

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
Associate Environmental Planner (Natural Sciences)	Office of Biological Sciences/Permits	
WORKING TITLE	POSITION NUMBER	EFFECTIVE DATE
Associate Environmental Planner (Natural Sciences)	904-138-4680-xxx	12/09/2014

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 supervision of a Senior Environmental Planner, the Associate Environmental Planner (Natural Sciences) performs the more difficult and complex natural science studies. The incumbent will research and develop reports to inventory, identify and analyze vegetation and wildlife and assist in the design, development and recommendation of mitigation measures to avoid, reduce or compensate for impacts to biotic resources. May act as lead over special projects or provide guidance to lesser experienced staff.

TYPICAL DUTIES:

Percentage		Job Description
Essential (E)/Marginal (M) ¹		
25%	E	Conducts office and field research and develops reports to inventory, identify and analyze vegetation and wildlife, including threatened and endangered species and wetlands.
20%	E	Conducts and designs field surveys for special-status plant and animal species and prepares mitigation planning and monitoring reports.
20%	E	Analyses project impacts on biotic resources in the design and the development phases of project delivery and formulates recommendation for mitigation measures to reduce impacts to biotic resources.
20%	E	Prepares permit applications such as Streambed Alteration Agreements, Incidental Take Permits, 404 permits, and Biological Assessments. Performs or oversees construction monitoring and reporting activities.
5%	M	Performs oversight and review of Caltrans and other agencies' activities or documents for biological impacts.
5%	M	Solicit additional expertise on the natural environment as required; acts as a District Liaison with Headquarters biological experts, other agencies (e.g. Fish & Game, US Fish and Wildlife Service, etc.), organizations and universities; Participates in meetings with interested individuals, groups, and agencies. As an interdisciplinary team member, provides expertise on vegetation and wildlife in the development and review of project alternatives; coordinate with other District disciplines to implement mitigation/avoidance/compensation measures.
5%	M	Maintain fields in hardcopy and also data enter and organize information using Environmental database tools.

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. This position does not supervise but may act in a lead capacity.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

The ability of incumbent to act with a high level of professionalism, fairness, honesty and respect toward co-workers and colleagues is critical to the successful execution of all job duties associated with this appointment and cannot be overemphasized. Incumbent should be comfortable with actively participating in and encouraging a team-oriented work environment, as well as working to foster excellent working relationships with other branch members, District employees, agency representatives and the public. Excellent technical writing/editing skills and public speaking skills are highly

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)

desirable.

Additionally, the incumbent should be familiar with biological sampling and inventory techniques, should be familiar with basic sampling design and statistics, and should be familiar with use of biological keys for the identification of plants and animals.

Knowledge of:

- Principles and concepts for natural science techniques and methodologies as applied in a planning setting
- General principles behind planning for the conservation and preservation of natural resources
- 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
- State and Federal laws and regulations relating to the environment
- State, local and regional governmental organizations as they relate to environmental planning.
- Either the social sciences, natural sciences or environmental design arts
- Trends in environmental, urban and regional planning
- Trends in Federal, State and local environmental assessment and mitigation reports, impact statements, and/or negative declarations

Ability to:

- Adapt and apply formal natural sciences methods and principles to planning problems of an applied practical nature
- 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

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
- Instructing others in work procedures and providing specific project directions

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Errors in researching and evaluating biological data on the various transportation alternatives for a proposed project could delay the preparation and approval of environmental documents and increase preliminary design costs. Errors in evaluating species of concern and other sensitive resources could adversely affect the long-term viability of those elements. Errors in permitting, environmental compliance, and implementation of biological mitigation could put natural resources at risk and could jeopardize project compliance with permitting and other statutory and regulatory requirements, leading to environmental harm, project penalties and construction delays resulting in an increase in project costs and damage to the credibility of the Department and its relationships with permitting/regulatory agencies.

PUBLIC AND INTERNAL CONTACTS

The incumbent works with engineering, right of way, and transportation planning staff members; provides a liaison role with various governmental agencies' planning staff; may arrange, attend and participate in meetings with local, State, and Federal agencies, interested groups and individuals.

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

May be required to sit for long periods of time during meetings, or while using a monitor and keyboard. The incumbent must be able to effectively conduct and direct fieldwork and construction monitoring under adverse weather or terrain conditions, or in close proximity to live traffic and/or construction equipment. This work requires good or correctable visual abilities, to identify and assess biological and public access resources and to record them. The incumbent should also be able to utilize a computer for database management and writing reports. The incumbent must analyze situations rapidly and accurately and propose effective courses of action for the work in coordination with Caltrans management and outside agencies. The incumbent also needs to be capable of demonstrating flexibility, firmness, and a calm demeanor when appropriate in potentially physically and emotionally stressful situations. The incumbent must be able to work in a fast-paced environment and multi-task.

WORK ENVIRONMENT

Duties will require work to be conducted in both a Department office and a field environment. The duties will on occasion require work meetings off-site in the offices of other agencies and consultants and with members of the public. Periodically, attendance at public meeting during the evenings may be required. The incumbent may also be exposed to uneven terrain and extreme weather conditions during field reviews.

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