

**POSITION DUTY STATEMENT**

PM-0924 (REV 9/2013)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
Associate Environmental Planner/Architectural History	07/Environmental Planning/Cultural Resources	
WORKING TITLE	POSITION NUMBER	EFFECTIVE DATE
Associate Environmental Planner/Architectural Historian	907-170-4642-xxx	

As a valued member of the Caltrans team, you make it possible for the Department to improve the mobility across California by being innovative and flexible; reporting to work as scheduled; working cooperatively with team members and others; and treating others fairly, honestly and with respect. Your efforts are important to each member of the team as well as those we serve.

**GENERAL STATEMENT:**

Under the general direction of a Senior Environmental Planner, the Associate Environmental Planner - Architectural History (Aso Env Plnr-Arch Hist) is a participating interdisciplinary team member responsible for architectural and historical studies and project effects analysis for transportation projects and local assistance projects pursuant to applicable State and Federal Regulations, to include Section 106 of the National Historic Preservation Act.

This is the full, specialized journey person level. Under general direction, plans and carries out the details of the more difficult and complex studies in the area of architectural history. Such work may include serving in a lead capacity over other personnel within the scope of particular studies related to cultural resources.

**TYPICAL DUTIES:**

Percentage	Job Description
Essential (E)/Marginal (M) <sup>1</sup>	
35% E	Peer-reviews Historic Property Survey Reports, Finding of Effect reports, and related technical studies prepared by in-house staff, consultants, and local agencies for content, technical competence, comprehensiveness, and conclusions, in the areas of history and architectural history. Provides oversight direction for consultant work, and on occasion develops contracts. Reviews CEQA and NEPA environmental documents for consistency with technical studies. Develops fact sheets and provides advice, technical assistance and training on historical topics and architectural history preservation issues. Work may include serving in a lead capacity over other personnel within the scope of particular studies related to cultural resources.
35% E	Conducts more difficult and complex field surveys and prepares written technical reports on historic architectural resources and historic resources that lie within the area of potential effects of transportation projects. Also, reviews such reports prepared by others. Such reports evaluate the potential significance of the resource, and require familiarity with, and use of, historic architectural or engineering technical terminology and working knowledge of and familiarity with historical theory and methods. These written reports are incorporated into the comprehensive Historic Property Survey Reports which address cultural and historic properties, including archaeological sites, in the area of potential effects of transportation projects. Historic Property Survey Reports will be the responsibility of the incumbent on occasion.
	Conducts in-depth, independent research in the fields of architectural history, engineering and technology history, California history, and other general aspects of American history and culture, in order to ensure that the studies undertaken adequately consider all potential historic and architectural resources within the proposed project's study area for their potential significance under the established criteria for the National Register of Historic Places and the California Register of Historical Resources. Such research is utilized to support historic architectural evaluations, findings, and conclusions reached in technical reports, and the related environmental document. Identifies and utilizes primary and secondary source materials in libraries, archives, historical societies, local government agencies, Caltrans, and other repositories. Interacts in the field, in research repositories, in the office, by telephone, and by letter with interested individuals and groups in the course of the above work. Conducts in-depth independent historical research for other assignments within the Division of Environmental Planning, as needed, as directed by the Senior Environmental Planner. This may include, but not be limited to, research for initial

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assessments for potential site contamination or collaboration on historical archaeological analyses.

Conducts analysis and prepares written technical reports (Finding of Effect Reports) about possible or anticipated project effects on historic built resources. Develops Memoranda of Agreements to memorialize mitigation commitments for the subsequent projects. Carries out mitigation responsibilities, including, but not limited to, Historic Structures Reports and Historic American Buildings Survey/Historic American Engineering Record (HABS/HAER) reports. Works with engineering staff to ensure that historic properties adjacent to construction projects are protected.

20% E

Works with Caltrans district project development team staff as a cultural resources team member, providing technical historical expertise and information in order to develop location and design alternatives that avoid or minimize adverse effects on historic properties. These interactions require written, e-mail, telephone, and face-to-face communication. Attendance at meetings in the District Office may be required for each project assigned to incumbent and for staff meetings, both formal and informal. Assists in staff-level liaison and discussions in the area of architectural history and/or history with State, Federal, and local agencies. These agencies include: California Office of Historic Preservation, Advisory Council on Historic Preservation, and Federal Highway Administration. These discussions will be conducted by phone, in the district office, and in the offices of these agencies.

10% M

Photocopies reports, directives, correspondence and plans for and loaned by other members of the project development team. Accesses, inputs and retrieves information from Caltrans and other state-maintained - databases. Records field conditions and field work photographically. Makes photocopies of above reports for circulation to appropriate state and federal agencies. Transmits reports to these agencies. Files project reports and correspondence with the Division of Environmental Planning files to maintain a complete and accurate record of project history and decision-making. Training: Incumbent may prepare, lead, and participate in training for other Caltrans cultural resource specialists or consultants, on occasion.

