

**POSITION DUTY STATEMENT**

PM-0924 (REV 7/2014)

<b>CLASSIFICATION TITLE</b>	<b>OFFICE/BRANCH/SECTION</b>	
Associate Environmental Planner (Natural Sciences)	10/Maintenance and Planning Services	
<b>WORKING TITLE</b>	<b>POSITION NUMBER</b>	<b>EFFECTIVE DATE</b>
Associate Biologist	910-168-4680-XXXX	11/25/2015

**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 supervision of a Senior environmental Planner, the incumbent field reviews project, prepares, and reviews natural environment staff reports to insure compliance with Federal and State laws and regulation to support of District responsibilities including Local Assistance, field and office Maintenance, and Encroachment Permits. The incumbent will assist in providing oversight to consultants preparing these reports and may manage consultant contracts for natural environment studies. The incumbent will also plan, organize, and carry out field surveys to ensure timely delivery of biological reports for Maintenance and Minor SHOPP projects.

This is the full, specialized journey person level. Under general direction, plans and carries out the details of the most difficult and complex studies in the area of natural resources. Such work may include serving in a lead capacity over other personnel within the scope of particular studies. The incumbent may also prepare task orders for biological surveys and associated activities, over-see contracts, and review and approve invoices. It may also involve managing consultant contract for environmental studies associated with the project development process. The incumbent shall represent the Department in a professional courteous manner and maintain a professional working relationship with internal and external partners.

A valid Driver's License is preferable.

**TYPICAL DUTIES:**

Percentages Essential (E)/ Marginal (M) <sup>1</sup>	Job Description
<b><u>35%</u></b> <b><u>E</u></b>	-Organize, schedule, and conduct background biological research, and complex field surveys in mountainous terrain and inclement weather conditions. Assess impacts to biological resources from proposed projects and prepare clear and concise written reports to document survey finding for a variety of Maintenance and Minor SHOPP projects. Review encroachment permit application to ensure biological compliance. Provide comments and /or guidance on Intergovernmental Reviews.
<b><u>35%</u></b> <b><u>E</u></b>	-Review biological reports and provide oversight to consultants working on Local Agency projects. Attend field reviews and provide guidance to Local Agencies on required biological studies 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.
<b><u>15%</u></b> <b><u>E</u></b>	-Coordinate with resource agencies to determine potential for listed species within the project area, negotiate appropriate mitigation and monitoring requirements, and obtain permits for each project. Work with cities, counties, local governments and environmental organizations to secure environmental approvals in a timely manner.
<b><u>5%</u></b> <b><u>M</u></b>	- Update and maintain the biological files and associated databases for District use.
<b><u>5%</u></b> <b><u>M</u></b>	-Prepare environmental documents to comply with CEQA, NEPA, and other state and federal laws and regulations.

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**5%**                      **M**                      -Prepare environmental documents to comply with CEQA, NEPA, and other state and federal laws and regulations.

<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. However, the Associate Environmental Planner (Natural Sciences) may act as lead worker for Student Assistants or entry level staff working on environmental projects.

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### KNOWLEDGE, ABILITIES AND ANALYTICAL REQUIREMENTS

The Associate Environmental Planner (Natural Sciences) is required to have extensive knowledge of environmental laws and regulations, and processes relating to biological issues. Understand the similarities and differences of CEQA and NEPA, and other pertinent environmental laws and regulations as they pertain to natural resource issues. The ability to compile and analyze biological information; plan and conduct field surveys for biological resources; evaluate the potential for significant impacts to listed species or their habitat and look for creative solutions to decrease impacts and prepare clear concise written reports. The incumbent must also have the ability to establish and maintain cooperative and amicable relationships with state, federal, local agencies and the public, as well as other individuals within the department.

The incumbent must have the ability to communicate effectively both orally and in writing. The incumbent must be able to analyze and interpret data from scientific reports and field surveys to formulate logical conclusions. Good reasoning and negotiation skills are invaluable in this position.

The incumbent must keep current with the latest changes in environmental laws, regulations, procedures and compliance requirements as it relates to the biological environment.

The incumbent must have the ability to drive a motor vehicle safely or be able to coordinate transportation needs with those that do. Ability to use a computer and associated software (Word, ArcGIS, Microsoft Outlook, Excel, Filemaker Pro, Access).

The incumbent must act in a courteous and professional manner and represent the Department in a positive light.

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### RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The incumbent will make independent decisions relative to the collection and analysis of data and report content, including making recommendations to others regarding scope of studies and level of detail required to comply with various Federal and State environmental laws and regulations. Errors made in carrying out this responsibility could result in the delay of projects and require additional work to be done resulting in increased project cost and poor working relationships with others. The incumbent must act in a courteous and professional manner and represent the Department in a positive light.

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### PUBLIC AND INTERNAL CONTACTS

The Associate Environmental Planner (Natural Sciences) has numerous contacts with individuals within the Department and other government agencies. These contacts are a result of consulting with outside experts and when providing guidance to City and County engineering and planning agencies regarding biological resource compliance and when acting as a liaison between the county, state and federal environmental monitoring and control agencies.

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### PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

The incumbent is expected to dress appropriately for the tasks being completed and be flexible in dealing with change work environments; the latter would include working outside in inclement weather, traversing mountainous terrain, working before or after normal office hours, and sitting in an office for extended periods of time using a keyboard and/or video display terminal. The incumbent may be required to work under stressful situations and be able to respond appropriately to irate individuals both in the field and in the office settings. The incumbent is expected to use good judgments and tact, be professional, logical, and use effective negotiation skills. The incumbent is expected to be prompt when reporting to work, and treat others with fairness, honesty, and respect.

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### WORK ENVIRONMENT

Employee will be required to work in both the field and office setting. While in the office the employee will work in a climate controlled office under artificial light. While in the field terrain will vary from flat to mountainous and weather that varies every day.

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)

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Date

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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)

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Date