers are typically involved in the following activities: Monitoring delivery against the work plan and managing change; identifying and working with the Project Delivery Team to develop a work plan that will consist of activities, schedules and resources required to deliver the project; negotiating and resolving project scope with internal and external stakeholders; identifying and evaluating all feasible alternatives to ensure delivery of assigned projects within scope, cost, schedule, budget resources, and to acceptable Caltrans standards and practices.
- 140-143**                    **PROJECT SCHEDULING**  
Units assigned to these Cost Centers are typically involved in the following activities: Providing detailed schedules and work plans for Project Managers and Functional Managers; creating graphs and charts reflecting various information such as resource workload and cost expenditures; assisting Project Managers and Functional Managers with project deliver; maintaining PMCS to current scope, schedule, and cost; providing district wide support and training on Project Management Tools and interfacing with District and HQ Planning, Programming and Budget functions to develop and track district Capital Outlay Projects and Programs.
- 144**                            **PROJECT COORDINATION**  
Units assigned to this Cost Center are typically involved in the following activities: Coordination between Tailored and Support Districts - Keeping their district directors apprised of project status and acts as liaison between planning/pre-programming activities that remain in tailored district and the regional managers. Acting as liaison between the regional district and local constituents and includes responsibility for PSR, PSSR, etc. (NOTE: TO BE ASSIGNED IN THE TAILORED DISTRICTS ONLY.)
- 145**                            **( Reserved for future use )**
- 146-151**                    **PROGRAM MANAGEMENT**  
Units assigned to these Cost Centers are typically involved in the following activities: Programming projects; coordinating with CTC, MPOs, and Local Agencies; managing the Capital Outlay and Support plan.
- 152-154**                    **LOCAL ASSISTANCE**  
Units assigned to these Cost Centers are typically involved in the following activities: Monitoring work from local agencies which has federal funding to ensure conformance with federal guidelines; monitoring some state programs that local agencies are involved in to ensure conformance with state guidelines. Work monitored includes field review, environmental clearance, PS&E, R/VV certification, and construction.

## **TRANSPORTATION PLANNING '155-199'**

**155-160, 838, 841**

### **TRANSPORTATION PLANNING EXECUTIVE MANAGEMENT**

Units assigned to these Cost Centers are typically involved in the following activities: Management activities associated with transportation planning activities. Includes their secretaries. Note: General clerical support should be assigned to a clerical support Cost Center. Administrative support personnel should be assigned an Administrative Support Cost Center.

**161-167**

### **TRANSPORTATION PLANNING**

Units assigned to these Cost Centers are typically involved in the following activities: Responsible for annual non-motorized report, proposition 116 bicycle projects; bicycle lane account program; update of bikeway design standards; state bicycle map; inter-modal surface transportation efficiency act bicycle coordination; development of regional transportation plans with MPOs/RTPAs, liaison with Coastal Commissions, development of District System Management Plan (DSMP), Transportation System Development Plan (TSDP), Route Concept Reports (RCRs), NRDC Storm water Coordination, Air Quality Management Plans and Congestion Management Plans.

**168-180, 842-844**

### **ENVIRONMENTAL PLANNING - GENERIC**

Units assigned to these Cost Centers are typically involved in the following activities: Delivery of environmental documents, technical studies and environmental engineering products within their responsibility. - Each office also provides environmental support to maintenance within their geographic area. This includes setting priority for Project Study Reports, Major Investment Studies and Route Adoptions for projects not yet programmed, etc. (NOTE: specialties include General, Architectural, Archaeological, Natural Sciences and Social Sciences type studies)

**168-171**

### **ENVIRONMENTAL PLANNING - GENERAL**

Units assigned to these Cost Centers are typically involved in the following activities: Preparation of environmental documents for transportation projects to meet the requirements of NEPA and CEQA, as well as technical reports for background studies.

**172-173**

### **ENVIRONMENTAL PLANNING - ARCHITECTURAL**

Units assigned to these Cost Centers are typically involved in the following activities: Preparation and research of Historic Architectural Survey Reports (HASR) to document the impacts of transportation projects on cultural resources per NEPA, CEQA. Section 106 of the National Historic Preservation Act, and Section ~(f) of the DOT Act.

**174-175**

### **ENVIRONMENTAL PLANNING - ARCHAEOLOGICAL**

Units assigned to these Cost Centers are typically involved in the following activities: Preparation and research of Archeological Survey Reports to document the impacts of transportation projects on pre-historic and palentological resources. Conducting archeological digs, cataloging archeological and palentological artifacts, coordinating with Native American tribe and ensuring compliance with the Native American Grave Protection Act (NAGPRA)

## **TRANSPORTATION PLANNING '155-199' - continued**

**176-177**

### **ENVIRONMENTAL PLANNING - NATURAL SCIENCE**

Units assigned to these Cost Centers are typically involved in the following activities: Preparation and research of endangered species reports as per Section 7 of the Endangered Species Act for transportation proposals; preparation of wetlands and flood plains impact analyses; obtain Section 404 and Section 1601 permits from ACOE and California Fish and Game.

