

**POSITION DUTY STATEMENT**

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE Environmental Planner (Architectural History)	OFFICE/BRANCH/SECTION Central Region Environmental	
WORKING TITLE	POSITION NUMBER 906-156-4618-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 supervision of a Senior Environmental Planner the Environmental Planner (Arch/Hist) in learning capacity is responsible for less complex work in connection with identifying, inventorying, and evaluating architectural and engineering resources and their values in the context of statutory and regulatory compliance for transportation projects. As knowledge and skills are developed, Planner incumbent will perform the above tasks at a level of average difficulty. A valid California driver's license is also required. A valid California drivers license is required. Duties include but are not limited to:

**TYPICAL DUTIES:**

Percentage	Job Description
Essential (E)/Marginal (M) <sup>1</sup>	
40% E	<ul style="list-style-type: none"> <li>Identify and record historic architectural engineering resources that lie within the area of potential effects of transportation projects</li> <li>Develop historic contexts to evaluate the potential significance of these properties</li> <li>Incumbent assists in the analysis of cultural resources that are architectural and engineering properties by completing PR 523 forms and writing historic contexts</li> </ul>
30% E	<ul style="list-style-type: none"> <li>Assists in the identification and evaluation of impacts of transportation projects upon historical resources and historic properties and the development of mitigation measures to minimize the identified effects to significant engineering and architectural properties</li> <li>Assists in developing measures to minimize the impact of transportation projects upon such historical resources and historic properties that are architectural or engineering in nature</li> <li>Serves as a liaison with Federal, local and other State agencies</li> </ul>
20% E	<ul style="list-style-type: none"> <li>Provides support to the Associate Environmental planners who oversees the work of consultants or other contractors performing work for Caltrans in the area of historic architectural investigations</li> <li>Assists in the determination of the adequacy of Caltrans' compliance with existing statutes and regulations that apply to cultural resources</li> </ul>
10% M	Assists in the investigation, feasibility, and design of alternative measures to mitigate impact of transportation projects on architectural and engineering resources that are historic properties and/or historical resources

<sup>1</sup>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.

**KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS**

Knowledge of:

Principles and concepts of architectural history techniques and methodologies

American Architectural History or Historic Preservation

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

Trends in environmental, urban and regional planning

Trends in Federal, State and local environmental assessment and mitigation reports, impact statements, and/or negative declarations.

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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

### 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  
Must be able to write clear correspondence

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### RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The Environmental Planner (Arch/Hist) receives specific direction and work is checked and approved by others. The Environmental Planner (Generalist) has no authority to make commitments of resources or environmental approval decisions.

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

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### PUBLIC AND INTERNAL CONTACTS

The Environmental Planner (Arch/Hist) has contacts with people in and out of government. These contacts are a result of assisting in consulting with outside experts; assisting in liaisons with County, State, and Federal environmental monitoring and control agencies  
Liaison with local, State, and Federal environmental monitoring and control agencies, and assisting in the coordination with other Caltrans employees contributing to environmental studies

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### PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

- Employee may be required to sit for long periods of time using a keyboard and video display terminal
- Must have the ability to multi-task, have ability to adapt to changes in priorities, and complete tasks or projects with short notice
- 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
- May be subject to and have the ability to handle irate or intense public or other project team members in a calm manner

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### WORK ENVIRONMENT

- Employee will work in a climate-controlled office under artificial lighting in a standard work cubicle. However, due to periodic problems with the heating and air conditioning, the building temperature may fluctuate.
- The cubicle contains adequate distance from monitor to employee and drop down keyboard. Employee is also provided

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an ergonomically correct office chair.

- 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.

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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.)

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EMPLOYEE (Print)

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EMPLOYEE (Signature)

DATE

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

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SUPERVISOR (Print)

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SUPERVISOR (Signature)

DATE

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