

**POSITION DUTY STATEMENT**

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE Associate Environmental Planner (Natural Sciences)	OFFICE/BRANCH/SECTION Central Region Environmental	
WORKING TITLE Associate Biologist	POSITION NUMBER 906-156-4680-xxx	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 the Senior Environmental Planner, the Associate Environmental Planner (Natural Sciences) prepares and processes biological environmental documents of all complexity, acts as a representative of Caltrans in negotiations with regulatory agency staff for permits and consultations, and independently manages consultant task orders. Incumbent is the project biologist on Caltrans projects and is an essential project development team member for all phases of the project development process. This position is part of a Regional setting so the Incumbent may be assigned projects located in any of the Central Region districts. Occasional overtime, travel and overnight stays will be required. A valid California driver's license is required.

**TYPICAL DUTIES:**

Percentage Essential (E)/Marginal (M) <sup>1</sup>	Job Description
40% E	Analyzes and evaluates environmental impacts of transportation improvement projects with respect to relevant biological laws and regulations for determining impacts to wetlands, special-status species, and other biological resources, using database searches, literature searches, and field analysis. Prepares biological reports on all types of projects including those with complex, controversial or large impacts. Perform peer review of biological reports prepared by other staff. Prepares and/or reviews permit applications for Streambed Alteration Agreements, Water Quality Certifications, and Clean Water Act permits. Serves as the lead Caltrans representative in consultations with local, state, and federal regulatory agencies under state and federal environmental laws and in negotiations for obtaining permits from regulatory agencies. Obtains research, data, and information from experts outside of Caltrans. Coordinates with other Caltrans employees contributing to environmental studies. Prepares and/or reviews scoping documents for planning purposes. Prepares mitigation planning and monitoring reports. Participates on multi-disciplinary project development teams. Reviews plans, specifications and estimates to ensure all biological commitments are included or have been addressed. Reviews and prepares non-standard specifications. Review plans, specifications and estimates (PS&E) to ensure all environmental commitments are included or have been addressed. Conduct constructability reviews for projects in PS&E. Review and prepare non-standard specifications.
20% E	Performs field surveys and monitoring for special-status plant and animal species to the standards necessary for state and federal endangered species compliance. Field surveys include, but are not limited to, walking transects, trapping, collecting specimens, digging soil pits, and visually identifying plant and animal species. Collects field data using Global Positioning System (GPS) equipment and utilizing this data to create biological resource maps using Geographical Information System (GIS) programs. May serve in a leadworker capacity directing individuals or teams conducting field studies.
15% E	Prepare and execute Consultant task orders and cost estimates for studies or construction monitoring that cannot be performed by staff within Caltrans. Manage task orders, review Consultant products and reports, and analyze and approve invoices.
15% E	Oversees projects sponsored by other agencies including field review and review of biological reports. Prepares and/or reviews permit applications for oversight projects. Conducts and facilitates the Section 7 Consultation process for oversight projects.

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5%	E	Maintains and updates the Caltrans Environmental database for project related biological and permit information on a regular basis per Central Region policy. Monitors hours by task using the Caltrans Project Management database and maintains both the physical and electronic files for assigned projects. Performs assigned duties with access to necessary equipment. Maintains and uses specialty equipment safely and ensures that it is not lost, damaged, or stolen when it is being used.
5%	M	Represents the Caltrans at quarterly agency meetings. Represents Caltrans at public meetings for projects and/or respond to public comments regarding biological resources.

<sup>1</sup>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.

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### SUPERVISION OR GUIDANCE EXERCISED OVER OTHERS

None. May serve in a lead capacity on interdisciplinary teams for specific projects.

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### KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Must possess knowledge of the 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 biological survey, 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; trends in environmental, urban, and regional planning; trends in federal, state, and local environmental documents and mitigation reports; Caltrans risk analysis procedures and policies; policies and practices pertaining to the environmental activities of each of the major project phases (PID, PA&ED, PS&E, R/W and CON), and knowledge of the major computer programs and databases used by Caltrans (such as: ARC GIS, Word, Excel, and FileMaker Pro).

Must have the 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; keep their supervisor informed of any project issues that would affect cost, scope, or schedule; conduct interviews for data gathering; apply general techniques of ensuring participation in the planning process; make an assessment of an existing environment; develop appropriate avoidance, minimization, and mitigation measures to reduce environmental impacts to protected biological resources and resources of concern.

Must possess analytical skills 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, 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, and assisting and instructing others in work procedures and providing specific project directions.

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### RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The incumbent independently makes decisions relative to the collection and analysis of data and report content. The incumbent makes recommendations regarding scope of study, level of detail, method of impact analysis, impact evaluation factors, mitigation plans, and the commitment of branch resources. Failure to identify issues early and bring these to the attention of the supervisor can result in project delay or cost increases. Errors may delay project clearances or require that work be redone.

The Incumbent is responsible for his/her actions, decisions, quality of work, and proper use of State time, equipment and materials. Improper performance of duties and/or failure to adhere to established policies, procedures and guidelines could lead to adverse action and possible termination.

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## PUBLIC AND INTERNAL CONTACTS

The incumbent will work closely with other Environmental staff, Project Managers and engineering staff to ensure timely project delivery. As required, the Incumbent will work with headquarters and other functional units, as well as staff from local, state and federal agencies. Some contact with the public may be required. In these and all interactions, it is expected that the Incumbent will represent Caltrans in a professional and cooperative manner.

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## PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

May be required to sit for long periods of time while using a computer. May be required to move large or cumbersome report and/or equipment. While performing field reviews, employee may be required to work on uneven terrain, lift, carry, bend, kneel and stoop. The workload is subject to frequent, substantial, and unexpected changes. Must be able to organize, prioritize, concentrate for long periods of time, formulate effective strategies, multi-task, adapt to changes in priorities, and complete complex tasks or projects with short notice. Must quickly grasp new information and comprehend technical policy and procedural documents.

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## WORK ENVIRONMENT

Work will be done in a climate-controlled office under artificial lighting. While in the field, the Incumbent may be exposed to a variety of hazardous and/or unpleasant field conditions, including wet, rainy, cold or hot weather. Hard hat, safety vest or approved safety shirt, and eye protection must be worn at all times in the field. Occasional overtime, travel, and overnight stays will be required.

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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.)

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EMPLOYEE (Print)

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EMPLOYEE (Signature)

DATE

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

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SUPERVISOR (Print)

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SUPERVISOR (Signature)

DATE