**178-180**

### **ENVIRONMENTAL PLANNING - SOCIAL SCIENCE**

Units assigned to these Cost Centers are typically involved in the following activities: Preparation and research for Socio-economic Impact Analyses to document the impacts of transportation projects on Community Cohesion, housing, residents, businesses, and non-profit organizations. Prepare Environmental Justice Analyses to determine if any minority, or low-income, populations are being disproportionately impacted by a transportation proposal, as required by the when appropriate. Works with Right of Way staff, LARTS, and other Offices to obtain US Census Data, and Relocation Impact Statements.

**181-182**

### **LOCAL DEVELOPMENT COORDINATION & REVIEW**

Units assigned to these Cost Centers are typically involved in the following activities: Coordinating efforts and scoping meetings with local agencies to off-set traffic impacts to state roadways resulting from locally approved development; obtaining traffic mitigation; developing additional and separate funding source for state transportation projects; participating with County Transportation Commissions in developing congestion relief policies.

**183-184**

### **TECHNICAL SUPPORT**

Units assigned to these Cost Centers are typically involved in the following activities: Providing technical support; performing Modeling studies to collect to and share data with Counties and CMAs; developing means of sharing information; performing pre-earthquake assessment and recovery plan through SP&R funding; participating in Geographic Information System committees to implement GIS.

**185-194**

### **TRANSPORTATION STUDIES**

Units assigned to these Cost Centers are typically involved in the following activities: Preparing preliminary plans, geometric designs and cost estimates for various alternatives for PSRs, PRs and Major Investment Studies. Serving as lead for corridor studies through the environmental process.

**195-197**

### **FORECASTING MODELING**

Units assigned to these Cost Centers are typically involved in the following activities: Performing Traffic Forecasting computer modeling; preparing Traffic Forecasts for PSRs, PRs and Air Quality reports; Obtaining approval of MPOs regarding methodology and screen lines; obtaining CEQA review of environmental documents regarding traffic forecasting, i.e., (trip generation, trip distribution, the assignment), and mitigation measures.

**198-199**

**SPECIAL FUNDED PROJECTS**

Units assigned to these Cost Centers are typically involved in the following activities: Oversight of the work performed by other entities to assure that the product conforms to the Department's standards and practices. Provide information, guidance, and oversight, from project inception to completion, to local agencies and their consultants who are providing improvements to the state highway system. Includes: Liaison and coordination, PSR/PR reviews and/or preparation, PS&E review, processing cooperative and freeway agreements, monitoring progress and pushing to meet milestones when State funds included. Attends meetings and consults with other governmental agencies, developers, and consultants, to represent Caltrans' interests. Coordinates review of projects with internal units such as Structures, Design, Environmental, Right of Way, Planning, Maintenance and Traffic. Works with the developers' or agencies engineers interpreting and directing application of Departmental policies and standards.

## **PROJECT DEVELOPMENT"200-279"**

**200-215**

### **PROJECT DEVELOPMENT EXECUTIVE MANAGEMENT**

Units assigned to these Cost Centers are typically involved in the following activities: Managing and supervising Project Development.

**216-219**

### **PROJECT PLANNING**

Units assigned to these Cost Centers are typically involved in the following activities: The priority setting process for Project Study Reports, Major Investment Studies and Route Adoptions for projects not yet programmed. Negotiating work agreements for the priority Advance Planning work. Leading the Project Scoping Teams and ensuring the involvement of the appropriate single-hat project manager.

**220-279**

### **DESIGN**

Units assigned to these Cost Centers are typically involved in the following activities: Developing and preparing plans, specifications, and estimates for various types of projects such as STIP, Measure A, Measure B, Measure C, locally funded projects. In-house design and consultant oversight. Project oversight activities are performed to ensure that the work performed by consultants on State highway projects conforms to Caltrans' standards.



