STATE OF CALIFORNIA • DEPARTMENT OF TRANSPORTATION

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
Associate Environmental Planner/Natural Sciences	District 3/North Region Environmental Management	
WORKING TITLE	POSITION NUMBER	EFFECTIVE DATE
District Biologist	928-801-4680-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:

Under the general direction of a Senior Environmental Planner, incumbent assess the impacts of the more complex transportation projects on biological and other resources and prepare documentation of the assessment for appropriate environmental approvals. This includes, but is not limited to, mitigation measures and permits in compliance with the California Environmental Quality Act (CEQA), the National Environmental Policy Act (NEPA) and other state and federal laws.

TYPICAL DUTIES:

Percentage	Essential (E)/Marginal (M)[1]	Job Description
35%	E	Independently prepare, review and process biological technical reports for incorporation into draft and final environmental documents, and into Preliminary Environmental Analysis Reports including Natural Environmental Study (NES), Biological Assessment (BA), Biological Evaluation (BE), Biological Memos, Mitigation and Monitoring Plans, Botanical Reports, and Wetland Delineation Reports. Participate in project development team meetings. Responsible for the preparation of schedules, and provide resource estimates (e.g., hours per task). Prepares biological document research and preparation, Encroachment Permit review, biological document peer review, NEPA/ CEQA document review, and Alternatives Analysis for wetlands.
25%	E	Conduct field reviews to quantify the impacts of transportation projects on biological resources, including wetlands and other aquatic resources, fisheries and endangered flora and fauna and their habitats. Work outdoors in all weather conditions and variable terrain. Utilize Global Positioning Satellite (GPS) technology and ArcMap for mapping environmental resources.
20%	E	Prepare permit, certification, and agreement (approvals) applications and obtain approvals from state and federal agencies. Negotiate project impact issues and approval requirements with state and federal agencies including, but not limited to, California Department of Fish & Wildlife, Regional Water Quality Control Board, US Fish & Wildlife Service, National Marine Fisheries Service, and US Environmental Protection Agency.
10%	E	Identify mitigation that is commensurate with project impacts and develop mitigation monitoring plans for environmental documents and resource agency approvals (e.g., permits, certifications, and agreements) identifying long-term management of mitigation sites, including relinquishment to resource agencies. Consult with the project development team and the resource agency or agencies on the determination of commensurate mitigation made. Locate suitable mitigation properties, working closely with Right of Way staff and real estate agents.
5%	E	Prepare task orders for biological services to be performed by a consultant and provide oversight to the consultant's efforts.
5%	M	Maintain an organized biological project file, upload biological reports and resource agency approvals to the Caltrans Environmental Division's database (STEVE Tool), and provide regular project updates to the STEVE Tool database. May lead a team of other staff in conducting field reviews and/or advise others regarding technical biological issues. Assist with the training and

development of other biology and generalist staff as needed.

[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. May act as a lead to other staff.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Knowledge of and experience with: a broad range of state and federal environmental laws, regulations and policies as they relate to state and federal transportation projects; approved methodology for conducting wetland delineations and other sensitive species surveys; the Department's mission and goals.

Ability to: gather, compile, analyze, and interpret complex scientific data; reason basically and creatively; develop formats to present and display data; use a variety of analytical techniques to propose solutions to or provide information regarding environmental issues or problems; develop and evaluate alternatives; present ideas effectively orally and in writing; work effectively with others as an interdisciplinary team member; establish and maintain effective and cooperative working relationships with those contacted during the course of the work.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Incumbent is expected to balance scientific findings, responsible environmental stewardship and the Department's goal of project delivery. Failure to accurately investigate and report biological resources could result in project delays, additional costs and regulatory requirements, and loss of credibility with team members and other agencies.

PUBLIC AND INTERNAL CONTACTS

Daily interaction with other members of the department as a part of a multi-disciplinary team, both within and outside of the immediate work area. Frequent contact with resource agency staff. Occasional contact with the public as a representative of the department.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Incumbent may be required to sit for long periods of time using a keyboard and video display terminal. Requires ability to work at a fieldwork environment in a variety of climatic and geographical conditions frequently.

WORK ENVIRONMENT

Base of operation will be at the Eureka Office. Working outdoors in all weather conditions and variable terrain. Incumbent may have to regularly travel to offices and field locations throughout the North Region.

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

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

SUPERVISOR (Print)	
SUPERVISOR (Signature)	DATE