STATE OF CALIFORNIA • DEPARTMENT OF TRANSPORTATION

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
Environmental Planner/ Architectural History	04/ Environ. Planning/ Office of Cultural Resource Studies	
WORKING TITLE	POSITION NUMBER	EFFECTIVE DATE
N/A	904-135-4618-	06/02/2015

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:

As a participating interdisciplinary team member with lead guidance from a Senior Environmental Planner or Associate Environmental Planner, Architectural History, the incumbent is responsible for routine architectural and historical 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. As the incumbent progresses, duties will be assigned commensurate with development of knowledge and skills. This position is under the supervision of the Senior Environmental Planner, Architectural History Branch, Office of Cultural Resource Studies. The incumbent identifies and evaluates architectural or other historic built resources as part of the transportation project development process; prepares written analyses of such resources as an aid in the development of modal and design alternatives for transportation projects; identifies and analyzes impacts of transportation projects on historical values and their interrelationships to other cultural resources; develops and recommends mitigation measures to avoid or minimize identified impacts upon these resources.

TYPICAL DUTIES:

Percentage	Essential (E)/Marginal (M)[1]	Job Description
35%	E	Under lead guidance, the incumbent conducts field surveys and prepares written technical reports (Historic Resource Compliance Reports, Historic Resource Evaluation Reports, DPR 523 forms, and historical contexts) on historic architectural resources and historic resources that lie within the area of potential effects of transportation projects. Such reports evaluate the potential significance of the resource, and require familiarity with, and use of, historic architectural or engineering technical terminology and working knowledge of and familiarity with historical theory and methods. These written reports are incorporated into the Caltrans district-prepared comprehensive Historic Property Survey Reports which address cultural and historic properties, in the area of potential effects of transportation projects. Historic Property Survey Reports will be the responsibility of the incumbent on occasion. Preparation of technical memos, reports, screening memos, and other technical writing addressing historical, preservation, or cultural resource issues is an essential duty. Under lead guidance, the incumbent conducts in-depth, independent research in the fields of architectural history, engineering and technology history, California history, and other general aspects of American history and culture, in order to ensure that the studies undertaken adequately consider all possible historic and architectural resources within the proposed project's study area for their potential significance under the established criteria for the National Register of Historic Places and the California Register of Historical Resources. Such research is utilized to support historic architectural evaluations, findings, and conclusions reached in technical reports, and the related environmental document. Identifies and utilizes primary and secondary source materials in libraries, archives, historical societies, local government agencies, Caltrans, and other repositories. Interacts in the field, in research repositories, in the office, by telephone, and by letter with interested individuals and groups in the course of the above work. Conducts in-depth independent historical research for other assignments within the Architectural History Branch, as needed, as directed by the Branch Chief. This may include, but not be limited to, research for initial assessments for potential site contamination or collaboration on historical archaeological analyses. Under lead guidance, the incumbent conducts analysis and may prepare written technical reports (Finding of Effect Reports) about possible or anticipated project effects on historic built resources. May develop Memoranda of Agreements to memorialize mitigation commitments for the Department under senior or associate lead worker. Carries out mitigation responsibilities, including, but not limited to, Historic Structures Reports and Historic American Buildings Survey/

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		Historic American Engineering Record (HABS/HAER) reports. Works with district engineering staff to ensure that historic properties adjacent to construction projects are protected.
35%	E	With lead guidance, reviews Historic Property Survey Reports, Finding of Effect reports, and related technical studies prepared by in-house staff, consultants, and local agencies for content, technical competence, comprehensiveness, and sound conclusions, in the areas of history and architectural history and regulatory compliance. Assists with providing oversight direction for consultant work, and on occasion develops contracts. Reviews CEQA and NEPA environmental documents for consistency with technical studies. Develops fact sheets and provides advice, technical assistance and training on historical topics and architectural history preservation issues.
20%	E	Works with Caltrans district project development team staff as a cultural resources team member, providing technical historical expertise and information in order to develop location and design alternatives that avoid or minimize adverse effects on historic properties. These interactions require written, e-mail, telephone, and face-to-face communication. Attendance at meetings in the District Office may be required at least once per week for each project assigned to incumbent and for staff meetings, both formal and informal. Assists in staff-level liaison and discussions in the area of architectural history and/or history with State, Federal, and local agencies. These agencies include: California Office of Historic Preservation, Advisory Council on Historic Preservation, and Federal Highway Administration. These discussions will be conducted by phone, in the district office, and in the offices of these agencies.
10%	M	Photocopies and scans reports, directives, correspondence and plans for and loaned by other members of the project development team. Accesses, inputs and retrieves information from Caltrans and other state-maintained databases. Records field conditions and field work photographically. Makes photocopies of or scans above reports for circulation to appropriate state and federal agencies. Transmits reports to these agencies. Files project reports and correspondence in the Cultural Resource Office files and in Environmental Planning files to maintain a complete and accurate record of project history and decision-making.