## ENGINEERING SERVICES "280-349"

- 280-284**            **ENGINEERING SERVICES EXECUTIVE MANAGEMENT**  
Units assigned to these Cost Centers are typically involved in the following activities: Collecting and coordinating input from Project Planning and the Engineering Service areas for the development of geometrics, structural roadbed, drainage and other miscellaneous features, to complete the plans, specifications and estimates for the construction of a project, including determination of right of way lines and access control, and bridge site data.
- 285-295**            **PS&E/OFFICE ENGINEER**  
Units assigned to these Cost Centers are typically involved in the following activities: Reviewing, compiling and finalizing the P S & E Package; Incorporating the Bridge PS&E and preparing the Draft Contract Documents for submission to Engineering Service Center-Office Engineer (ESC-OE), including special provisions and determination of pricing for the preliminary estimate of cost. In ESC-OE, processing, preparing, and scheduling Final Contract Documents for advertisement and award. Preparing and issuing addenda.
- 296-302**            **DRAFTING SERVICES**  
Units assigned to these Cost Centers are typically involved in the following activities: Preparing, developing, compiling, drafting by hand or machine methods, copying, lettering, scribing, coloring, checking, and reviewing contact maps, and plans, sketches and drawings; retouching photos; preparing map displays and charts, and related activities of a delineation nature, and required ink or scribe tracing of photogrammetric manuscripts.
- 303-307**            **MANAGEMENT SERVICES/TECHNICAL SUPPORT**  
Units assigned to these Cost Centers are typically involved in the following activities: Preparing of cooperative agreements and acting as route adoptions liaison with regulatory permit agencies; coordinating engineering related training and records; organizing PE meetings; preparing of various intra-District project development related instructions; coordinating FHWA/District/Proj/Dev meetings; reviewing project reports; updating and maintaining of all P&Ps, DCLs, engineering instructions memos and project development activities guide.
- 308-310, 832  
-834, 839-840**      **SURVEYS**  
Units assigned to these Cost Centers are typically involved in the following activities: Obtain maps and data from county offices or other sources; prepare maps and descriptions for acquisition and disposal of right of way; and prepare, maintain and update record maps for RJW and other CALTRANS properties. Surveying by field survey methods; job planning, reconnaissance, primary control work, monumentation, global positioning system(GPs) surveys, photo control surveys, photogrammetric map field completion and field accuracy checking surveys, pavement elimination surveys, construction surveys, field note preparation and processing, associated survey computation work, survey coordination, and special funded project oversight.
- 311**                **PHOTOGRAMMETRY**  
Units assigned to these Cost Centers are typically involved in the following activities: Planning, compiling, and checking photogrammetric maps and related data; this includes tasks such as flight planning, control planning,

ordering and checking aerial photography, aero-triangulation, base sheet  
**ENGINEERING SERVICES "280-349" - continued**

preparation, map compilation, and photogrammetric cross sections, digitizing topographic maps into CADD format, Datum conversions, conversion from US to Metric system and conversions into CADD format.

**312-315**

**HYDRAULICS**

Units assigned to these Cost Centers are typically involved in the following activities: Hydraulic and hydrological studies in connection with the planning or design of a specific project, including calculating the quantity flow calculations, siding of conduits. and designing regular or special non-standard hydraulic structures; estimating drainage and associated excavation and backfill quantities; work under specific blanket authorizations for hydraulics work in connection with resolution of a particular drainage system, special hydrological studies concerned with precipitation rates and maximum runoffs where applicable to a specific project.

**316**

**GEOTECHNICAL/STRUCTURES FOUNDATIONS**

Units assigned to these Cost Centers are typically involved in the following activities: Performing soil and geologic site investigations for various types of structures; performing engineering analysis and preparing final foundations reports.

**317-321**

**MATERIALS LAB**

Units assigned to these Cost Centers are typically involved in the following activities: Providing the necessary preliminary testing required to develop recommendations for the Geotechnical/Materials reports; construction compliance and acceptance testing of roadway and embankment constructions materials as well as asphalt concrete designs. Performing pavement design and making recommendations for rehabilitation; performing corrosion studies; locating sources of materials; writing specifications for district recommended construction materials; reviewing encroachment permits; coordination of construction and maintenance support; materials information handout which includes sources of materials; various project initiation documents (PSSR, PSR, PS&E, etc).

**322-325**

**GEOTECHNICAL**

Units assigned to these Cost Centers are typically involved in the following activities: Conducting geotechnical and geological investigations required for highway improvements and damage repair; preparing preliminary and final geotechnical reports; responding to public comments and corresponding; Oversight and reviewing geotechnical work by outside consultants and agencies; conduct geotechnical investigations and providing recommendations for contract change orders, resolution of contract claims and litigation.

**326**

**INDEPENDENT ASSURANCE TESTING**

Units assigned to these Cost Centers are typically involved in the following activities: Record sampling and testing taken by, or under the supervision of, Personnel not assigned to the project.

**ENGINEERING SERVICES "280-349" - continued**

- 327 MATERIALS LAB**  
Units assigned to these Cost Centers are typically involved in the following activities: same as 317-321
- 328 FIELD SUPPORT**  
Units assigned to these Cost Centers are typically involved in the following activities: Providing geotechnical and construction services; geotechnical instrumentation installation; monitoring and data processing.
- 329 FIELD EXPLORATION**  
Units assigned to these Cost Centers are typically involved in the following activities: Providing exploration drilling and sampling service for geotechnical and structures foundation investigations.
- 330-331 UNIX SUPPORT**  
Units assigned to these Cost Centers are typically involved in the following activities: Provides training and consultation to those using Computer Aided Drafting and Design (CADD) workstations.
- 332-337 ENVIRONMENTAL ENGINEERING**  
Units assigned to these Cost Centers are typically involved in the following activities: Providing technical support and oversight on transportation related projects in the areas of Air, Noise, Energy, Hazardous Waste, and Water Quality to ensure compliance with Federal, State, and Local Laws and regulations as well as Caltrans policies.
- Conducting noise, air quality, and energy studies; conducting and overseeing the preparation of initial site assessment and preliminary site investigation; ensuring proper handling, transportation, and disposal of contaminated materials in accordance with federal, state, regional, and local laws and regulations; providing liaison between various regional water quality control boards and functional offices of the District to comply with the requirements of National Pollution Discharge Elimination System; preparing storm water management plans.
- Progress samples and tests are taken and performed, of the material delivered to the project and before its incorporation into the work to verify the results of job control testing final sampling and testing of the completed work is performed to verify conformity with the plans and specifications.
- Preparation of Quantitative Noise, Air and Water quality reports through field studies, leading to data analysis and reports for environmental documents for highway projects.
- 338-339 APPLIED RESEARCH**  
Units assigned to these Cost Centers are typically involved in the following activities: Provide and demonstrate new technology that will contribute to the design, construction, operation, and maintenance of highways to respond to the public need for safe, efficient, cost-effective, and environmentally compatible highway transportation service.

