STATE OF CALIFORNIA • DEPARTMENT OF TRANSPORTATION

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
Associate Environmental Planner	03/Environmental Planning/Env. Mgmt	
WORKING TITLE	POSITION NUMBER	EFFECTIVE DATE
Task Order Specialist	903-801-4711-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 the Chief, Office of Environmental Support, a Senior Environmental Planner, the incumbent serves as the Environmental project Task Order Specialist in a coordinator capacity for multiple transportation projects. Incumbent prepares, process, and reviews task orders for the most difficult and complex studies. Incumbent makes recommendations to the project development team, including District and North Region management, for the appropriate courses of action in compliance with the California Environmental Quality Act (CEQA), the National Environmental Policy Act (NEPA) and a multitude of other state and federal laws.

TYPICAL DUTIES:

Percentage	Essential (E)/Marginal (M)[1]	Job Description
50%	E	Task Order Specialist is responsible to work with the project manager and other functional units to identify the need for a task order. Once a need for a task order, develop clear scope of work, identify deliverables, identify schedules, develop cost estimates. Work with Assistant Contract Manager to complete task order request form. Work in PRSM to make sure enough resources are available for the functional unit, consultant services unit, DPAC, and the consultant for the entire task order. Manage the task order by keeping copies of the task oder and amendments, keep copies of invoices, progress reports and important communications. Track deliverables to insure they are delivered on time to meet Caltrans major milestones. Ensures that the final task order product is in compliance with regulatory and professional standards. Coordinates with contractors regarding any necessary changes during investigations to ensure goals of task order are met. Reviews and approves draft and final reports prepared by contractors and ensures all terms of contract are met. Review resumes and provide recommendations on personnel requests. Review consultant invoices to validate labor hours, completeness of expected work with the Contract Analyst for invoicing issues. Track expenditures on the divisional report and provide the necessary update per task order to consultant services. Provide input for consultant evaluation at task order close out. Notify Assistant Contract Manager of issues in a timely manner of substandard quality of deliverables, slipping schedules, project delays, etc.
30%	E	Responsible for the timely completion of activities and products essential to the environmental approval phase. Initiate the work of environmental technical staff and request information from many sources outside of the Environmental Division, including, but not limited to: design, hydraulics, transportation planning, stormwater, hazardous waste and traffic. Use the Standard Tracking and Exchange Vehicle for Environmental (STEVE) database and Workplan Status databases to manage environmental project information, report progress and identify resource needs.
10%	E	Responsible for ensuring that the department complies with environmental laws as described in the Standard Environmental Reference (SER). Reviews and ensures that Environmental compliance document contents complies with CEQA, NEPA and other State and Federal acts and policies. Serves as the primary author for task orders for deliverables such as: environmental documentation prepared pursuant to CEQA, NEPA and Section 4(f) (e.g., Initial Studies, Environmental Assessments, draft/final Environmental Impact Report/Statements, and Categorical Exemptions/Exclusions). Maintain project files per Caltrans policies and as outlined under NEAP assignment. Obtain approvals from resource agencies (e.g., Coastal Development Permit).
5%	E	Represent environmental concerns in a multi-disciplinary team setting and effectively communicate project delivery issues. Advise team members including the Project Manager of issues, which affect project delivery. Schedule formal and/or informal team meetings as needed. Meetings may

		also include project site visits to review potential project locations and features. Participate in public hearings and workshops to inform the public of environmental issues on proposed transportation projects. Develop newspaper ads for public notices and coordinate with Public Information staff to assure timely notification of public meetings and document availability. Coordinate with cities, counties, agencies and the public on project related concerns.
5%	M	Reviews design work (e.g., engineering plans) to ensure consistency with the environmental compliance documentation. Design work to be reviewed includes Draft and Final Project Reports, Plans, Specifications, and Estimate packages. Assist with the training and development of other 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 and assist and provide guidance to other members of the branch regarding document preparation issues.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Knowledge of: a broad range of state and federal environmental laws, regulations and policies as they relate to state and federal transportation projects; familiarity with internal and external internet websites for gathering required information; the Department's mission and goals.

Ability to: gather, compile, analyze, and interpret 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; use a variety of mediums for effective and timely communication; establish and maintain cooperative working relationships with those contacted during the course of the work.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Incumbent makes recommendations regarding significance of individual and cumulative impacts of proposed transportation projects on the social and natural environment. Errors in interpreting or presenting data and producing documents could result in additional work in project development and expensive delays in project delivery.

PUBLIC AND INTERNAL CONTACTS

Routine contact with the public as a representative of the department at public meetings; 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 staff of local, regional, state and federal agencies.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Employees may be required to sit for long periods of time using a keyboard and video display terminal and traverse difficult terrain.

WORK ENVIRONMENT

Base of operation is the Marysville area; may routinely participate in field reviews of project sites, which requires ability to be exposed to a variety of climatic and geographical conditions. Employees may have to occasionally 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.)

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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