

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
Associate Environmental Planner (Natural Sciences)	Biological Studies & Permits Branch	
WORKING TITLE	POSITION NUMBER	EFFECTIVE DATE
Biologist	908-198-xxxx-xxx	

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:

This is the full journey level of the Environmental Planner (Natural Sciences) Series. Under the general direction of the Senior Environmental Planner (SEP), the Associate Environmental Planner (Natural Sciences) identifies, inventories, and analyzes the details of the most difficult and complex studies in the area of natural resources. Recommending and developing more complex mitigation measures to minimize identified impacts upon these resources is critical to obtaining project permits and approvals. Such work may include serving in a lead capacity over other personnel within the scope of particular studies or as a liaison with resource agencies. May also prepare and present biological documents to Caltrans personnel, management, and headquarters, to local, state and federal agencies, and to the public. This position is rank and file. Possession of a valid CA drivers license is highly desirable.

TYPICAL DUTIES:

Percentage		Job Description
Essential (E)/Marginal (M) ¹		
35%	E	As a member of an interdisciplinary team, analyzes the impacts of transportation projects on natural resources. Conducts field reviews and undertakes protocol surveys of plants and animals. Performs duties required to write, edit, and review documents, including, but not limited to Natural Environment Study, Biological Assessment, Jurisdictional Delineation, permit applications, and project specifications. Creates and applies mitigation measures, including the development of mitigation plans and banks. Prepares letters and memos. Reviews comments and incorporates biological studies in environmental documents for conformance with Federal and State environmental laws. Attends project development team (PDT) meetings. Attends weekly staff meetings. Conducts construction monitoring and training to ensure compliance with biological resource commitments. Assists other biologists and peer reviews documents to ensure project delivery goals are met.
30%	E	Performs liaison work with State, Federal, and local resource agencies on biological resources, project impacts, and mitigation plans. Determines necessary procedures to follow under State and Federal regulations on various projects. Keeps current with changes in laws and regulations. With the assistance of the SEP, obtains permits from regulatory agencies (1602, 401, 404, 2081) and ensures project compliance with habitat conservation plans, including, but not limited to the Western Riverside County and Coachella Valley Multi-Species Habitat Conservation Plans. Prepares habitat monitoring reports and submits them to the resource agencies.
20%	E	Provides environmental consultant oversight for locally funded projects, local assistance projects, encroachment permits, and other projects as needed. Prepares and manages consultant task orders for biological surveys and studies.
10%	E	Represent the District in internal and external meetings; communicating to internal and external stakeholders repercussions of project design on biological resources and final contracts. Represent the District in public meetings.
5%	M	Organizes and maintains project files pertinent to the project development process, using the Uniform Filing System, and updating the environmental database (STEVE) weekly. Records time worked on projects daily and process time sheets accurately and timely.

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

The Associate Environmental Planner (Natural Sciences) may be assigned to act as a lead worker in relation to project development activities, studies, reports, training efforts or other activities as assigned by the supervisor.

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Knowledge of general principles behind planning for the conservation of natural resources; general principles and techniques of research including communication skills needed for data gathering; principles of technical writing. Knowledge of environmental law including planning and evaluation of alternatives. Knowledge will include trends in Federal, State and Local environmental assessment and mitigation techniques; preparation of environmental documents and principles of effective communication and leadership. Will have detailed knowledge and abilities to apply methods required to successfully complete studies in order to assist in gaining all required local, State and Federal clearances or permits of public projects. Skills should be wide, involving an expertise in the knowledge of vegetation, wildlife and ecological relationships. Knowledge of computer applications including but not limited to the Internet, E-Mail, MS Word, ArcGIS, and Excel. Knowledge required to effectively perform the duties described above.

Ability to communicate effectively verbally and in writing; write memoranda, letters and lengthy reports which synthesize biological data and information obtained from research; plan and organize work; speak and write effectively; make public presentations; negotiate and maintain cooperative relationships with State and Federal resource agencies; possess ability to utilize computer applications to prepare written reports which include graphs, charts and graphics. Incumbent must have the ability to devote lengthy periods of time to reading printed material presented on a computer screen and have the ability to interpret details on maps and photographs.