## **ENGINEERING SERVICES "280-349" - continued**

**340-344**

### **LANDSCAPE ARCHITECTURE**

Units assigned to these Cost Centers are typically involved in the following activities: Provide design oversight for locally funded projects, plan, design and prepare PS&E for projects in the Highway Planting and Restoration Program, Safety Roadside Rests and Restoration Program, Roadside Enhancement Program (i.g., Vista Points, Historical Markers), develop plans and specifications for erosion control, revegetation, wetlands/habitat restoration, and for implementing policies, procedures, and programs for Transportation Enhancement Activities, (TEA) Environmental Enhancement and Mitigation (EEM), Transportation Art, Scenic Highways, and Blue Star Memorial Highways. Provide functional support to the Project Development Team for a wide variety of projects that include, but not limited to, highway construction, multi-modal transportation facilities, Park-and-Ride lots, noise barriers, maintenance stations, toll plazas, and other projects requiring expertise in scenic resource evaluation, visual impact assessment, aesthetics, natural resource protection and mitigation, roadside vegetation management, water conservation, storm water quality requirements and community involvement.

**345-348**

### **CONSULTANT SERVICES (A & E CONTRACTS)**

Units assigned to these Cost Centers are typically involved in the following activities: Developing consultant contracts for architectural and engineering (A&E) project development services in support of project delivery. Contracts are for (specific contracts) and for specific services (on call contracts). Contract administration activities are performed to secure services of consultants and ensure that the contractual obligations are satisfactorily completed.

**349**

### **HAZARDOUS WASTE**

Units assigned to these Cost Centers are typically involved in the following activities: Performing hazardous waste investigations for the purpose of identifying known or potential hazardous waste sites within the proposed project area, initiating hazardous waste remediation and monitoring progress.

## **TRAFFIC MANAGEMENT '350-399'**

**350-354**

### **TRAFFIC EXECUTIVE MANAGEMENT**

Units assigned to these Cost Centers include: Executive Management of the Traffic Operations functions in Headquarters or the District. Program Management of the Traffic Operations functions. District Liaison for Traffic Operations.

**355-364**

### **TOLL BRIDGE OPERATIONS**

Units assigned to these Cost Centers are typically involved in activities related to Toll Bridge Facilities Toll Collection on State-owned toll bridges.

**365-379**

### **TRAFFIC OPERATIONS**

Units assigned to these Cost Centers are typically involved in the following activities: Freeway service patrol; traffic management activities for special events; traffic counting on freeways, non-freeways, and lane closure charts; developing raw ramp metering; monitoring and evaluating operations of ramp meters; developing and evaluating ramp metering corridor projects; developing specific ramp metering projects; developing project reports and review of PS&E for traffic operation system segments; developing and coordinating the incorporation of traffic operation system elements; developing traffic management strategies; Monitoring and adjusting traffic signals; traffic census; high occupancy vehicle lane operations, and congestion monitoring.

Management and operation of traffic operations systems including: Transportation management centers; changeable message signs; closed circuit television systems, and highway advisory radio systems.

**380-389**

### **TRAFFIC ENGINEERING**

Units assigned to these Cost Centers are typically involved in the following activities: Traffic Design; traffic improvement reports; PS&Es reviews for traffic; oversight review of projects; signing plans, and estimates.

**390-396**

### **ELECTRICAL SYSTEMS**

Units assigned to these Cost Centers are typically involved in the following activities: Designing and reviewing highway lighting and traffic signals/traffic operations system; developing, designing, and implementing electrical systems; performing bridge electrical design; monitoring traffic signal operations.

**397-399**

### **PERMITS**

Units assigned to these Cost Centers are typically involved in the following activities: Reviewing approval and issuance of transportation and encroachment permits. Performing customer service for applicants for encroachment or transportation permits

