

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

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

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 supervision of a Senior Environmental Planner, and serving as a lead, the Associate Environmental Planner shall prepare, review and process complex projects such as Environmental Impact Reports/ Environmental Impact Statements for projects in a designated geographical area. As an interdisciplinary team member the incumbent shall participate in project development team meetings, coordinate public meetings and identify environmental impacts and formulate mitigation measures for the project. 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. A valid California drivers license is required.

TYPICAL DUTIES:

Percentage	Essential (E)/Marginal (M) ¹	Job Description
60%	E	Prepares and reviews Environmental Impact Reports/ Environmental Impact Statements, project reports and technical studies for assigned projects within a geographical area. Additionally, the Associate Environmental Planner will work on multi-modal projects that are being proposed within California. Review and provide written comments on all project related materials to ensure they conform to current laws and regulations. Responsible for ensuring all California Environmental Quality Act/ National Environmental Policy Act environmental documents and other reports complies with Caltrans standards. The Associate Environmental Planner is responsible for identifying and determining potential environmental impacts a proposed project may have to the Project Development Team, management and if necessary the public. The Associate Environmental Planner must be able to analyze environmental situations rapidly and accurately and propose an effective course of action for the work.
25%	E	Responsible for determining significance of impacts and formulating mitigation measures. Develops and oversees project mitigation monitoring programs. Responsible for reviewing other agencies', division's and unit's environmental documents in areas of concern to planner. Oversees the preparation of task orders for project support services. The incumbent must be also able to analyze complex environmental documents prepared in the district, or by outside agencies, to ascertain compliance with the California Environmental Quality Act and the National Environmental Policy Act.
10%	E	Responsible for community relation efforts which consist of project level reviews/comments on Caltrans and local agencies' proposed projects to determine possible effects on existing state and local transportation facilities and on proposed transportation projects and programs. Attend meetings and provide guidance and support on Caltrans environmental process and the requirements mandated by the California Environmental Quality Act and/or the National Environmental Policy Act in order to obtain Caltrans approval.
5%	M	Responsible for updating division project logs with project status. Must maintain project file for the life of the project and provided monthly status update reports to Senior Environmental Planner. Be aware of new regulations as they relate to the environmental process and attend job mandated training classes as necessary.

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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 supervise other employees.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

- The knowledge of basic principles of computer use including Windows, Excel, PowerPoint and Outlook.
 - Utilize knowledge of research methods and analytical techniques used to identify potential environmental impacts for major transportation projects in preparation of the environmental document.
 - The knowledge of environmental legislation, such as the California Environmental Quality Act and the National Environmental Policy Act.
 - Working knowledge of principles of geography, historic preservation, air quality, biology and planning for conservation and preservation of natural resources, development of avoidance alternatives, mitigation techniques and strategies.
 - Have a solid working understanding of the relationship between transportation projects and environmental quality.
 - Write and communicate verbally and be able to convey data effectively to a variety of technical and non-technical people.
 - The ability to compile, analyze and evaluate environmental and land-use data to ascertain potential project and system impacts and identify and propose alternative courses of action.
 - The ability to prepare comprehensive reports such as Environmental Impact Reports/ Environmental Impact Statements and plan and carry out complex studies; work closely with others engaged in planning studies; and respond to public comments.
 - Participate in public presentations, maintain cooperative relationships with city, county and other government agencies.
 - The ability to solicit outside expertise on specific environmental studies or phases of studies.
 - The ability to draw up environmental work plans.
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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, respond 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

- At their base of operation, employees could experience building temperature fluctuation due to periodic problems with the heating and air conditioning. Working hours will be set sometime between 6:30 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 very frequent.
- 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.

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- The employee must deal effectively with pressure, and 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, adopt 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.

WORK ENVIRONMENT

While at their base of operation, employees will work, in a climate-controlled office under artificial light. Employees will be required to travel and work outdoors and may be exposed to dirt, noise, brush and/or extreme heat or cold temperatures. Most employees will work in workstations within shared cubicles.

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