

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE Associate Environmental Planner (Archeology)	OFFICE/BRANCH/SECTION Environmental Planning, Cultural Studies	
WORKING TITLE AEP (Archeology)	POSITION NUMBER 908-105-4634-	EFFECTIVE DATE

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:

Under direction of the Senior Environmental Planner, participates as an interdisciplinary team member in the development process of transportation projects. The incumbent is responsible for identification, inventory, analysis, and evaluation of archaeological resources that may be impacted by transportation projects, and prepares technical reports for compliance with Section 106 of the National Historic Preservation Act of 1966, as amended and the California Environmental Quality Act (CEQA). The incumbent monitors the project construction for involvement of archaeological resources and performs oversight of consultant prepared technical reports. On behalf of the Senior Environmental Planner, the incumbent coordinates contracts for preparing archaeological resource studies.

TYPICAL DUTIES:

Percentage		Job Description
30%	E	Perform archival research, conduct archaeological surveys, complete site record forms, and report on survey findings in accordance with the Department's guidelines and standards for preparing cultural resource technical reports. Evaluate the significance of archaeological sites under National Register criteria and in accordance with CEQA guidelines. Assess the effects of proposed projects on significant sites and develop appropriate and cost-effective mitigation strategies.
25%	E	Serve as a member of the interdisciplinary Project Development Team for project-related cultural resource compliance issues. Provide advice on archaeological and compliance issues, including evaluation of project alternatives and effects on archaeological resources. Attend routine project field reviews and meetings.
25%	E	Review technical reports prepared by consultants for compliance with Section 106/CEQA.
5%	E	Develop scopes of work, cost estimates, and schedules to procure consultant services for archaeological resource studies.
5%	E	Monitor project construction to ensure compliance with requirements of Environmentally Sensitive Areas and the Department's policy and procedures for the treatment of archaeological resources during construction.
5%	E	Attend work-related training and professional meetings.
5%	M	Assist supervisor with preparation of information and material for internal and public, project meetings by preparing fact sheets, exhibits, and reproducing documents.

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.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Must have knowledge of principles and concepts of archeological resources assessment and preservation, archeological techniques and methods as applied in a planning setting, and general ecology or general principles behind planning for the conservation and preservation of natural resources; technical knowledge of archeological method and theory; general principles and techniques of research and statistical analysis; communication skills for purposes of data gathering; techniques and methods of evaluation of environmental impacts; various types of public facilities and how they service the community; State and Federal laws and regulations relating to historic preservation and the preparation of

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environmental documents; knowledge of California or Great Basin prehistory, ethnography, cultural materials, and technologies; State, local and regional governmental organizations as they relate to environmental planning, specific knowledge of either the social sciences, natural sciences or environmental design arts; trends in environmental, urban and regional planning.

Must have ability to adapt and apply formal archeological research methods and principles to planning problems of an applied practical nature, conduct a test excavation or data recovery program as a Principal Investigator, analyze archaeological resource situations within a project-related setting accurately; gather and analyze data; prepare written reports; select appropriate field and analytical methods to ensure timely and adequate delivery of cultural resource compliance documents; develop cost-effective strategies for mitigating project impacts; travel to project sites throughout District 8 to perform field surveys required for cultural resource compliance documents; work effectively with others as an interdisciplinary team member.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Must be able to provide adequate and timely completion of technical archaeological reports and cultural resource compliance documents, which is critical for meeting transportation project schedules. Delay of the project could lead to increased costs or loss of Federal funds due to inadequate performance. The incumbent is responsible for his/her actions, decisions, quality of work, and proper use of state time, equipment, and materials.

PUBLIC AND INTERNAL CONTACTS

Routine contact with other Department personnel, cultural resource consultants, representatives of local agencies, representatives of the Federal Highway Administration, and private citizens to transmit or obtain relevant cultural resource and environmental information. These contacts will be verbal or written, as needed, to perform assignments.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

PHYSICAL: The incumbent may be required to sit for long periods of time using a keyboard and computer monitor. The incumbent may be required to perform cultural resource survey work outdoors for multiple hours in one day, and may be required to do the same over a period of two or more days, as needed, to perform assignments. The incumbent may be required to move large or cumbersome plans, maps, and other project-related material from one location to another.

MENTAL: The incumbent must have the ability to multi-task, adapt to changes in priorities, and complete tasks or projects with short notice. The ability to organize and prioritize varied tasks and assignments are required. The incumbent must be able to concentrate in order to prepare and review documents and meet strict deadlines at times. The incumbent must possess common sense judgement and problem solving abilities.

EMOTIONAL: The incumbent is required to convey a professional presence that engenders internal and public confidence; a sensitivity and respect for cultural resources needs to be shown while considering the importance of project schedules. The ability to render proper judgement in urgent or emergency conditions is required. The incumbent must be able to adapt behavior and work methods in response to new information, changing conditions, or unexpected obstacles. The incumbent must be able to develop and maintain cooperative working relationships.

WORK ENVIRONMENT

While at the base of operation, will work in a climate-controlled office under artificial lighting. The space assigned for work is defined by modular furniture. Travel to libraries, archives, or similar facilities is required; such facilities would be under artificial lighting and may or may not be climate-controlled. The incumbent is required to travel and work outdoors and may be exposed to dirt, noise, uneven surfaces, and/or extreme heat or cold.

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.)

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
