

POSITION DUTY STATEMENT

PM-0924 (REV 9/2013)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
Associate Environmental Planner/Archaeology	10/Maintenance and Operations/MPS	
WORKING TITLE	POSITION NUMBER	EFFECTIVE DATE
Archaeologist	910-168-4634-002	

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 incumbent will be responsible for attending field meetings; providing oversight and guidance on technical reports prepared by the counties/consultants to insure compliance with Federal and State laws and regulations; and providing guidance to the Local Agencies during consultation with State Historic Preservation Office (SHPO) to support District responsibilities for Local Assistance. The incumbent is expected to plan and carry out the details of the more difficult and complex studies related to cultural resources.

TYPICAL DUTIES:

Percentage	Essential (E)/Marginal (M) ¹	Job Description
35%	E	Conduct background archaeological research utilizing existing files, databases and record search information. Organize, schedule and conduct complex field investigations in mountainous terrain and inclement weather conditions. Assess impacts to cultural resources from proposed projects and prepare clear and concise written reports to document survey findings. Insure reports comply with State, Federal laws and regulations and Caltrans policies. Review and comment on encroachment permit applications to insure cultural resource compliance is met.
35%	E	Attend field reviews to provide guidance to Local Agencies on required cultural resource studies. Review archaeological reports and provide oversight to consultants working on Local Agency projects to insure compliance with state and federal laws and regulations. Provide guidance on cultural resource issues for various planning projects. Prepare task orders for archaeological surveys and excavations, over-see the contracts, and review and approve invoices. Manage consultant contracts for environmental studies associated with the project development process.
15%	E	Coordinate with other agencies, organizations and Native American communities to obtain the necessary approvals to ensure compliance with applicable laws and regulations. Work with cities, counties, local governments and environmental organizations to secure approvals in a timely manner.
5%	E	Provide information on potential cultural resource issues as they relate to District Planning projects. Provide comments and/or guidance on Intergovernmental Review projects.
5%	M	Update and maintain cultural resource files and associated databases used for tracking District and Local Assistance projects. Develop and present training on cultural resource issues to Local Agencies and District staff.
5%	M	Prepare environmental documents to comply with CEQA, NEPA and other state and federal laws and regulations.

¹ESSENTIAL FUNCTIONS are the core duties of the position that cannot be reassigned.

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

SUPERVISION OR GUIDANCE EXERCISED OVER OTHERS

None. May act in the lead capacity providing guidance and direction to entry level staff and student assistants working on environmental projects. The incumbent may serve as an Excavation Crew Chief, a Principal Investigator for Extended Phase I studies, a Consultant and Monitor and/or a Construction Monitor.

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KNOWLEDGE, ABILITIES AND ANALYTICAL REQUIREMENTS

The Associate Environmental Planner (Archaeology) requires: (a) extensive knowledge of environmental laws, regulations, and processes relating to cultural resource issues and an understanding of the similarities and differences of CEQA, NEPA and other pertinent environmental laws and regulations as they relate to cultural resource issues, (b) the ability to compile and analyze complex cultural resource issues; plan and conduct field surveys for cultural resource issues; evaluate the potential for significant impacts to these resources and look for creative solutions to decrease impacts and prepare clear and concise written reports to professional standards; (c) the ability to establish and maintain cooperative relationships with city, county, regional, state, and federal agencies, Native American communities and assist management in negotiations for environmental approval.

The incumbent must have the ability to clearly and effectively communicate both orally and in writing. The incumbent must be able to analyze and interpret data from scientific reports and field surveys to formulate logical conclusions. Good reasoning and negotiations skills are invaluable in this position.

The incumbent must have the ability to drive a motor vehicle safely or be able to coordinate transportation needs with those that do.

Ability to use a computer and associated software (Word, Excel, Filemaker Pro, Access, GPS & Arcview).

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The incumbent will make independent decisions relative to the collection and analysis of data and report content, including making recommendations to others regarding scope of studies and level of detail required to comply with various Federal and State environmental laws and regulations. Error made in carrying out this responsibility could create delays in projects, required additional work to be done resulting in project cost increases and create poor working relationships with others. The incumbent must act in a courteous and professional manner and represent the Department in a positive light.

PUBLIC AND INTERNAL CONTACTS

The Associate Environmental Planner (Archaeologist) has numerous contacts with individuals within the Department and other governmental and local agencies. These contacts are a result of consulting with outside experts, responding to environmental complaints, providing guidance to city and county engineering and planning agencies regarding cultural resource compliance, and coordinating with other members of the multidisciplinary team towards completion of the environmental document. The incumbent shall represent the Department in a professional courteous manner and maintain a professional working relationship with internal and external partners.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

The incumbent is expected to dress appropriately for the task being completed, and be flexible in dealing with changing work environments. The latter would include working outside in inclement/fair weather, traversing mountainous/uneven terrain, working before or after normal office hours, and sitting in an office for extended periods of time using a keyboard and/or video display terminal.

The employee may be required to work under stressful situations and be able to respond appropriately to irate individuals both in the field and in the office setting. The incumbent is expected to use good judgment and tact, be professional, logical and use effective negotiating skills. The incumbent is expected to be prompt when reporting to work, and treat others with fairness, honesty and respect.

WORK ENVIRONMENT

Employee will be required to work in both the field and office setting. While in the office the employee will work in a climate controlled office under artificial light. While in the field, terrain will vary from flat to mountainous and weather conditions will vary daily.

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)

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.

SUPERVISOR (Print)

SUPERVISOR (Signature)	DATE
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