STATE OF CALIFORNIA • DEPARTMENT OF TRANSPORTATION

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
Associate Environmental Planner (Natural Sciences)	Planning and Local Programs	
WORKING TITLE	POSITION NUMBER	EFFECTIVE DATE
Biologist	906-156-4680-XXX	9-1-15

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 (Natural Science) prepares and processes the more complex biological environmental documents and independently manages consultant contracts. Incumbent is responsible for the analysis of the environmental impacts of transportation improvement projects and preparation of biological reports on all types of projects including those with complex, controversial or large impacts. This position may also include lead responsibility for coordinating the environmental process for selected projects in some situations.

TYPICAL DUTIES:

Percentage	Essential (E)/Marginal (M)[1]	Job Description
55%	E	Perform and evaluate databases and literature searches for determining potential impacts to special-status species. Prepares biological reports and reviews biological reports prepared by contractors. Evaluates projects with respect to relevant biological laws and regulations for determining impacts to wetlands, endangered species, and other biological resources.
25%	E	Perform field surveys and interviews for special-status plant and animal species and prepare mitigation planning and monitoring reports. Field surveys include, but are not limited to walking transects, trapping, collecting specimens, digging soil its, and visually identifying plant and animal species. Direct individuals or teams responsible for preparation of biological studies to the standards necessary for state and federal endangered species clearances.
15%	E	Oversight and review of Caltrans and other agencies' activities or documents for biological impacts. Preparation of permit applications such as streambed alteration agreements and Clean Water Act permits.
5%	M	Maintain files in hardcopy and also organize information using Filemaker Pro, LP2000 and also in a Mitigation Database.

[1]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

None. The Associate Environmental Planner (Natural Science) may serve as a leadworker on interdisciplinary teams for specific projects.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

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,
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

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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

The Associate Environmental Planner (Natural Science) independently makes decisions relative to the collection and analysis of data and report con¬tent. The incumbent makes recommenda¬tions regard¬ing scope of study, level of detail, method of impact analysis, impact evaluation factors, miti-gation plans, and the commitment of branch resources.

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

PUBLIC AND INTERNAL CONTACTS

The Associate Environmental Planner (Natural Science) 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 (Natural Science) 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 (Natural Science) is expected to independently coordinate with Project Managers and other engineering and technical staff during the environmental analysis process.

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 expected to lift and/or carry field equipment weighing up to 50 poundsWhile 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.

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

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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