

**POSITION DUTY STATEMENT**

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
Associate Environmental Planner (Generalist)	43/Environmental Analysis/GNEIS Office	
WORKING TITLE	POSITION NUMBER	EFFECTIVE DATE
Environmental Collaboration Specialist	913-140-4711-911	July 2015

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 the general direction of a Supervising Environmental Planner, the incumbent will facilitate an interdisciplinary team supporting environmental analysis and approval for project development through a range of responsibilities including the Division of Environmental Analysis (DEA) lead web and electronic document publishing coordinator; subject matter expert and liaison with Information Technology (IT) relating to laws, regulations and policies; participate with all levels of the organization and externals to determine appropriate solutions and processes to resolve issues and lead projects varying in complexity.

**TYPICAL DUTIES:**

Percentage	Essential (E)/Marginal (M) <sup>1</sup>	Job Description
50%	E	As an interdisciplinary team member contributing to transportation system planning and project development, independently research and analyze federal and state statutes, resource/regulatory requirements and guidance, Caltrans policies, and other governing agency standards to ensure consistency with the electronic information provided by DEA that supports the successful completion of environmental analysis required for proposed projects and their alternatives; collaborate with team members to ensure tools needed to identify environmental impacts of transportation systems and associated measures to mitigate impacts are functional and accessible statewide; understand the requirements to prepare, review and process environmental approval documents in compliance with all laws, regulations and policies - provide recommendations/reports for proposed efficiencies and improvements; assist in developing tools and aids for use statewide to prepare inventories and analyses of existing and future environmental conditions.
25%	E	Develop and establish standards and guidance for DEA subject matter experts and users for environmental policy and information such as the Standard Environmental Reference (SER); develop, deliver, and coordinate trainings and demonstrations as needed on various tools such as software used to present this environmental information; lead a team of DEA subject matter experts and technical staff to perform tasks to update/maintain, develop, and troubleshoot DEA internal and external web sites and environmental references; perform QA/QC to ensure appropriate format, and standards/conventions are met; develop systems to standardize and/or automate processes, manage data, and facilitate the dissemination of information; provide support for DEA check-out equipment; administer and provide support for online meeting tools and other web based applications; coordinate with subject matter experts, managers, IT, and external entities to determine and apply appropriate workflow and informational architecture to systems/process to meet and consider business needs and requirements.
15%	E	Serve as the Division webmaster and liaison on technical assistance matters as related to needs, procurement, policy/standards, and support.
10%	E	Contract Management - Determine staffing and resource needs for technical support and environmental technology projects including the preparation of scope of work, schedule, and budget; manage task order deliverables and personnel review; approve deliverables and invoices.

<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.

**SUPERVISION OR GUIDANCE EXERCISED OVER OTHERS**

This is a journey person level position. This position does not have direct subordinate staff but provides direction and guidance to staff, consultants or to research/student assistants involved in the development, implementation, or

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maintenance of the intranet, internet or associated elements such as the SER. These elements support the completion of the most difficult and complex studies performed by District staff.

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### KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

**Knowledge:** The incumbent is required to have experience as an interdisciplinary team member with an in-depth knowledge of Caltrans project development process; knowledge of Caltrans major work activity areas and its internal organizational structure, especially as DEA fits into Project Delivery and with other divisions; knowledge of environmental laws and regulations affecting Project Delivery; knowledge of web page fundamentals; strong project management skills; knowledge of the Caltrans IT management policy and development; an understanding of the environmental document development and review process; how the DEA web pages support compliance with all applicable local, State and federal laws. It is desirable that the incumbent have knowledge of the principles and methods of GIS and databases and experience with and participating in complex projects with an emphasis on quality assurance and risk management.

**Abilities:** Based on experience and expertise in environmental planning, project management, and contract management, the incumbent must be able to reason logically and creatively using a variety of analytical and problem-solving techniques to resolve complex issues; exercise good judgment in the resolution of issues that support the success of an effective and efficient environmental program; resolve conflicts with stakeholders and project staff; take action independently and organize work priorities; establish and maintain cooperative relationships, dealing with tact and persuasion with district and HQ counterparts; ability to lead and direct projects; communicate effectively, both orally and in writing, and have the ability to write memos, letters, procedures, and develop graphs, charts or other illustrative materials; use personal computers and the internet to conduct research.

**Analytical Abilities:** The work and responsibilities assigned to this position require the ability to independently assimilate environmental, technical and procedural input from various sources, including the staff within DEA, the districts and other stakeholders; to interpret and evaluate that input and develop alternative courses of action and make objective recommendations on all critical issues affecting IT within DEA; understand the breadth and scope of information and tools available through DEA internet/intranet sources and how this information applies to the environmental process.

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### RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

- **Delay of Project:** The lack of information delays project delivery. The lack of information affects the effectiveness and efficiency of the environmental process.
- **Increased Costs:** Delays to projects have the effect of increasing project costs due to rework, longer durations to complete tasks, and/or potential legal claims. Untimely response to technical assistance issues may result in a higher project cost.
- **Litigation:** Failure to comply with environmental laws leaves Caltrans vulnerable to legal action and forced compliance. Litigation leads to increased time and dollar costs.
- **Loss of Credibility:** The guidance, procedures, and tools are there to implement an environmental program that complies with nearly 100 laws and regulations. Failure to follow generally and professionally accepted procedures, and maintain consistent practices leads to a loss of credibility with regulatory agencies and partners, damaged relationships, increased review time and project delays.

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### PUBLIC AND INTERNAL CONTACTS

The Associate Environmental Planner (Generalist) has contacts with people in and out of government. This position includes the role of the DEA Web Master, the point of contact for all DEA internet/intranet questions. The incumbent must establish and maintain working relationships with DEA and District staff, other division staff, and especially with peers in IT.

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### PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

The incumbent must be willing and capable of traveling throughout the state.

The incumbent may be required to sit for long periods of time using a keyboard/mouse and video display monitor, or while attending meetings. Must be able to use fine manipulation and/or simple grasping during the course of their workday. Some walking will be required. Must be capable of sustained mental activity as needed for report writing, problem solving, analysis and reasoning.

Must be able to effectively communicate in English and may be required to make presentations, lead working groups, conduct workshops, and serve on quality teams. Must be able to organize and prioritize large volumes of varied documents. The workload is subject to frequent, substantial and unexpected changes due to changes in law, regulations or policy that could affect the scheduling or completion of assignments.

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Must be able to handle multi-tasks, adapt to changes in priorities, and complete tasks or projects with short notice and work with others in a cooperative manner. The incumbent must have the ability to develop and maintain cooperative, collaborative working relationships and recognize difficult, emotionally charged and/or sensitive situations and handle them effectively and appropriately. Must deal effectively with pressure, maintain focus, and intensity yet remain optimistic and persistent, even under adversity. Must be capable of translating between engineering and environmental planning language and common language.

The incumbent must behave in a fair and ethical manner toward others and demonstrates a sense of responsibility and commitment to public service. The incumbent values cultural diversity and other individual differences in the workforce.

## WORK ENVIRONMENT

While at their base of operation, employee will work in a climate-controlled office under artificial light. However, due to periodic problems with the heating and air conditioning, the building temperature may fluctuate. Incumbent may also be exposed to a variety of hazardous and/or unpleasant field conditions, including wet, rainy, cold or hot weather. Over-time and overnight travel 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)

SUPERVISOR (Signature)

DATE