

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE Associate Environmental Planner (Generalist)	OFFICE/BRANCH/SECTION Central Region Environmental	
WORKING TITLE Air and Noise Technical Specialist	POSITION NUMBER 929-156-4711-XX	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 the general direction of a Senior Environmental Planner, the Associate Environmental Planner (Generalist) prepares, processes and reviews complex California Environmental Quality Act,(CEQA) and National Environmental Policy Act, (NEPA) environmental documents and manages consultant contracts to ensure they comply with Caltrans' standards and with all applicable federal, state and local laws and regulations. This may involve leading a team supporting these activities.

TYPICAL DUTIES:

Percentage		Job Description
50%	E	Research, preparation and circulation of environmental documents and related studies to ensure the project meets all standards for environmental compliance with regard to federal, state and local laws and regulations; review of and comment on environmental air/noise studies done by federal, state and local agencies. Coordinate environmental planning, research, and analysis of proposed transportation projects. Prepare written environmental reports to comply with state and federal laws and regulations.
25%	E	Prepare technical study reports (noise and air quality) for environmental documents, recommend mitigation for project impacts, and monitor effectiveness of mitigation measures. Research and make recommendations for minimization measures for operational and construction noise and air impacts.
20%	E	Analysis of consultant-prepared environmental work products for Caltrans projects and contract oversight-related activities, including analysis of billings and maintenance of contract-related files. Apply general techniques of insuring participation in the planning process. Analyze environmental situations accurately to ensure the project meets all standards for environmental compliance with regard to federal, state and local laws and regulations.
5%	M	Review of, coordination, and participation in Caltrans and other agencies' activities, information requests, and documents not related directly to preparation of environmental 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. The Associate Environmental Planner (Generalist) may serve as a leadworker on interdisciplinary teams for specific projects.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Knowledge of:

State and Federal laws and regulations relating to environment

State, local and regional governmental organizations as they relate to environmental planning

The social sciences, natural sciences or environmental design arts

Extensive familiarity with environmental laws, regulations, and processes

Familiarity with the Caltrans Project Development process and related planning issues

Trends in Federal, State and local environmental assessment and mitigation reports, impact statements, and/or negative declarations

General principles and techniques of research and statistical analysis

Methods and techniques of evaluation of environmental impacts

Various types of public facilities and how they service the community

ADA Notice

For individuals with sensory disabilities, this document is available in alternate formats. For information, call (916) 445-1233, TTY 711, or write to Records and Forms Management, 1120 N Street, MS-89, Sacramento, CA 95814.

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

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

Apply general techniques of insuring participation in the planning process

Coordinate environmental planning, research, and analysis of proposed projects

Make an assessment of an existing environment

Establish and maintain cooperative relationships within the District and the department, and with the public and outside agencies

Noise and air analytical testing methods

Relative toxicity and effects of common air contaminants

Caltrans policies, procedures and methods regulating noise, air quality and water quality

Nature and behavior of noise and air.

Use a noise meter to measure sound

Use the EMFAC, CALINE, AERMOD and TNM programs to predict air quality and noise impacts

Recommend appropriate mitigation measures for impacts

Analytical Skill in:

Performing increasingly responsible and varied assignments under decreasing degrees of supervision

Understanding and applying those aspects of federal, state and local laws, regulations, policies, procedures and standards pertaining to the planning process

Interpreting maps, site and building plans and specifications, graphs and statistical data

Researching, analyzing, and summarizing planning data both manually and with basic computer programs

Preparing clear visual displays, such as maps, graphs, and illustrations

Making clear and persuasive presentations of ideas; preparing clear, concise and complete technical documents, reports, correspondence and other written materials

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The Associate Environmental Planner (Generalist) normally has no authority to make commitments of resources or environmental approval decisions, but authority may be delegated for specific purposes with general review. The Associate Environmental Planner (Generalist) is a full participant in the Project Development process related to assigned projects.

Lack of understanding of responsibilities could result in the delay of projects.

PUBLIC AND INTERNAL CONTACTS

The Associate Environmental Planner (Generalist) has contacts with people in and out of government. These contacts are a result of assisting in consulting with outside experts; assisting in reacting to environmental complaints and information requests. Liaison with local, State, and Federal environmental monitoring and control agencies, and assisting in the coordination with other Caltrans employees contributing to environmental studies.

The Associate Environmental Planner (Generalist) may represent the Department regarding environmental issues at public and agency meetings for projects regarding specific subjects. As the lead planner assigned to a project or program, the Associate Environmental Planner (Generalist) is expected to independently coordinate with Project Managers and other engineering and technical staff during the environmental analysis process.

The Associate Environmental Planner (Generalist) will be responsible for noise and air quality consultant oversight for Local Agency projects, administering studies performed by contractors, and reviewing work by others for technical adequacy. Errors in the evaluation of consultant field studies and reports could result in project delays, loss of funding, legal liability resulting from inadequate mitigation measures, and other economic and legal liabilities for the State.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Employees may be required to sit for long periods of time using a keyboard and video display terminal

Employees may be required to move large or cumbersome reports from one location to another

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

Incumbent may also be exposed to a variety of hazardous and/or unpleasant field conditions, including wet, rainy, cold or hot weather

While performing field reviews employee may be required to walk on uneven terrain and may require bending, stooping and kneeling

Must have the ability to multi-task, adapt to changes in priorities and complete tasks or projects with short notice

Most of the jobs in the Division require interaction with many people, therefore it is important that employees work with others in a cooperative manner

Values cultural diversity and other individual differences in the workforce

May be subject to and have the ability to handle irate or intense public or other project team members in a calm manner

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