STATE OF CALIFORNIA • DEPARTMENT OF TRANSPORTATION

POSITION DUTY STATEMENT

PM-0924 (REV 3/2006)

28-4-040

CLASSIFICATION TITLE Associate Environmental Planner	DISTRICT/DIVISION/OFFICE 03/Environmental Planning/Env. Mgmt – Unit 0282	
WORKING TITLE Associate Environmental Coordinator	POSITION NUMBER 928-801-4711	EFFECTIVE DATE

As a valued member of the Caltrans team, you make it possible for the Department to improve 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, you are the Environmental project manager/coordinator for multiple transportation projects and carry out the details of the most difficult and complex studies. You make recommendations to the project development team, including District and North Region management, for the appropriate courses of action in compliance with the California Environmental Quality Act (CEQA), the National Environmental Policy Act (NEPA) and a multitude of other state and federal laws.

TYPICAL DUTIES:

PERCENTAGE Essential (E)/Marginal (M)[1]	JOB DESCRIPTION
30% (E)	Act as lead person and oversee the timely completion of activities and products essential to the environmental approval phase. Initiate the work of environmental technical staff and request information from many sources outside of the environmental work unit, including design, hydraulics, transportation planning, stormwater, hazardous waste and traffic. Use Standard Tracking and Exchange Vehicle for Environmental (STEVE) and Workplan Status databases to manage environmental project information, report progress and identify resource needs.
30% (E)	Prepare environmental documents including Initial Study/Environmental Assessments, draft/final Environmental Impact Reports/Statements, and Categorical Exemptions/Exclusions. Document contents must comply with CEQA, NEPA and other state and federal acts and policies,.
20% (E)	Represent environmental concerns in a multi-disciplinary team setting and effectively communicate project delivery issues. Advise team members including the Project Manager of issues, which affect delivery. Schedule formal and/or

[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

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informal team meetings as needed.

5% (E) Participate in public hearings and workshops to inform the public of environmental issues on proposed transportation projects.

5% (E) Prepare task orders as needed for environmental services to be performed by a consultant and provide oversight to the consultant's efforts.

5% (M) Develop newspaper ads for public notices and interact with Public Information staff to assure timely notification of public meetings and document availability.

5% (M) Assist with the training and development of other staff as needed.

SUPERVISION EXERCISED OVER OTHERS
Associate Environmental Planners do not directly supervise. They may assist and advise other members of the branch regarding document preparation issues.

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; the Department's mission and goals.

Ability to: gather, compile, analyze, and interpret data; reason basically and creatively; develop formats to present and display data; use a variety of analytical techniques to propose solutions to or provide information regarding environmental issues or problems; develop and evaluate alternatives; present ideas effectively orally and in writing; work effectively with others as an interdisciplinary team member; use a variety of mediums for effective and timely communication; establish and maintain cooperative working relationships with those contacted during the course of the work.

CONSEQUENCE OF ERROR/RESPONSIBILITY FOR DECISIONS
Must make recommendations regarding significance of individual and cumulative impacts of proposed transportation projects on the social and natural environment. Errors in interpreting or presenting data and producing documents could result in additional work in project development and expensive delays in project delivery.

PUBLIC AND INTERNAL CONTACTS
Routine contact with the public as a representative of the department at public meetings; daily interaction with other members of the department as a part of a multi-disciplinary

team, both within and outside of the immediate work area; frequent contact with staff of local, regional, state and federal agencies.

PHYSICAL, MENTAL AND EMOTIONAL REQUIREMENTS

Employees may be required to sit for long periods of time using a keyboard and video display terminal and traverse difficult terrain.

WORK ENVIRONMENT

Base of operation is the District 2 office complex; may routinely participate in field reviews of project sites, which requires ability to be exposed to a variety of climatic and geographical conditions. Employees may have to occasionally travel to offices and field locations throughout the North Region.

I have read, and understand the duties listed above and can perform them either with or without reasonable accommodation. (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)	DATE
EMPLOYEE (Signature)	DATE

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

SUPERVISOR (Print)	DATE
SUPERVISOR (Signature)	DATE

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