

**CALIFORNIA DEPARTMENT OF TRANSPORTATION
POSITION DUTY STATEMENT**

CLASSIFICATION TITLE Associate Environmental Planner (Generalist)	OFFICE/BRANCH/SECTION Central Region Environmental Planning Division/ Central Coast Office
WORKING TITLE Generalist Planner/Construction Liaison	EFFECTIVE DATE December 12, 2011

As a valued member of the Caltrans team, you make it possible for the Department to improve the mobility across California by being innovative and flexible; reporting to work regularly and on time; working cooperatively with team members and others; and treating others fairly, honestly and with respect. Your efforts are important to each member of the team, as well as those we serve.

General Statement

Under the supervision of a Senior Environmental Planner, the Associate Environmental Planner (Generalist/Construction Liaison) prepares, processes, and reviews environmental documents and manages consultant contracts. This involves directing a team supporting these activities. Under the general direction of the District Environmental Construction Liaison, the position assists Construction, Design and Project Management in meeting environmental commitments identified in NEPA/CEQA documentation and regulatory permits to include the review and inclusion of these commitments in the draft project Plans, Specifications and Estimates documentation. Duties include, but are not limited to:

Typical Duties

- 55% Generalist – Research, preparation, and circulation of environmental documents and related studies; review of and comment on environmental work done by others. Coordinate environmental planning, research, and analysis of proposed projects. Work effectively with others as an interdisciplinary team member. Prepare written reports. Analysis of consultant prepared environmental work products for Caltrans projects and contract oversight related activities, including analysis of billing and maintenance of contract related files. Apply general techniques of insuring participation in the planning process. Analyze environmental situations accurately. Coordinate with other agencies and response to public meetings and information requests. Gather and analyze data.

- 35% Environmental Construction Liaison – Provide Environmental support for the construction of Central Region transportation projects. Assist Construction, Design and Project Management in meeting environmental commitments identified in NEPA/CEQA documentation and regulatory permits to include the review and inclusion of these commitments in the draft project Plans, Specifications and Estimates documentation. Coordinate with the Construction Resident Engineer prior to construction, represent Environmental at pre-construction meetings, coordinate any commitments required of or by technical specialists to coincide with the project schedule, and to respond to requests for assistance from Construction.

- 5% Review of and participation in Caltrans and other agencies activities and documents not related to preparation of environmental documents. Make an assessment of an existing environment.

- 5% Assist technical staff with field investigations and report preparation as well as requesting their support during construction. Duties also include tracking the completion of environmental commitments and providing environmental compliance certification.

SUPERVISION OR GUIDANCE RECEIVED

This position reports to the Senior Environmental Planner, and receives general direction from the District Environmental Construction Liaison.

SUPERVISION EXERCISED OVER OTHERS

None

RESPONSIBILITY FOR DECISIONS

The position does not involve major decision responsibility but requires thorough analysis and full identification of project impacts identified in NEPA/CEQA documentation and regulatory permits, and facilitating the implementation of any environmental commitments identified therein. Failure to exercise sound and reasonable environmental decisions may affect project delivery schedules and costs.

ANALYTICAL REQUIREMENTS

Must be able to assimilate field data, oral information and written reports into a concise administrative record that clearly identifies compliance with environmental commitments and decisions made by the Project Development Team. Tasks may involve extensive coordination with other offices and branches; especially with Resident Engineers, Project Managers, Office Engineers, Project Engineers, and Environmental staff.

KNOWLEDGE AND ABILITIES

Knowledge of transportation planning; natural, physical and social sciences; data organization; synthesis capabilities; and environmental law including the National Environmental Policy Act, the California Environmental Quality Act and the Department of Transportation Act.

Ability to plan and organize work; prepare written reports; analyze situations completely and accurately develop an effective recommended course of action; relate and work with interdisciplinary groups.

PUBLIC AND INTERNAL CONTACTS

The Generalist/Construction Liaison will work closely with Construction staff, Project Managers and other Environmental staff to ensure timely project delivery and monitoring. As required, the Generalist/Construction Liaison will work with headquarters, other district offices and functional units to fulfill branch business. The Generalist/Construction Liaison may collect and communicate information to Caltrans management, functional units, public, private industry and various agencies of federal, state, local and tribal government. In these and all interactions, it is expected that the Generalist/Construction Liaison will represent the department in a professional and cooperative manner.

WORK ENVIRONMENT

The Generalist/Construction Liaison's work location is in a climate-controlled building with modular furniture under artificial lighting. Working hours are variable, typically set sometime between 7:00 am and 5:00 pm. Travel to meetings may begin at 5:00 am and continue to 12:00 am, with an occasional overnight stay out of town. Visits to project sites may involve exposure to vehicular traffic, construction equipment, dust, weather extremes, and walking on uneven surfaces and climbing slopes.

PHYSICAL, MENTAL AND EMOTIONAL REQUIREMENTS

The Generalist/Construction Liaison may be required to sit or stand for long periods of time using a personal computer and travel to attend meetings both day and evening.

- The Generalist/Construction Liaison may be required to move large or heavy files, displays, and equipment from one location to another.
- Must be able to develop and maintain cooperative working relationships and interact with many people, often in stressful situations, while maintaining a calm and diplomatic attitude.
- Must have the ability to focus and concentrate for long periods of time.

- Must quickly grasp new information and comprehend technical policy and procedural documents.
- Must have the ability to multi-task and adapt to changes in priorities and to complete tasks with short notice.

I have read and understand the duties listed above and can perform them with/without reasonable accommodation. (If you believe you may require reasonable accommodation, please discuss this with the 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

DATE

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

SUPERVISOR

DATE