## **RIGHT OF WAY '400-499'**

- 400-405**      **RIGHT OF WAY EXECUTIVE MANAGEMENT**  
Units assigned to these cost centers are involved in the highest level of decision making for the district/division and are typically supervising level or above Right of Way Agents
- 406-409, 496**      **R/W PLANNING & MANAGEMENT**  
Units assigned to these cost centers are typically involved in Capital Planning and Budgets, Support Planning and Budgets, Personnel, and Training. They may also be responsible for the development, monitoring and coordination of Statewide reporting systems.
- 410-419**      **R/W PROJECT DELIVERY TEAMS**  
Units assigned to these cost centers are generally part of a Right of Way Project Delivery Team. Their duties may include some or all of the following activities: Planning and Management, Appraisals, Acquisition, Relocation Assistance, Utility Relocation, Local Programs, Property Management and Excess Land
- 420-429**      **R/W APPRAISALS**  
Units assigned to these cost centers appraise the value of parcels of land required for transportation projects to ensure property owners receive just compensation.
- 430-439**      **R/W ACQUISITIONS**  
Units assigned to these cost centers are responsible for the timely securing of those property rights necessary to the certification of a transportation project.
- 440-449**      **R/W UTILITY RELOCATION**  
Units assigned to these cost centers are typically responsible for the clearance or elimination of public or private utility easements from the right of way being acquired.
- 450-454**      **R/W PROPERTY MAINTENANCE**  
Units assigned to these cost centers are typically responsible for the management and rental maintenance of all properties being held for future construction or for sale as surplus.
- 455-459**      **R/W AIRSPACE**  
Units assigned to these cost centers are typically responsible for maximizing public and private multiple use of rights of way in concert with community needs and good land use planning.
- 460-464**      **R/W EXCESS LANDS**  
Units assigned to these cost centers are typically responsible for the Statewide coordination of the identification, mapping, management, and disposal of properties surplus to the Department's needs.

**RIGHT OF WAY '400-499' -continued**

- 465-469**            **R/W OUTDOOR ADVERTISING**  
Units assigned to these cost centers are responsible for issuing permits for new outdoor advertising displays and for providing surveillance and administration of existing permits to ensure compliance with the standards of the Outdoor Advertising Act.
- 470-479**            **R/W RELOCATION ASSISTANCE**  
Units assigned to these cost centers are responsible for the implementation of both the Federal and California Uniform Relocation Assistance and Real Property Acquisition Policies Acts as they relate to relocation assistance.
- 480-489**            **R/W LOCAL PROGRAMS**  
Units assigned to these cost centers are responsible for the monitoring and certification of local agency right of way activities on applicable Federal or State aid program projects; and for providing right of way services and assistance to local agencies when requested by the agency and authorized by the Department.
- 490-494**            **R/W CLERICAL**  
Units assigned to this cost center are responsible for clerical support for the other Right of Way functional units.
- 497**                **(Reserved for future use)**
- 498**                **OPERATIONAL RESEARCH**  
Units assigned to this cost center are responsible for statewide training and development, district evaluations, strategic planning and special projects.
- 499**                **(Reserved for future use)**

## **CONSTRUCTION '500-599'**

### **500-509**

#### **CONSTRUCTION EXECUTIVE MANAGEMENT**

Units assigned to these cost centers are typically involved in the following activities: Planning and directing activities of the District Construction Office; Evaluating the performance of the District Construction function to assure quality of work, uniform administration of contracts and monitoring of costs; coordinating the activities of Construction with other District functions. Initiating new or revised District policies to meet the goals and objectives of the Construction function. Holding hearings and making recommendations to the District Director for the final determination of contractor claims. Holding hearings for the substitution of subcontractors on construction projects.

### **510-515**

#### **CONSTRUCTION OFFICE**

Units assigned to these cost centers are typically involved in the following activities: Processing payments to Construction Contractors. Administering Construction department automotive fleet. Budgeting for personnel and other resources as necessary to administer construction contracts. Obtaining and providing training for all construction engineering activities.

### **516-584**

#### **FIELD CONSTRUCTION**

Units assigned to these cost centers are typically involved in the following activities: Overseeing Local Agency construction projects. Administering construction projects; performing field engineering for conformance to plans and specifications; calculating monthly payments to contractors; preparing changes to contract plans and specifications to fit field conditions or design omissions. Assigning personnel. Coordinating with other functions concerning plans, specifications and construction methods; Conferring with Design and Traffic Engineers on special problems. Maintaining project records.

### **585-589**

#### **CONSTRUCTION LAB**

Units assigned to these cost centers are typically involved in the following activities: Checking calibration of Contractors materials production plants and scales. Obtaining samples of aggregates for asphalt concrete, Portland cement concrete mix designs and base material. Performing relative compaction acceptance tests. Performing aggregate grading and sand equivalent acceptance tests. Performing other materials acceptance tests in accordance with the Caltrans Standard Test Methods manual.



**CONSTRUCTION '500-599' - continued**

**590-594**

**CONTRACT CLAIMS**

Units assigned to these cost centers are typically involved in the following activities: Advising units assigned to Field Construction on matters relating to contract claims; Analyzing contractor claims for merit; researching project records to document costs related to claims and to prepare the State's position; Assisting in the preparation of the draft claim report; prepares documents for submittal to the Board of Review.

**595-598**

**LABOR COMPLIANCE**

Units assigned to these cost centers are typically involved in the following activities: Monitoring contractors to assure their conformance to the prevailing wage requirements of the contract documents. Comparing Resident Engineer's dairies to Contractor's payroll records and documenting differences. Performing audits of Contractor's home office records; preparing wage violation cases; checking Contractor's Disadvantaged Business Subcontractors listed in their bid document for proper certification and conformance to contract goals; reviewing Contractor's utilization of Disadvantaged Business subcontractors after contract completion.

