

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE ASSOC. ENVIRONMENTAL PLANNER	OFFICE/BRANCH/SECTION 04/ENVIRONMENTAL/ENV. PROG/PROG MGMT	
WORKING TITLE ASSOC. ENVIRONMENTAL PLANNER	POSITION NUMBER 904-136-4711-XXXX	EFFECTIVE DATE 05/27/2015

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 general direction of the Senior Environmental Planner, Project Delivery Branch within the Office of Environmental Program/Project Management (EPPM), the Associate Environmental Planner is independently responsible for screening and tracking of all Environmental Analysis work requests that come into the Division of Environmental Planning and Engineering.

TYPICAL DUTIES:

Percentage		Job Description
30%	E	Work with staff within the 6 Offices in the Division to obtain the most recent project information to ensure the Division of Environmental Planning and Engineering (Division) meets its project delivery commitments under the Annual Delivery Plan and Contract for Delivery. This information needs to be reflected in the Division database as well as in the Standard Tracking and Exchange Vehicle for Environmental (STEVE).
25%	E	Assist in the monitoring and tracking of all environmental milestones and reporting deadlines. Also assists in gathering all environmental project status information required for reporting to the CTC, FHWA, Caltrans Headquarters Division of Environmental Analysis or any other entity. Assist with NEPA Delegation Quarterly Reporting to HQ Division of Environmental Analysis.
20%	E	Works closely with staff within the 6 Offices in the Division to identify environmental risks to a project, project environmental document type, environmental permit types, as well as target and actual receive dates for permits and incorporate the updates in the Project Resourcing and Schedule Management (PRSM). Tracks and update task progress, schedule and resource information in PRSM.
10%	E	Coordinate within the 6 Offices in the Division, the Resident Engineer, and the Office of Construction to generate the Certificate of Environmental Compliance (CEC) and obtain certification signatures of completion on all commitments/conditions during construction. Upload completed CECs into the STEVE database. Work with Program/Project Management on Project Closeout.
10%	E	Evaluate submittals for the "Begin Environmental" Milestone. Works with Senior Environmental Planner to identify ongoing issues related to the Begin Environmental and other milestones and also to develop programmatic approaches to recurring problems that cause project delivery delays.
5%	M	The incumbent also serves as Acting Branch Chief for EPPM when delegated.

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

This position will not have supervisory responsibility. The incumbent may act as lead to an environmental planner.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

The Associate Environmental Planner must be able to make an environmental inventory; gather and analyze natural, social, and environmental data; conduct interviews for gathering data; and, understand and interpret a multitude of existing state and federal environmental laws and regulations. Incumbent must be able to maintain and foster

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organizational relationships both within and outside Caltrans that pertain to planning, design, construction, operation and maintenance of transportation facilities.

Ability to: Communicate effectively verbally and in writing; write memoranda, letters and lengthy reports which synthesize data and information obtained from research; plan and organize work; communicate environmental concerns in the project development process; work with and gain the respect of interdisciplinary groups; lead the work of others, if applicable; demonstrate proven ability to utilize computer applications such as those described above; prepare written reports which include graphs, charts and graphics; have knowledge of WPS; WBS and RBS; STEVE, Microsoft Office applications.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The Incumbent will provide staff recommendations regarding the readiness of projects for the Begin Environmental milestone. The input is used to comply with several State and Federal statutes, and the consequences of inadequate judgment could result in extensive project delays, increased costs and/or penalties. In addition, poor judgment can lead to increased environmental impacts and lessen Caltrans' ability to demonstrate respect for the environment. Errors in judgment can cause increase in costs to the State and result in project failure. Because of the many required contacts described above, the Associate Environmental Planner's actions must reflect a sensitive and professional attitude in order to maintain an appropriate State image.

PUBLIC AND INTERNAL CONTACTS

Under direction of the Senior Environmental Planner, the incumbent will work closely with the Division of Program Management, and the Division of Design, as well as the offices within the Division of Environmental Planning and Engineering. As required, the incumbent will work with other district offices, branches and headquarters functions concerned with office business. In addition, it may be necessary to interact with various governmental agencies, private industry, and other public members.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Physical: Employees may be required to sit for long periods of time using a keyboard and video display terminal. Ability to work on a keyboard; manual dexterity; sitting for long periods; develop and maintain cooperative relationships; ability to focus for long periods of time.

Mental: Must grasp the essence of new information and master new technical and business knowledge. Must have the ability to multi-task, adapt to changes in priorities, and complete tasks or projects with short notice. Must be able to organize and prioritize large volumes of varied documents. Employees must be able to concentrate in order to review and create documents and meet strict deadlines at times.

Emotional: Most of the jobs in the Division require interaction with many people. It is important that employees work with others in a cooperative manner. May have to work in highly intense situations when transportation network failures occur and immediate resumption of services is paramount. Must deal effectively with pressure, maintain focus, and intensity yet remain optimistic and persistent, even under adversity. Must be able to develop and maintain cooperative working relationships. Considering and responding appropriately to the needs, feelings, and capabilities of different people in different situations; is tactful and treats others with respect. Is open to change and new information; adapts behavior and work methods in response to new information, changing conditions, or unexpected obstacles. Adjust rapidly to new situations warranting attention and resolution. Behaves in a fair and ethical manner toward others and demonstrates a sense of responsibility and commitment to public service. Values cultural diversity and other individual differences in the workforce.

WORK ENVIRONMENT

While at their base of operation, employees will work in a climate-controlled office under artificial light. However, due to periodic problems with the heating and air conditioning, the building temperature may fluctuate. Employee will work in workstations within cubicles. Working hours will be set sometime between 6:00 a.m. and 6:00 p.m. Overtime may be required, and vacations may be restricted, during peak times and fiscal year-end closing. Employees may be required to travel in state, but the travel it is not frequent.

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