STATE OF CALIFORNIA • DEPARTMENT OF TRANSPORTATION

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

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

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 the employee will be responsible for closely coordinating with District 7 staff to promote quality and consistency with environmental commitments on projects. The employee will establish solid working relationships with District 7 staff to encourage and assist with environmental quality. The job requires extensive travel in District 7, and coordination with Caltrans' staff, resource agencies, local governments, the public, contractors, and other interested parties. Individual is expected to manage multiple more complex assignments, work independently and produce completed staff work.

TYPICAL DUTIES:

Percentage	Essential (E)/Marginal (M)[1]	Job Description
40%	E	Assesses impacts of projects on environmental resources by monitoring projects as they are implemented in the field. References the Environmental Commitment Record and resource agency permits in conjunction with Caltrans field personnel to ensure environmental commitments are adequately implemented. Develops mitigation and monitoring programs as necessary that will document the completion of environmental commitments by the appropriate Caltrans staff with their proper signatures.
25%	E	Reviews plans, specifications, change orders, contractor submittals, resource agency permits, and other documentation to ensure projects are buildable and in conformance with environmental commitments. Works with appropriate design engineers to translate environmental commitments from the Environmental Document and resource agency permits into the contract bid package. Works with field personnel to ensure that any contract change orders or other submittals are in compliance with documented environmental commitments.
10%	E	Responsible for completing and processing the Certificate of Environmental Compliance (CEC). Logs the CEC in the environmental database, checks and requests if necessary the appropriate resource hours, reviews all environmental commitments to ensure they were completed, requests signatory approval from the Senior Environmental Planner, scans and files completed CEC in environmental database and forwards the form to Construction for final processing.
10%	M	Prepares, reviews and processes environmental documentation for projects in compliance with all applicable local, State and Federal laws, regulations and policies.
10%	M	Prepares, assists with, reviews and coordinates environmental grant applications and required documentation. Assists environmental planning staff, other governmental agencies and local private groups with their environmental grant applications as they relate to Caltrans' transportation projects.
5%	M	Works with Environmental and other District 7 Divisions to help them understand environmental and construction issues.

[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

Associate Environmental Planners do not directly supervise. They may assist and advise other members of the branch regarding environmental commitment issues. They may be the lead planner on an environmental team.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Knowledge of: a broad range of state and federal environmental laws, regulations and policies as they relate to state and

federal transportation projects; familiarity with internal and external Internet websites for gathering required information; approved methodologies for conducting field reviews, and the Department's mission, vision and goals.

Abilities: analyze regulations pertinent to environmental impact assessment during all project phases; analyze project needs and goals, and prepare appropriate environmental documentation to address project impacts and to avoid delays to the project; gather and present technical data; interpret and review plans and specifications; work independently and effectively as a member of an interdisciplinary team; participate effectively as a Department representative at various meetings involving the public, public agencies and contractors; use a personal computer proficiently, and communicate effectively using written and verbal skills.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The environmental process often controls the project development process. Environmental compliance for highway projects must be completed in a timely manner. Failure to adequately investigate and report environmental resources could lead to legal actions against the State, interruption of project development activities, and significant impacts to environmental resources. The employee must be able to manage their own time and projects to meet a very demanding workload and scheduling needs

PUBLIC AND INTERNAL CONTACTS

The position requires extensive coordination with Caltrans staff, public agency representatives, the general public and contractors. The employee will be expected to establish and maintain good working relationships with District 7 personnel and contractors as appropriate. The exchange of clear, accurate, and concise information is required for all levels of contact to help ensure streamlining and continuous improvement. Good verbal and written communications skills are necessary.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

The incumbent may be required to sit for long periods of time using a keyboard and video display terminal. Incumbent may also be required to travel and tolerate various weather situations. Employee may have to work outdoors in adverse terrain and may be required to bend, stoop, and kneel. Frequent telephone interaction is common. Employee must be congenial and tactful when dealing with others and must have the ability to develop and maintain cooperative working relationships. The incumbent is required to maintain a current California Drivers License.

WORK ENVIRONMENT

Base of operation is in the District Office in Los Angeles; however, the position requires extensive review of proposed and on-going construction sites for all projects within the Caltrans District 7 boundaries. Work outside the office requires the ability to be exposed to a variety of climatic and geographic conditions.

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