Strong analytical skills are required. The Associate Environmental Planner (NS) assignments include an analysis of biological studies and reports of average complexity. The incumbent must be able to analyze environmental situations swiftly and accurately with respect to generally accepted biological professional standards and applicable environmental laws, regulations and policies. Must effectively communicate analytical issues and alternatives to professional biologists, planners, engineers, regulatory staff and the public.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The Associate Environmental Planner (NS) will provide staff recommendations to assist management in prudent project decisions to comply with several State, Federal, and local regulations. The consequences of inadequate judgment could require work to be redone and result in extensive project delays and costs. In addition, poor judgment can lead to increased environmental impacts and lessen Caltrans' ability to demonstrate respect for the Environment. The planner's actions must reflect a sensitive and professional attitude in order to maintain an appropriate State image. The incumbent is not authorized to commit personnel or resources without consulting with the SEP.

The Associate Environmental Planner (NS) is responsible for the completion and accuracy of all actions carried out on his or her desk, i.e. environmental documents, time reporting information (time sheets), biological assessments, keeping supervisor informed, etc. The incumbent is responsible for decisions and judgments pertaining to the duties listed above.

PUBLIC AND INTERNAL CONTACTS

Frequent internal and external contacts will be required with environmental and transportation planners, engineers, landscape architects, right of way agents, contract consultants, and resource agencies. Public contacts may also include various environmental interest groups and members of the public.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

This position can require the use of a helmet, vest, heavy-duty work clothes and/or safety boots. The incumbent must be able to traverse uneven terrain(s), including slopes. The position requires the use of heavy excavation implements (e.g. shovels, picks, coring instruments). The incumbent must be able to lift 30 lbs. Must be able to work in all types of weather. Incumbent must be able to perform duties described in this document in a safe manner and does not engender potential danger to him/herself or others. Incumbent must be able to work in an office environment which requires devoting lengthy periods of time reading printed documents and materials presented on a computer screen as well as discerning details and maps and photos. This is a high-pressure environment, and the incumbent must have the ability to tolerate stress, and productively manage conflict and confrontation. He or she must be honest and fair, have a positive attitude, and demonstrate a sense of responsibility and commitment to public service.

An Associate Environmental Planner (Natural Sciences) must be able to grasp and apply new technical and business concepts pertaining to the duties on his or her desk. The incumbent must manage non-complex biological projects and communicate effectively with members of the public and the multidisciplinary team, including members of the environmental staff. Also, must be able to perform multiple tasks, adapt to changes in priorities, and complete tasks or projects with short notice (thirty days). The incumbent must be able to work in harmony with a very diverse workforce,

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

create and sustain an organizational culture, which encourages others to provide the quality of service essential to high performance. A key performance of this job entails the understanding of protecting and enhancing the environment while improving public transportation as a way of life.

WORK ENVIRONMENT

The work environment is normally conducted between the hours of 7:00 AM and 5:00 PM in a professional office atmosphere. Work is accomplished in a variety of settings: such as an office setting with artificial light and temperature control, out-of-doors in remote areas, along the travel way of highways, wetlands, in heavy construction zones, on bridges, mountain tops and on the property of private citizens. Public hearings, meetings, and trainings in board or conference room atmospheres may involve working and travel before or after hours to attend these meetings and setup or take down displays and equipment. Work must be performed on a variety of terrain(s) including but not limited to slopes.

The Associate Environmental Planner (Natural Sciences) will work in all weather conditions, including the deserts in the Summer, when the temperature could exceed 100 degrees and the mountains in the Winter, when temperatures could be as low as 30 degrees. Although most of the fieldwork would occur during spring and summer, the work is considered year round. The work area includes urban and rural areas within San Bernardino and Riverside Counties. Travel may include use of state owned, rented or privately owned vehicles, and travel on rail or airlines. Occasional training or work related assignments may be offered or required which could require travel to the training or work site and staying overnight for limited periods of time.

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