**599**

**CONSTRUCTION SAFETY**

Units assigned to these c06t centers are typically involved in the following activities: Acting as advisor to Field Construction for Contractor safety. Periodically visiting construction projects to observe the Contractor's operations and traffic conditions affected by the construction. Making written reports. Acting as District's primary contact with the Headquarters Office of Highway Construction Safety Engineer and local Division of Occupational Safety and Health. Administering the District's construction safety training program.

## **MODAL TRANSPORTATION '800-829'**

**800-803**

### **MODAL TRANSP EXECUTIVE MANAGEMENT**

Units assigned to these cost centers are typically involved in: The management and supervision of the various programs for modal transportation, including transit grant assistance; traffic management plan activities; rail program activities; and transit facilities development.

**804-807**

### **RAIL**

Units assigned to these cost centers are typically involved in: Planning Rail and corridor studies, i.e.,(commuter rail, high speed rail, light rail, heavy rail, inter-city rail and automated guideway transit).

**808-810**

### **AERONAUTICS**

Units assigned to these cost centers are typically involved in the following activities: Inspecting airports and heliports for compliance with safety standards; performing other aviation functions; developing and updating a plan that coordinates the State's aviation system; providing State grants and loans to cities, counties, districts, and airport land use commissions (ALUCs) for airport development, pavement maintenance, and preparation of comprehensive land use plans; administering California Airport Noise Program regulations, reviewing CEQA documents for projects at or near airports; and providing policy guidance and technical assistance to ALUCs so that the environmental impact of airports is minimized.

**811-813**

### **TRANSPORTATION DEMAND MGMT/RIDESHARE**

Units assigned to these cost centers are typically involved in the following activities: Ridesharing; rideshare marketing; employee commute program; vanpool acquisition program; transportation management association program; telecommuting and other commute alternatives that increase the use of transit, carpools and vanpools.

**814-816**

### **FACILITY PLANNING**

Units assigned to these cost centers are typically involved in the following activities: Developing programs; performing conceptual planning; developing preliminary designs for transit components of multi-modal transportation projects; park and ride lot program; long-range planning and feasibility studies; conceptual planning; development of preliminary designs for park and ride lot projects;.

**817-819**

### **FACILITY DEVELOPMENT**

Units assigned to these cost centers are typically involved in the following activities: Planning and coordinating other disciplines in the design, development, and production of contract construction documents; PS&E for buildings and other transportation related facilities.

**MODAL TRANSPORTATION '800-829' - continued**

- 820 GRANTS COORDINATION**  
Units assigned to these cost centers are typically involved in the following activities: Combination of roles and responsibilities as described in following two resource categories.
- 821-823 STATE GRANTS**  
Units assigned to these cost centers are typically involved in the following activities: Administering legislatively- mandated programs and activities in connection with State financial grant assistance programs related to guideway and inter-modal facilities development. Developing recommended programs. Providing technical expertise on transportation related issues involving transit management assistance, public transit systems, private-for profit and private-non-profit transportation operations.
- 824-826 FEDERAL GRANTS**  
Units assigned to these cost centers are typically involved in the following activities: Administering federal financial grant assistance programs related to elderly; handicapped transportation, and rural transit assistance, providing general coordination and liaison to all Caltrans branches and non-Caltrans entities involved with transportation management plans.
- 827-829 MASS TRANS/MULTI MODAL**  
Units assigned to these cost centers are typically involved in administration of multi-modal transportation studies, programs, and projects.
- 600-799 & 850-899 MAINTENANCE**
- 497, 499, 845-849 (Reserved for future use)**
- 900-999 PSEUDO/C-BARS**

## APPENDIX

The RBS titles and TRAMS titles must correspond. The title field in TRAMS will not accommodate some of the titles due to length constraints. An abbreviation for each standard title was developed. The standard abbreviation is 15-characters in length and is followed by a hyphen (-). This hyphen allows the districts to follow the abbreviated title with a district developed naming convention.

By implementing the automatic assignment of the 15 character title abbreviation based on the requested RBS Number (and use of a "hard-coded" hyphen in position 16), the request only needs to contain the (optional) 24 character District Notes.

The following pages contain the Form 1035 (appendix 1) used to transmit changes or additions to a District or Program RBS structure. The instructions for filling out this form are listed on the back. Also included is a listing of Cost Centers (appendix 2-2b) with their standard cost center title and 15-character title abbreviation.

