

CALIFORNIA DEPARTMENT OF TRANSPORTATION  
DUTY STATEMENT

<b>CLASSIFICATION TITLE</b> Associate Environmental Planner (Natural Sciences)	<b>DISTRICT/DIVISION/OFFICE</b> District 1 – Planning and Local Assistance	
<b>WORKING TITLE</b> District Local Assistance Environmental Planner	<b>POSITION NUMBER</b> 901-800-4680-912	<b>EFFECTIVE DATE</b> 4/28/14

**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, as scheduled and on time; working cooperatively with team members and others enables the Department to provide the highest level of service possible. Your creativity and productivity are encouraged. Your efforts to treat everyone fairly, honestly, and with respect are important to each member of the teams, as well as those we serve.**

**GENERAL STATEMENT:** Under the direction of a Senior Transportation Engineer, Chief of the Office of Local Assistance, also serving as the District Local Assistance Engineer (DLAE); and the Senior Environmental Planner of District 1 Local Assistance, the employee will perform the more difficult and most complex natural science studies in connection with assisting Caltrans and local government agencies in obtaining environmental compliance and approval to proceed with proposed transportation projects located within the four counties in District 1. Incumbent will gather, research, conduct oversight, and analyze natural and environmental data for environmental technical studies. The incumbent will consider the impacts of transportation projects as mandated by Federal and State laws, regulations, policies and procedures. Duties include, but are not limited to:

**TYPICAL DUTIES:**

Percentage  
Essential (E)/Marginal (M)<sup>1</sup>

**30%(E)** Review and comment on environmental and technical reports prepared by Local Agencies as well as write technical reports for Caltrans Maintenance and Advance Planning. Coordinate with Caltrans technical specialists and route technical studies to the appropriate personnel. Technical reports include: Natural Environment Study (NES), Biological Assessment (BA) for endangered species consultation, Wetland Delineations and Alternatives Analysis for wetlands.

**20%(E)** Attend field reviews to quantify the impacts of transportation projects on biological resources, including wetlands and other aquatic resources, fisheries and endangered flora and fauna and their habitats. Provide guidance to Local Agencies, as well as Caltrans Maintenance and Advance Planning personnel, on required technical studies. Provide oversight to consultants working on Local Agency projects to ensure compliance with State, Federal and local laws and regulations and assist with consultation and permit negotiations as needed. Maintain a professional working relationship with external partners.

- 20%(E)** Assist in the analysis of project impacts on natural resources and in the design, development and recommendation of mitigation measures to protect and reduce impacts to natural resources. Negotiate project impact issues and permit requirements with State and Federal agencies including California Department of Fish & Wildlife, Regional Water Quality Control Board, US Fish & Wildlife Service, National Marine Fisheries Service and US Environmental Protection Agency. Attend selected field reviews with local agencies as well as Caltrans Maintenance and Advance Planning staff, and recommend the required technical studies.
- 15%(E)** Assess the impacts of transportation projects on biological resources and assist in making recommendations for the appropriate environmental approvals and permits in compliance with the California Environmental Quality Act (CEQA), the National Environmental Policy Act (NEPA) and other state and federal laws. Enter project data into LP-2000 database and file projects both manually and in an electronic filing system used for tracking by Local Assistance.
- 10%(E)** Identify mitigation that is commensurate with project impacts by consulting with the project development team and the resource agency. Work closely and coordinate environmental clearance scheduling with the Senior Environmental Planner, Local Assistance Engineers, Local Agency staff, as well as Advance Planning staff and Maintenance personnel. Also, work with local agencies and environmental organizations to secure environmental approvals in a timely manner.
- 5%(M)** Develop and present training on natural resources issues to local agencies and District staff. Prepare task orders for biological services to be performed by a consultant and provide oversight to the consultant's efforts. Maintain biological files and miscellaneous databases for district use. Assist other biology staff as needed.

**SUPERVISION EXERCISED OVER OTHERS:**

The Associate Environmental Planner may act in the lead capacity providing guidance and direction to entry level staff and student assistants working on environmental projects. The incumbent may be called upon to act as lead worker in absence of the supervisor for a short duration.

**KNOWLEDGE, ABILITIES AND ANALYTICAL REQUIREMENTS:**

**Knowledge of:** A broad range of state and federal environmental laws, regulations and policies as they relate to state and federal transportation projects. Must have the ability to understand the similarities and differences between State and Federal environmental laws, such as CEQA and NEPA, and how they relate to the review of the various types of environmental documents. Incumbent will need to be familiar with approved methodology for conducting wetland delineations and other field practices; and the Department's mission and goals. Must have a good working knowledge of desktop computer applications to create management reports. The employee must have a general knowledge of the Local Assistance Program, the federal-aid project development process, programming of the State Transportation Improvement Program (STIP) and statutes related to the funding of transportation capital improvements.

**Ability to:** Gather, compile, analyze, and interpret data; reason basically and creatively. Ability to use own initiative to take the appropriate action as dictated by schedule or receipt of information. Develop formats to present and display data by using a variety of analytical techniques to propose solutions to or provide information regarding environmental issues or problems. Must be able to evaluate alternatives; present ideas effectively orally and in writing.