[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

This is a non-supervisorial position.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

The Environmental Planner/Architectural History must be able to analyze situations rapidly and accurately and propose effective courses of action for the work in coordination with the Branch Chief, Office Chief, district engineering staff, and outside agencies. The incumbent must have graduated from college with a concentration in Art History, Architectural History, Historic Preservation, Public History, or a closely-related field, with demonstrated coursework in 18th _ 20th Century American History and Architectural History. The incumbent must possess broad knowledge of the principles and practices of architectural history and history as applied to the evaluation of historic period buildings, bridges, roads, landscapes and other built resources. Knowledge of California history and architectural history is strongly recommended.

Incumbent must apply sound judgment to the evaluation of the significance of historic buildings, bridges, roads, landscapes and 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, with the resultant delays and increased costs such challenges can cause.

The Environmental Planner/Architectural History must have the ability to prepare routine 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.

The Environmental Planner/Architectural History should also be able to utilize a computer for the extensive writing, and, on occasion, the database management that the job requires. The incumbent should have basic graphic production

skills, photography skills (35-mm and digital cameras), and have the skill to prepare maps and to incorporate graphics and images in written reports.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The Environmental Planner/Architectural History will be responsible for the adequate and timely completion of cultural resource survey and evaluation technical reports to achieve project 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. The consequences for error can include unanticipated project delay and project cost overruns.

PUBLIC AND INTERNAL CONTACTS

The Environmental Planner/Architectural History establishes and maintains working relationships with the District's other Offices/Branches, Headquarters, and local agencies for project activities relating to the Cultural Resource Studies Office. The incumbent attends, participates in, and represents the Department in a professional manner during the discussion of environmental matters at meetings with Federal, State, and local agencies, historical societies, preservation groups, museums, and with other environmental and community advocacy groups and individuals. The incumbent acts as a collaborative member of an interdisciplinary team.

The incumbent will also meet the public in the course of information gathering for proposed projects. The incumbent will be required occasionally to meet with property owners in the course of conducting field surveys and documenting the potential significance of historic properties, including photographing buildings and structures, and, when necessary, conducting oral histories. Because the Caltrans Architectural Historian is frequently the first Caltrans employee in a proposed project area that the public encounters, the incumbent is required to convey a presence that engenders confidence and shows sensitivity and respect. 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 incumbent must possess common-sense judgment and problem-solving abilities, and be able to render proper judgment in urgent or emergency conditions.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

The Environmental Planner/Architectural History must be able to effectively participate as a team member, which requires attendance at meetings and coordination with other team members in the district office for a majority of hours during the work week. The incumbent must be able to effectively handle multiple projects simultaneously, adapt to changes in protocols or priorities, complete projects or tasks within a short time span, and perform with a frequently heavy workload. The Environmental Planner/Architectural History may be required to travel and to work overtime on occasion.

This position requires good or correctable visual abilities in order to identify and assess cultural resources and to record them. 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.

The Environmental Planner/Architectural History 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.

The Environmental Planner/Architectural History must be able to analyze situations rapidly and accurately and propose effective courses of action for the work in coordination with the Branch Chief and outside agencies. The Environmental Planner/Architectural History also needs to 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, employee will normally work in a climate-controlled environment and under artificial light.

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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.)

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