

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
Associate Environmental Planner/Archaeologist	04-Maintenance-Environmental	
WORKING TITLE	POSITION NUMBER	EFFECTIVE DATE
Associate Environmental Planner/Archaeologist	904-606-4634-xxx	

As a valued member of the Caltrans team, you make it possible for the Department to provide a safe, sustainable, integrated, and efficient transportation system to enhance California's economy and livability. Caltrans is a performance-driven, transparent, and accountable organization that values its people, resources and partners, and meets new challenges through leadership, innovation and teamwork.

GENERAL STATEMENT:

As a participating interdisciplinary team member, the incumbent is responsible for archeological studies and project effects analysis for maintenance projects pursuant to Section 106 of the National Historic Preservation Act and other related state and federal laws.

TYPICAL DUTIES:

Percentage	Job Description
Essential (E)/Marginal (M) ¹	
35% E	<p>Conducts field surveys for and if necessary, prepares written technical reports (Archaeological Survey Reports, Phase 1 and Phase 2 Reports) about archaeological resources that lie within the area of potential effects of proposed maintenance projects in the nine Bay Area counties that compose District 4. Such reports evaluate the potential significance of the resource, and require familiarity with, and use of, archaeological technical terminology. (These reports are incorporated into the comprehensive Historic Property Survey Reports (HPSR), which address cultural and historic properties and sites in the area of potential effects of transportation projects and which, on occasion, will be the responsibility of the incumbent.</p> <p>Conducts analysis and prepares written technical reports (Finding of Effect Reports) about possible or anticipated project effects on archaeological resources. Prepares technical reports on proposed mitigation for potential effects on archaeological resources. These reports may be entitled Treatment Plans or Discovery Plans. Interacts in the field, in the office, by telephone, and by letter with interested Native American individuals and other groups in the course of the above work.</p> <p>Conducts in-depth, independent contextual research in the fields of archaeology in order to inform the efforts to adequately consider all possible archaeological 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 archaeological evaluations, findings, and conclusions reached in technical reports, and the related environmental document. May also identify and gather research materials in libraries, archives, historical society museums, local government agencies, Caltrans, and other facilities.</p>
35% E	<p>Is able to provide direction for consultant work through district service contracts. Peer reviews the Archaeological Survey Reports and related evaluative reports prepared by in-house staff and provides oversight direction about and review of Archaeological Survey Reports and related evaluative reports prepared by consultants, and local agencies, as directed. Reviews CEQA and NEPA environmental documents produced by Caltrans staff, consultants and local agencies for content, technical competence, comprehensiveness, and conclusions, in the areas of archaeology.</p>
20% E	<p>Works as member of the Caltrans District Maintenance/Environmental team staff, providing technical archaeological expertise and information. These interactions involve email, 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 archaeology with State, Federal, and local</p>

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

agencies. These agencies include: California Office of Historic Preservation, Advisory Council on Historic Preservation, and Federal Highway Administration. These interactions 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 in the Cultural Resource Office files and in 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.

¹ESSENTIAL FUNCTIONS are the core duties of the position that cannot be reassigned.
MARGINAL FUNCTIONS are the minor tasks of the position that can be assigned to others.

SUPERVISION OR GUIDANCE EXERCISED OVER OTHERS

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

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

The Associate Environmental Planner/Archaeologist must be able to analyze situations rapidly and accurately and propose effective courses of action for the work in coordination with his/her Office Chiefs and outside agencies. The incumbent must have graduated from college with a concentration in Archaeology. The incumbent must possess broad knowledge of the principles and practices of archaeological evaluations as applied to resources within a transportation project context. Because of the typical tasks associated with this position, and so that the adequacy of studies not be subject to legal challenge, with the resultant delays and increased costs, the incumbent should be a recognized and respected expert in identifying and evaluating pre-historic and/or historic archaeological cultural resources. Therefore, a good understanding of both California and/or American Archaeology are desirable qualities in the incumbent. A basic working knowledge and familiarity with the theories, principles, practices, and techniques of archaeological methodology are also valuable assets in the incumbent.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The Associate Environmental Planner/Archaeologist will be responsible for the adequate and timely completion of cultural resource survey and evaluation reports for PAED and tasks related to mitigation obligations. This will entail decisions about tasking this work including identifying any other functional unit dependencies, task development and prioritization. The consequences for error can include unanticipated project delay and project cost overruns

PUBLIC AND INTERNAL CONTACTS

The Associate Environmental Planner/Archaeologist 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 interested groups, individuals, museums, regional, Federal and other State agencies during discussions on the scope and implementation of the above-mentioned mitigation. The incumbent acts as a member of interdisciplinary teams.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

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

WORK ENVIRONMENT

Duties will require work to be conducted in both Caltrans office and field environment. The duties will on occasion require work meetings off site in the offices of other agencies and consultants and with members of the public. The incumbent

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

will work in a climate-controlled environment, but may also be exposed to extreme weather conditions and terrain during field reviews, understand and can perform the duties listed above. (If you believe you may require reasonable accommodation, please discuss this with your hiring supervisor. If you are unsure whether you require reasonable accommodation, inform the hiring supervisor who will discuss your concerns with the Reasonable Accommodation Coordinator.)

EMPLOYEE (Print)

EMPLOYEE (Signature)

DATE

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

SUPERVISOR (Print)

SUPERVISOR (Signature)

DATE