Appendix 2

Cost Center #	Cost Center Title (Standard)	15-char Title Abbreviation
<b>ADMINISTRATION</b>		
000	AUTOMOTIVE POOL	AUTOMOTIVE POOL
001-004	ADMINISTRATION EXECUTIVE MANAGEMENT	ADMIN EXEC MGMT
005-007	RESOURCE MANAGEMENT	RESOURCE MGMT
008-012	PERSONNEL	PERSONNEL
013	TRAINING	TRAINING
014	SAFETY	SAFETY
015	LABOR RELATIONS	LABOR RELATIONS
016	EXAMS	EXAMS
017	MANAGEMENT ANALYSIS	MGMT ANALYSIS
018	RISK MANGEMENT	RISK MANGEMENT
019-020	CONTRACTS	CONTRACTS
021 -022	PROCUREMENT	PROCUREMENT
023-025	BUILDING OPERATIONS	BLDG OPS
026	MAILROOM	MAILROOM
027	LIBRARY	LIBRARY
028	AUDIO VISUAL	AUDIO VISUAL
029	AUTOMOTIVE MANAGEMENT	AUTOMOTIVE MGMT
030-031	REPROGRAPHICS	REPRO
032-034	MATERIEL OPERATIONS	MATERIEL OPS
035-036	BUSINESS MANAGEMENT	BUSINESS MGMT
037-039	PUBLIC INFORMATION	PUBLIC INFO
040-041	EQUAL EMPLOYMENT OPPORTUNITY	EEO
042-044	BUDGETS	BUDGETS
045-046	ADMINISTRATIVE SUPPORT	ADMIN SUPPORT
047	AUDITS	AUDITS
048-066	ACCOUNTING	ACCOUNTING
067-069	LEGAL	LEGAL
070-071	LEGISLATIVE AFFAIRS	LEG AFFAIRS
072	RECORDS MANAGEMENT	RECORDS MGMT
073-087	INFORMATION SERVICES	INFO SVCS
088-089	CIVIL RIGHTS	CIVIL RIGHTS
090-093	CLERICAL SUPPORT	CLERICAL SUPP
094	DIRECTORS OFFICE STAFF	DIR OFC STAFF
095-099	BOARDS & COMMISSIONS	BOARDS/COMMISSN
495	ASSET MANAGEMENT	ASSET MGMT
<b>ENGINEERING MANAGEMENT</b>		
100-104	ENGINEERING EXECUTIVE MANAGEMENT	ENGR EXEC MGMT
105-139	PROIJECT MANAGERS	PROJ MGRS
140-143	PROJECT SCHEDULING	PROJ SCHED
144	PROJECT COORDINATION	PROJ COORD
145	*** UNASSIGNED***	***UNASSIGNED***
146-151	PROGRAM MANAGEMENT	PROG MGMT
152-154	LOCAL ASSISTANCE	LOCAL ASST

<u>Cost Center #</u>	<u>Cost Center Title ( Standard)</u>	<u>15-char Title Abbreviation</u>
<b>TRANSPORTATION PLANNING</b>		
155-160,		
838, 841	TRANSP PLANNING EXECUTIVE MANAGEMENT	PLNG EXEC MGMT
161-167	TRANSPORTATION PLANNING	TRANSP PLNG
168-180,		
842-844	ENVIRONMENTAL PLANNING	ENV PLNG
168-171,		
842-844	ENVIRONMENTAL PLANNING - GENERAL	ENV PLNG
171-173	ENVIRONMENTAL PLANNING - ARCHITECT	ENV PLNG
174-175	ENVIRONMENTAL PLANNING - ARCHAEOLOGICAL	ENV PLNG
176-177	ENVIRONMENTAL PLANNING - NAT SCI	ENV PLNG
178-180	ENVIRONMENTAL PLANNING - SOCIAL	ENV PLNG
181-182	LOCAL DEVELOPMENT COORDINATION & REVIEW	LOCAL DEV COORD
183-184	TECHNICAL SUPPORT	TECH SUPP
185-194	TRANSPORTATION STUDIES	TRANSP STUDIES
195-197	FORECASTING MODELING	FORECAST MODEL
198-199	SPECIAL FUNDED PROJECTS	SPECL FUND PROJ
<b>PROJECT DEVELOPMENT</b>		
200-215	PROJECT DEVELOPMENT EXECUTIVE MANAGEMENT	PJD EXEC MGMT
216-219	PROJECT PLANNING	PROJ PLNG
220-279	DESIGN	DESIGN
<b>ENGINEERING SERVICES</b>		
280-284	ENGINEERING SVCS EXECUTIVE MANAGEMENT	SVCS EXEC MGMT
285-295	PS&E/OFFICE ENGINEER	PS&E/OE
296-302	DRAFTING SERVICES	DRAFTING SVCS
303-307	MANAGEMENT SERVICES TECHNICAL SUPPORT	MGMT SVCS/SUPP
308-310,		
832-834,		
839-840	SURVEYS	SURVEYS
311	PHOTOGRAMMETRY	PHOTOGRAMMETRY
312-315	HYDRAULICS	HYDRAULICS
316	GEOTECHNICAL/STRUCTURES FOUNDATIONS	GEOTECHNICAL
317-321	MATERIALS LAB	MATLS LAB
322-325	GEOTECHNICAL	GEOTECHNICAL
326	INDEPENDENT ASSURANCE TESTING	IND ASSUR TSTNG
327	MATERIALS LAB	MATLS LAB
328	FIELD SUPPORT	FIELD SUPP
329	FIELD EXPLORATION	FIELD EXPLOR
330-331	UNIX SUPPORT	UNIX SUPPORT
332-337	ENVIRONMENTAL ENGINEERING	ENV ENGR
338-339	APPLIED RESEARCH	APPLD RESEARCH
340-344	LANDSCAPE ARCHITECTURE	LNDSCP ARCH
345-348	CONSULTANT SERVICES (A&E CONTRACTS)	CONSULTANT SVCS
349	HAZARDOUS WASTE	HAZ WASTE
<b>TRAFFIC MANAGEMENT</b>		
350-354	TRAFFIC EXECUTIVE MANAGEMENT	TRAF EXEC MGMT
355-364	TOLL BRIDGE OPERATIONS	TOLL BR OPS

