STATE OF CALIFORNIA • DEPARTMENT OF TRANSPORTATION

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
ENVIRONMENTAL PLANNER / ARCHAEOLOGY	03/ NR OFFICE OF ENVIRONMENTAL MANAGEMENT	
WORKING TITLE	POSITION NUMBER	EFFECTIVE DATE
ARCHAEOLOGIST	903-801-4617-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 supervision of the Senior Environmental Planner, Office of Environmental Management, the incumbent assist in the archaeology studies and project effects analysis for transportation projects pursuant to Section 106 of the National Historic Preservation Act and other applicable state and federal regulations. The incumbent assist in identifying and evaluating archaeological resources as part of the transportation project development process. With the guidance of a lead, prepares written analyses of such resources as an aid in the development of modal and design alternatives for transportation projects; assist in identifying and analyzing impacts of transportation projects on historical values and their interrelationships to other cultural resources and may assist with the implementation of mitigation measures to avoid or minimize identified impacts upon these resources.

TYPICAL DUTIES:

Percentage	Essential (E)/Marginal (M)[1]	Job Description
35%	E	Under the guidance of a lead, the incumbent assist in conducting field surveys and background research and prepares written technical reports (Archaeological Survey Reports, Phase 1 and Extended Phase 1 reports) regarding archaeological resources that lie within the area of potential effects of transportation projects to evaluate the potential significance of the resource, and require familiarity with, and use of, archaeological technical terminology. Assist in summarizing reports, preparing screening memos, and comprehensive Historic Property Survey Reports or Historic Resource Compliance Reports that address cultural and historic properties in the area of potential effects of transportation projects. Assist in the analysis and preparation of written technical reports on proposed mitigation for potential effects on archaeological resources. Works in the field, in the office, by telephone or email and by letter with interested Native American individuals and other groups in the course of the above work. Works with district engineering staff to ensure that historic properties adjacent to construction projects are protected.
35%	E	Under the guidance of a lead, the incumbent assist in peer review for Historic Property Survey Reports, Archaeological Survey Reports and related evaluative reports prepared by in-house staff. May assist in providing oversight direction for and review of same prepared by consultants and local agencies, as directed, for content, technical competence, comprehensiveness, and sound conclusions in the areas of archaeology and regulatory compliance. Assist in reviewing CEQA and NEPA environmental documents produced by internal staff, consultants and local agencies for content, technical competence, comprehensiveness, and conclusions, in the areas of archaeology. Assist in developing Task Orders to procure cultural resources services.
20%	E	Works with district project development team staff as a cultural resources team member and assist in providing technical archaeological expertise and information in order to develop location and design alternatives that avoid or minimize adverse effects on cultural resources in written, e-mail, telephone, and face-to-face communication. Attend meetings in the District Office at least once per week for each project assigned and for staff meetings, both formal and informal. Assists as a staff-level liaison and participates in discussions in the area of archaeology with local, state and federal agencies including the California Office of Historic Preservation and Advisory Council on Historic Preservation by phone, in the district office, and in external agency offices.

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10%	M	Photocopies and scans reports, directives, correspondence and project plans for and loaned by other members of the project development team. Provides data input and retrieves information from Caltrans and other state-maintained databases. Records field conditions and field work photographically, makes photocopies or scanned copies of various reports and transmits these to appropriate state and federal agencies. The incumbent files project reports and correspondence in the Cultural Resource files and in Environmental Planning files to maintain a complete and accurate record of project history and decision-making. May assist with preparation and presentation of training for other Caltrans, local agency or consultant staff. Incumbent will be required occasionally to meet with property owners in the course of conducting field surveys and documenting the potential significance of cultural resources.

[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

None.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Knowledge of: Principles and concepts of archeology. Must possess knowledge of the principles and practices of archaeological evaluations as applied to resources within a transportation project context. Must be able to analyze situations rapidly and accurately and propose effective courses of action for the work in coordination with co-workers, the Environmental Branch Chief and/or Office Chief, district engineering and project management staff, and outside agencies. It is desirable for the incumbent to have graduated from college with a concentration in Archaeology. A good understanding of both California and/or American Archaeology is a desirable quality in the incumbent. A basic working knowledge and familiarity with the theories, principles, practices, and techniques of archaeological methodology are also valuable assets in the incumbent.

Must be able to apply sound judgment to the evaluation of the significance of archaeological sites for the National Register of Historic Places and as historical resources under CEQA. The incumbent's recommendations for potential National Register eligibility and Section 106 and CEQA effect determinations must be logical and defensible from possible challenges from preservation, community and environmental interest groups.

Must have the ability to prepare complex written documents and correspondence in a clear, concise and complete manner, using Standard English vocabulary, grammar, spelling, and punctuation. The incumbent will communicate effectively, presenting clear and persuasive ideas in an oral or written format.

Must be able to utilize a computer for the extensive writing, and, on occasion, the database management that the job requires. The incumbent may prepare visual displays such as maps, graphics, and illustrations requiring basic graphic production and photography skills (35-mm and digital cameras) to incorporate images into written reports.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Incumbent is responsible for the adequate and timely completion of cultural resource surveys and technical reports to achieve approval of the environmental document and tasks related to mitigation obligations. The incumbent's work may require decisions about development, sequencing, and prioritization of tasks, tasking work to others, and identifying any other functional unit dependencies. Failure to do this typically results in a diminishment of respect for Caltrans and an escalation of problems to a higher level for review. The consequences for error can include unanticipated project delay and project cost overruns.

PUBLIC AND INTERNAL CONTACTS

Contact with Federal, State, and local agencies, consultants, Native American tribes, and with other environmental and community advocacy groups and individuals.

Interact with the public in the course of information gathering for proposed projects. Occasional interaction with property owners in the course of conducting field surveys and documenting the potential significance of historic properties.

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PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Incumbent must establish and maintain collaborative relationships within the District and the Department, and with public agencies for project activities. Must be able to represent Caltrans in a professional manner when attending meetings with federal, state, and local agencies, consultants, Native American tribes, and with other environmental and community advocacy groups and individuals. Must be able to convey a presence that engenders confidence and shows sensitivity and respect. Must possess common-sense judgment and problem-solving abilities, and be able to render proper judgment in urgent or emergency conditions.

This position requires good or correctable visual abilities in order to identify, assess and record cultural resources. The incumbent must be able to utilize a computer for the extensive writing the job entails and, on occasion, for database management. The employee may be required to sit for long periods of time using a keyboard and a video display terminal. The incumbent may be required to move large or cumbersome reports from one location to another.

Must have the physical mobility for survey and mitigation fieldwork in occasionally rough terrain. While performing fieldwork, the employee may be required to walk on uneven terrain and may be required to bend, stoop, or kneel. The employee may be exposed to a variety of hazardous and/or unpleasant field conditions, including wet, rainy, cold, or hot weather.

Must be able to analyze situations rapidly and accurately, and propose effective courses of action for work in coordination with the Senior Environmental Planner, a lead worker and outside agencies. Must be capable of demonstrating flexibility, firmness, and a calm demeanor when appropriate in potentially physically and emotionally stressful situations. The job requires interaction with many people; therefore, it is important that the employee work with others in a cooperative manner and respect cultural diversity and individual differences in the workforce.

WORK ENVIRONMENT

Duties will require work to be conducted in both Caltrans office and field environments during normal office hours. The duties will on occasion require work meetings offsite in the offices of other agencies or consultants and public meetings held during the evening hours. At the district office or other work locations, the employee will normally work in a climate-controlled environment and under artificial light.

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