STATE OF CALIFORNIA • DEPARTMENT OF TRANSPORTATION

POSITION DUTY STATEMENT

PM-0924 (REV 9/2013)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
Associate Environmental Planner (Generalist)	Central Region Environmental	
WORKING TITLE	POSITION NUMBER	EFFECTIVE DATE
	906-156-4711-XX	

As a valued member of the Caltrans team, you make it possible for the Department to improve the mobility across California by being innovative and flexible; reporting to work as scheduled; working cooperatively with team members and others; and treating others fairly, honestly and with respect. Your efforts are important to each member of the team as well as those we serve.

GENERAL STATEMENT:

Under the general direction of a Senior Environmental Planner, the Associate Environmental Planner (Generalist) prepares, processes and reviews the most complex environmental documents and manages consultant contracts. This may involve leading a team supporting these activities.

TYPICAL DUTIES:

Percentage	Essential (E)/Marginal (M)[1]	Job Description
55%	E	Research, preparation and circulation of environmental documents and related studies; review of and comment on environmental work done by others. Coordinate environmental planning, research, and analysis of proposed projects. Prepare written environmental reports to comply with state and federal laws and regulations.
20%	E	Analysis of consultant-prepared environmental work products for Caltrans projects and contract oversight-related activities, including analysis of billings and maintenance of contract-related files. Apply general techniques of insuring participation in the planning process. Analyze environmental situations accurately.
15%	E	Coordination with other agencies and response to public meetings and information requests. Gather and analyze data.
10%	E	Review of and participation in Caltrans and other agencies' activities and documents not related directly to preparation of environmental documents. Make an assessment of an existing environment.

[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. The Associate Environmental Planner (Generalist) may serve as a leadworker on interdisciplinary teams for specific projects.

KNOWLEDGE, ABILITIES AND ANALYTICAL REQUIREMENTS

Knowledge of:
State and Federal laws and regulations relating to environment
State, local and regional governmental organizations as they relate to environmental planning
The social sciences, natural sciences or environmental design arts
Extensive familiarity with environmental laws, regulations, and processes
Familiarity with the Caltrans Project Development process and related planning issues
Trends in Federal, State and local environmental assessment and mitigation reports, impact statements, and/or negative declarations
General principles and techniques of research and statistical analysis
Methods and techniques of evaluation of environmental impacts
Various types of public facilities and how they service the community

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Ability to:
Analyze environmental situations accurately
Gather and analyze data
Prepare written reports
Work effectively with others as an interdisciplinary team member
Conduct interviews for data gathering
Apply general techniques of insuring participation in the planning process
Coordinate environmental planning, research, and analysis of proposed projects
Make an assessment of an existing environment
Establish and maintain cooperative relationships within the District and the department, and with the public and outside agencies

Analytical Skill in:
Performing increasingly responsible and varied assignments under decreasing degrees of supervision
Understanding and applying those aspects of federal, state and local laws, regulations, policies, procedures and standards pertaining to the planning process
Interpreting maps, site and building plans and specifications, graphs and statistical data
Researching, analyzing, and summarizing planning data both manually and with basic computer programs
Preparing clear visual displays, such as maps, graphs, and illustrations
Making clear and persuasive presentations of ideas; preparing clear, concise and complete technical documents, reports, correspondence and other written materials

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The Associate Environmental Planner (Generalist) normally has no authority to make commitments of resources or environmental approval decisions, but authority may be delegated for specific purposes with general review. The Associate Environmental Planner (Generalist) is a full participant in the Project Development process related to assigned projects.

Lack of understanding of responsibilities could result in the delay of projects.

PUBLIC AND INTERNAL CONTACTS

The Associate Environmental Planner (Generalist) has contacts with people in and out of government. These contacts are a result of assisting in consulting with outside experts; assisting in reacting to environmental complaints and information requests.
Liaison with local, State, and Federal environmental monitoring and control agencies, and assisting in the coordination with other Caltrans employees contributing to environmental studies

The Associate Environmental Planner (Generalist) may represent the Department regarding environmental issues at public and agency meetings for projects regarding specific subjects.
As the lead planner assigned to a project or program, the Associate Environmental Planner (Generalist) is expected to independently coordinate with Project Managers and other engineering and technical staff during the environmental analysis process.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Employees may be required to sit for long periods of time using a keyboard and video display terminal
Employees may be required to move large or cumbersome reports from one location to another
Incumbent may also be exposed to a variety of hazardous and/or unpleasant field conditions, including wet, rainy, cold or hot weather
While performing field reviews employee may be required to walk on uneven terrain and may require bending, stooping and kneeling
Must have the ability to multi-task, adapt to changes in priorities and complete tasks or projects with short notice
Most of the jobs in the Division require interaction with many people, therefore it is important that employees work with others in a cooperative manner
Values cultural diversity and other individual differences in the workforce

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May be subject to and have the ability to handle irate or intense public or other project team members in a calm manner

WORK ENVIRONMENT

While at their base of operation, employee 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.
Incumbent may also be exposed to a variety of hazardous and/or unpleasant field conditions, including wet, rainy, cold or hot weather.
Over-time and overnight travel may be required.

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

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

SUPERVISOR (Print)

SUPERVISOR (Signature)	DATE