

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
Associate Environmental Planner (Archeology)	D5 Environmental Stewardship Branch	
WORKING TITLE	POSITION NUMBER	EFFECTIVE DATE
Associate Environmental Planner		

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:

The Associate Environmental Planner (Archeology) is the full, specialized journey person level. Under the guidance of the District 5 Environmental Stewardship Branch Chief, the Senior Environmental Planner, and the Supervising Environmental Planner, incumbent is responsible for carrying out the details of the more difficult and complex studies of archeology, including, providing Cultural Resources technical analysis, document preparation, and oversight review for the Environmental Stewardship Branch.

The Associate Environmental Planner (Archeology) will promote partnering efforts with local agencies to deliver quality cultural resources technical documents and environmental planning documents, intended to meet the needs of both the local agencies, state, and federal entities.

TYPICAL DUTIES:

Percentage		Job Description
Essential (E)/Marginal (M) ¹		
50%	E	Provide cultural resources technical review of Local Assistance projects within developed schedules, provide early input on cultural resource issues in Local Agency project planning to ensure that the appropriate cultural resource technical document type, costs, and schedule have been incorporated in the planning process, partake in field reviews for Local Assistance projects, conduct consultation and coordination with the State Historic Preservation Officer and the Caltrans Cultural Studies Office to ensure the timely review and approval of all Local Assistance cultural resources technical reports and documents, and provide guidance to Local Agencies to facilitate accelerated project delivery.
30%	E	Provide cultural resources technical review of Maintenance and Maintenance Design (Minor B) projects within developed schedules, participate in field reviews for Maintenance and Maintenance Design (Minor B) projects, conduct consultation and coordination with the State Historic Preservation Officer and the Caltrans Cultural Studies Office to ensure timely review and approval of cultural resources technical documents.
10%	E	Provide cultural resources technical review of Encroachment Permits within developed schedules, conduct oversight of Permit Applicant prepared cultural resources technical studies.
5%	E	Conduct cultural resources technical review of Intergovernmental Review, System Planning and Regional Planning documents.
5%	E	Maintains weekly OTR records, timely TEC forms, and draft project work plans, conduct accurate reporting of operating expenses, advises effectively with accurate and timely responses to HQ reporting requests.

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

The Associate Environmental Planner (Archeology) does not directly supervise, however, the more difficult and complex studies in the area of archeology may allow the incumbent to serve in a lead capacity over other staff members.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

The Associate Environmental Planner (Archeology) possesses principles and concepts of archaeology as applied in a planning settings, 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 the environment, state

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local and regional governmental organizations as they relate to environmental planning, and specific knowledge of archaeology, trends in environmental, urban and regional planning.

The Associate Environmental Planner (Archeology) possesses the ability to analyze environmental situations accurately, gather and analyze data, prepare written reports, work effectively with others as an interdisciplinary team member, conduct interviews for data gathering, and apply general techniques of insuring participation in the planning process.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The position is responsible for providing Cultural Resources technical information for consideration in the District 5 Environmental Stewardship Program. Failure to prepare environmental documents, technical studies, and permit applications that are accurate and acceptable to Regulatory Agencies, could result in the delay in construction of Local Assistance, Maintenance, Minor B, Encroachment Permit, and Storm Damage projects.

PUBLIC AND INTERNAL CONTACTS

The Associate Environmental Planner (Archeology) participates in both public and private meetings with members of the public, local planning agencies, District 5 staff, other districts, regional staff, and elected officials. The Associate Environmental Planner (Archeology) assists the Environmental Branch Chief in negotiations with local agencies regarding environmental documents, while effectively communicating the Department's mission, vision, goals, and values.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Incumbent is expected to keep current in respect to changes in environmental laws and procedures, dress appropriately for the tasks being completed, and be flexible in dealing with changing work environments. The incumbent may be required to work under stressful situations. He/she must be able to communicate appropriately and effectively to irate individuals both in the field and in the office environment. The incumbent is expected to use good judgement and tact, be 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

While performing the duties of this job, the employee will work in both an office environment with controlled temperatures and in the field. Field work may involve outings in inclement weather, traversing mountainous terrain, and working before or after normal office hours. Office work may require sitting for extended periods of time. Traveling is required and may include overnight stays.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate. A valid California Drivers License may be required.

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

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

SUPERVISOR (Print)

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SUPERVISOR (Signature)

DATE