<sup>1</sup>ESSENTIAL FUNCTIONS are the core duties of the position that cannot be reassigned.

MARGINAL FUNCTIONS are the minor tasks of the position that can be assigned to others.

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### SUPERVISION OR GUIDANCE EXERCISED OVER OTHERS

This is a non-supervisory position. On individual projects, the incumbent may serve in a lead capacity over other Caltrans staff or student assistants.

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### KNOWLEDGE, ABILITIES AND ANALYTICAL REQUIREMENTS

The Associate Environmental Planner/Architectural History must be able to analyze situations rapidly and accurately and propose effective courses of action for the work in coordination with the Division Deputy District Director, Officer Chief, Senior Environmental Planner, district engineering staff, and outside agencies. The incumbent must have graduated from college with a concentration in Art History, Architectural History, Historic Preservation, Public History, or a closely-related field, with demonstrated coursework in 18th - 20th Century American History and Architectural History. The incumbent must possess broad knowledge of the principles and practices of architectural history and history as applied to the evaluation of historic period buildings, bridges, roads, landscapes and other built resources. Knowledge of California history and architectural history is strongly recommended.

Incumbent must apply sound judgment, and demonstrate sufficient knowledge, in the evaluation of the significance of historic buildings, bridges, roads, landscapes and sites for the National Register of Historic Places and as historical resources under CEQA. The incumbent's recommendations for potential National Register eligibility and Section 106 and CEQA effect determinations must be logical and defensible from possible challenges from preservation, community and environmental interest groups, with the resultant delays and increased costs.

The Associate Environmental Planner/Architectural History should also be able to utilize a computer for the extensive writing, and, on occasion, the database management, that the job requires. The incumbent should have basic graphic production skills, photography skills (35-mm and digital cameras), and have the skill to prepare maps and to incorporate

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graphics and images in written reports.

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### RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The Associate Environmental Planner (Architectural History) will be responsible for the adequate and timely completion of cultural resource survey and evaluation technical reports to achieve project approval of the environmental document and tasks related to mitigation obligations. The incumbent's work may require decisions about development, sequencing, and prioritization of tasks, tasking work to others, and identifying any other functional unit dependencies. The consequences for error can include unanticipated project delay and project cost overruns. Additionally, consequences for error can include irreparable adverse effects to historic resources and thus a violation of Section 106 of the National Historic Preservation Act as well as discredit to the Department.

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### PUBLIC AND INTERNAL CONTACTS

The Associate Environmental Planner/Architectural History establishes and maintains working relationships with the District's other Offices/Branches, Headquarters, and local agencies for project activities relating to the Cultural Resource Studies Office. The incumbent attends, participates in, and represents the Department during the discussion of environmental matters at meetings with Federal, State, and local agencies, historical societies, preservation groups, museums, and with other environmental and community advocacy groups and individuals. The incumbent acts as a collaborative member of an interdisciplinary team.

The incumbent will also meet the public in the course of information gathering for proposed projects. The incumbent will be required occasionally to meet with property owners in the course of conducting field surveys and documenting the potential significance of historic properties, including photographing buildings and structures, and, when necessary, conducting oral histories. Because the Caltrans Architectural Historian is frequently the first Caltrans employee in a proposed project area that the public encounters, the incumbent is required to convey a presence that engenders confidence and shows sensitivity and respect. Failure to do this typically results in a diminishment of respect for Caltrans and an escalation of problems to a higher level for review. The incumbent must possess common-sense judgment and problem-solving abilities, and be able to render proper judgment in urgent or emergency conditions.

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### PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

The Associate Environmental Planner/Architectural History must be able to effectively participate in survey and mitigation fieldwork. The Associate Environmental Planner/ Architectural History should have the physical mobility for fieldwork in occasionally rough terrain. This work requires good or correctable visual abilities in order to identify and assess cultural resources and to record them. The incumbent must be able to utilize a computer for the database management and, on occasion, the extensive writing the job entails. The Associate Environmental Planner/ Architectural History needs to be able to analyze situations rapidly and accurately and propose effective courses of action for the work in coordination with one's Senior Environmental Planner and outside agencies. The Associate Environmental Planner/Architectural History also needs to be capable of demonstrating flexibility, firmness, and a calm demeanor when appropriate in potentially physically and emotionally stressful situations.

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### WORK ENVIRONMENT

Duties will require work to be conducted in both Caltrans office and field environments during normal office hours. The duties will on occasion require work meetings offsite in the offices of other agencies or consultants and public meetings held during the evening hours.

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I have read, understand and can perform the duties listed above. (If you believe you may require reasonable accommodation, please discuss this with your hiring supervisor. If you are unsure whether you require reasonable accommodation, inform the hiring supervisor who will discuss your concerns with the Reasonable Accommodation Coordinator.)

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EMPLOYEE (Print)

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EMPLOYEE (Signature)

DATE

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I have discussed the duties with and provided a copy of this duty statement to the employee named above.

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SUPERVISOR (Print)

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SUPERVISOR (Signature)

DATE

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