

POSITION DUTY STATEMENT

PM-0924 (REV 9/2013)

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| CLASSIFICATION TITLE Associate Environmental Planner | OFFICE/BRANCH/SECTION 07 Division of Environmental Planning | |
| WORKING TITLE Associate Environmental Planner | POSITION NUMBER 907-170-4711- | EFFECTIVE DATE |

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 general direction of a Senior Environmental Planner, plans and carries out the details of the most difficult and complex studies. Such work may include serving in a lead capacity over other personnel within the scope of particular studies. The Associate Environmental Planner shall review and process environmental documents, identify environmental impacts, and provide oversight for mitigation measures on projects in a designated geographical area. The incumbent shall participate in project development team meetings as an interdisciplinary team member. Assignments are initially made to the incumbent with a brief discussion as to the scope and magnitude of the project, with a general outline of the time frame and other pertinent aspects that may affect the project. As travel is required, a valid driver's license is highly desirable.

TYPICAL DUTIES:

| Percentage | | Job Description |
|------------|---|---|
| 45% | E | For assigned projects within geographical area, prepares, reviews and processes 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. |
| 20% | E | Responsible for reviewing other agency's, division's, and unit's environmental documents in areas of concern to planner. |
| 15% | E | Responsible for community relation efforts, as requested, as well as city, county, and regional levels of government. Participate in community relation efforts. |
| 10% | E | Responsible for determining significance of impacts and formulating (reviewing) mitigation measures. Develops and oversees project mitigation monitoring programs. |
| 10% | M | Develops training programs in Environmental Planning and reviews/prepares applications for permits approval. Investigate and respond to complaints and recommend policy and procedures to higher management. |

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 does not directly supervise other employees. However, some work may require serving in a lead capacity over other personnel within the scope of particular studies or on an Environmental Analysis Team.

KNOWLEDGE, ABILITIES AND ANALYTICAL REQUIREMENTS

- The knowledge of basic principles of computer use including Windows, Microsoft Office and Microsoft Outlook programs,
- The knowledge of research methods, data collection and analytical techniques to solve environmental problems for environmental document review and processing,
- The knowledge of environmental legislation, such as the California Environmental Quality Act (CEQA) and the National Environmental Policy Act (NEPA),
- The knowledge of principles of ecology and planning for conservation and preservation of natural resources, development of avoidance alternatives, mitigation techniques and strategies (ex. how land use decisions affect the environment),

ADA Notice

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- The ability to analyse the relationship between transportation and environmental quality,
- The ability to write clearly and to present a position orally. Written and verbal communication skills necessary to collect and convey data and information, and to establish and maintain a cooperative relationships with city, county and regional agencies,
- The ability to travel to and work in the field or on construction sites which would require a valid driver's license,
- The ability to compile, analyze and evaluate socio-economic, environmental and land-use data to ascertain potential project and system impacts, identify and propose alternative courses of action including a measurement of their resultant impacts within the community,
- The ability to prepare comprehensive reports and recommendations, direct the work of others engaged in planning studies,
- The ability to participate in public presentations,
- The ability to solicit outside expertise on a short term basis on specific environmental studies or phases of studies, and
- The ability to devise environmental study designs and work plans to accomplish the above.

The incumbent must be able to analyze situations rapidly and accurately and propose effective course of actions for the work as described above. In addition, the incumbent must be able to analyze environmental documents prepared in the district, or by outside agencies, to ascertain compliance with the California Environmental Quality Act, National Environmental Policy Act, Coastal Act of 1976, and Federal Highway Act of 1968.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The Associate Environmental Planner's responsibility as the lead in an Environmental Analysis Team includes the authority to coordinate group decisions and recommendations pertaining to environmental impact analysis and preparation of environmental impact reports and studies. The Environmental Analysis Team's recommendations are subject to review and concurrence of higher management.

If plans and project proposals are developed without input from Environmental Planning and their significance is not analyzed, the results could do irreparable harm to existing resources. This would result in violations of State and Federal laws such as California Environmental Quality Act, National Environmental Policy Act, Coastal Act of 1976, Federal Highway Act of 1968, and other environmental laws and could result in tort liability and discredit to the department.

PUBLIC AND INTERNAL CONTACTS

In effectively carrying out the specific job assignments, the Associate Environmental Planner must be able to interact with a wide range of people. The incumbent will participate in public meetings/hearings, provide counsel to city and county engineering and planning agencies, response to environmental document preparation and processing, coordinate with state, federal, and local agency contacts and, work closely with project engineers, other departmental units, private consultants and local agencies.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Overtime may be required, and vacations restricted, during peak times and fiscal year-end closing.

While we expect and promote internal transfers within the Division, for personal and professional development, we encourage staff to stay in their positions long enough to develop some expertise before transferring. (Information better fitting of an interview; not duty statement.)

Employees may be required to sit for long periods of time using a keyboard and video display terminal. Must be able to organize and prioritize large volumes of varied documents. Employees may also be required to move large or cumbersome reports from one location to another.

Most of the jobs in the Division require interaction with many people. It is important that employees work with others in a cooperative manner. The ability to handle irate public in a calm manner and to resolve emotionally charged issues reasonably and diplomatically is required. The employee must demonstrate a sense of responsibility and commitment to public service.

The employee must deal effectively with pressure, maintain focus and intensity yet remain optimistic and persistent, even under adversity.

The employee 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, and treating others with respect. The employee must value cultural diversity and other individual differences in the workforce.

The employee must have the ability to multi-task, adept to changes in priorities, and complete tasks or projects with short notice. Employees must be able to concentrate in order to review and create documents and meet strict deadlines at times.

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WORK ENVIRONMENT

While at their base of operation, employees will work, in a climate-controlled office under artificial light. Employees could experience building temperature fluctuation due to periodic problems with the heating and air conditioning. Most employees will work within workstations with shared cubicles. Working hours will be set sometime between 6:00 a.m. and 6:00 p.m. Employees will be required to travel and work outdoors and may be exposed to dirt, dust, noise, uneven terrain, brush and/or extreme heat or cold temperatures.

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