365-379 TRAFFIC OPERATIONS  
380-389 TRAFFIC ENGINEERING  
390-396 ELECTRICAL SYSTEMS  
397-399 PERMITS

TRAF OPS  
TRAF ENGR  
ELEC SYS  
PERMITS

Cost Center #	Cost Center Title	15-char Title Abbreviation
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**RIGHT OF WAY**

400-405	RIGHT OF WAY EXECUTIVE MANAGEMENT	R/W EXEC MGMT
406-409, 496	R/W PLANNING & MANAGEMENT	R/W PLNG & MGMT
410-419	R/W PROJ DEL	R/W TEAMS
420-429	R/W APPRAISALS	R/W APPRAISAL
430-439	R/W ACQUISITIONS	R/W ACQUISITION
440-449	R/W UTILITY RELOCATION	R/W UTIL RELOC
450-469	R/W REAL PROPERTY SERVICES	R/W PROP SVCS
450-454	R/W REAL PROPERTY SERVICES - PROP MNTCE	R/W PROP SVCS
455-459	R/W REAL PROPERTY SERVICES - AIRSPACE	R/W PROP SVCS
460-464	R/W REAL PROPERTY SERVICES - EXCESS LANDS	R/W PROP SVCS
465-469	R/W REAL PROPERTY SERVICES - OUTDOOR ADV	R/W PROP SVCS
470-470	R/W RELOCATION ASSISTANCE	R/W RELOC ASST
480-489	R/W LOCAL PROGRAMS	R/W LOCAL PROGS
490-494	R/W CLERICAL	R/W CLERICAL
497	***UNASSIGNED***	***ASSIGNED***
498	OPERATIONAL RESEARCH	OPERAT RESEARCH
499	***UNASSIGNED***	***UNASSIGNED***

**CONSTRUCTION**

500-509,583	CONSTRUCTION EXECUTIVE MANAGEMENT	CONST EXEC MGMT
510-515	CONSTRUCTION OFFICE	CONST OFC
516-582,584	FIELD CONSTRUCTION	FIELD CONST
585-589	CONSTRUCTION LAB	CONST LAB
590-594	CONTRACT CLAIMS	CONTRACT CLAIMS
595-598	LABOR COMPLIANCE	LABOR COMPLNCE
599	CONSTRUCTION SAFETY	CONST SAFETY

**MODAL TRANSPORTATION**

800-803	MODAL TRANSP EXECUTIVE MANAGEMENT	MODAL EXEC MGMT
804-807	RAIL	RAIL
808-810	AERONAUTICS	AERONAUTICS
811 -813	TRANSPORTATION DEMAND MGMT/RIDESHARE	TDM/RIDESHARE
814-816	FACILITY PLANNING	FACILITY PLNG
817-819	FACILITY DEVELOPMENT	FACILITY DEV
820-826	GRANTS COORDINATION	GRANT COORD
821 -823	GRANTS COORDINATION - STATE GRANTS	GRANTS COORD
824-826	GRANTS COORDINATION - FEDERAL GRANTS	GRANTS COORD
827-829	MASS TRANS/M ULTI MODAL	MODAL TRANSP

**RESERVED**

497, 499	***RESERVED FOR FUTURE USE***	
845-849		

**MAINTENANCE**

600-799	*** MAINTENANCE***	
850-899		

**PSEUDO/C-BARS**

900-999	*** PSEUDO/C-BARS ***	
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## GLOSSARY

TERM	DEFINITION
CAPITOL OUTLAY	A somewhat loose term that implies the roadway projects that are funded by State and Federal moneys, program - coded in TRAMS as 20.10, 20.20, 20.30 and some 20.40.
Charge District	Charge district The charge district is the organizational entity that manages the work and receives the benefit of the work.
EA	The Expenditure Authorization is a specific, tabled record maintained in TRAMS that identifies and authorizes a particular kind of budgeted work or expenditure. All EAs are coded to reflect needed budgetary or financing information and other statutory requirements.
ESC	Engineering Service Center is the organization to provide structure engineering and design.
OBS	The Organizational Breakdown Structure is a hierarchical description of the Department's organizational chart which identifies the responsible person for a given resource as defined in the RBS.
PMCS	Project Management and Control System - a computer system to record and report on project information, schedules, locations, budget allocations, and dates.
RBS	The Resource Breakdown Structure is a hierarchical breakdown of total resources which defines assignable resources.
TRAMS	Transportation Accounting and Management System - a computer system for recording and reporting on expenditures of Caltrans
TRS	Time Reporting System at Caltrans. The computer system that most employees use to record the hours they have worked on each project.
WBS	The Work Breakdown Structure is a product-oriented hierarchy that organizes and defines the total scope of Caltrans Capital Outlay Support work. This structure defines the work activities, not the staff or other resources who will complete the work.

