

**CALIFORNIA DEPARTMENT OF TRANSPORTATION  
DUTY STATEMENT**

<b>CLASSIFICATION TITLE</b> ASSOC. ENVIRONMENTAL PLANNER	<b>DISTRICT/DIVISION/OFFICE</b> 04/ENVIRONMENTAL	
<b>WORKING TITLE</b> ASSOC. ENVIRONMENTAL PLANNER	<b>POSITION NUMBER</b> 904-138-4711-XXXX	<b>EFFECTIVE DATE</b> November 21, 2014

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. You work towards Caltrans goals of safety and health; stewardship and efficiency; sustainability, livability and economy; system performance; and organizational excellence; by reporting to work regularly and on time; working cooperatively with team members and others; and treating others fairly, honestly and with respect. Your commitment to the public service, teamwork, integrity and innovation are important to each member of the organization, as well as those we serve.

**GENERAL STATEMENT:**

**Under the general supervision of a Senior Environmental Planner, the Associate Environmental Planner plans and carries out the details of the most difficult and complex environmental studies. To facilitate project delivery, incumbent will gather, research, and analyze social, natural, and environmental data for preparation, review, and processing of environmental documents considering the impacts of transportation projects as mandated by Federal and State laws, regulations, policies and procedures.**

**TYPICAL DUTIES:**

Percentage                      Job Description  
Essential (E)/Marginal (M)<sup>1</sup>

30% E	Is a member of Project Development Teams (PDT). Leads environmental in the development of project descriptions, project schedules and risk registers. Coordinates and disseminates information between and within PDT's, and offices within the Division of Environmental Planning and Engineering. Documents project status within the Caltrans environmental database.
20% E	Prepares, reviews and processes, under general supervision, environmental documents mandated by state and federal laws and regulations, which includes assessing the environmental consequences of all alternatives to proposed transportation projects and formulating mitigation measures for each alternative. Conducts peer reviews for Caltrans environmental documents.
20% E	Conducts environmental studies and prepares environmental impact reports/statements, initial studies/environmental assessments and categorical exemptions/exclusions for most complex and most difficult transportation projects.
10% E	Conducts field and office research (including interviews) to identify and evaluate community and environmental effects of various transportation alternatives for the preparation of environmental documents.
10% E	Reviews engineering documents to ensure environmental commitments are recorded and met in project plans, specifications and estimates. Works with other offices in the Division of Environmental Planning and Engineering to convey environmental commitments to project managers and engineers.

10% M	Conducts administrative duties not limited to maintaining the environmental administrative record, writing letters to the public and public agencies, coordinating mass mailings, and coordinating reproduction of documents.
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***SUPERVISION EXERCISED OVER OTHERS***

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

***KNOWLEDGE, ABILITIES AND ANALYTICAL REQUIREMENTS***

The Associate Environmental Planner must be able to communicate clearly both verbally and in writing. Has the ability to work on multiple projects at once. Screens projects to determine resource areas that require further study and prepare an environmental inventory; gather and analyze natural, social, and environmental data, conduct interviews, understand and interpret a multitude of existing state and federal environmental laws and regulations. Is able to interpret and analyze and comply with current state and federal environmental laws and regulations The employee is expected to hold a valid California driver’s license.

***CONSEQUENCE OF ERROR/RESPONSIBILITY FOR DECISIONS***

An error in researching and evaluating environmental data on the various transportation alternatives for a proposed Caltrans project could delay the preparation and approval of project environmental documents. Errors and delays may negatively impact a project’s cost, scope and schedule, which could ultimately result in a loss of project funding, or construction delays to critical transportation projects. However, a proper review by the Senior Environmental Planner should minimize any errors.

***PUBLIC AND INTERNAL CONTACTS***

Works with engineering and transportation planning staff members of local agencies and Caltrans; handles intergovernmental liaison with various governmental agencies’ planning staffs; arranges, attends and participates in meetings with local, state, regional and federal agencies, interested groups and individuals. May act as the environmental contact during the environmental document public contact phase.

***PHYSICAL, MENTAL AND EMOTIONAL REQUIREMENTS***

This position may require sitting for prolonged periods of time for report writing, research, or in meetings. Field work may require standing or walking for prolonged periods. Travel for external meetings or for field work might require driving or riding in a car for prolonged periods. Mental requirements may include sustained mental activity needed for report writing and analyses. Emotional requirements may include the ability to develop and maintain cooperative working relationships in an interdisciplinary setting, respond appropriately to difficult situations, recognize emotionally charged issues and problems and acknowledge the various responses.

