

POSITION DUTY STATEMENT

PM-0924 (REV 3/2006)

28-4-044

CLASSIFICATION TITLE ENVIRONMENTAL PLANNER/ARCHAEOLOGY	DISTRICT/DIVISION/OFFICE 03/ NORTH REGION OFFICE OF ENVIRONMENTAL MANAGEMENT	
WORKING TITLE ARCHAEOLOGIST	POSITION NUMBER 928-801-4617-XXX	EFFECTIVE DATE

As a valued member of the Caltrans team, you make it possible for the Department to improve the 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:

Working under the direction of a Senior Environmental Planner, Office of Environmental Management, or a lead worker, as a participating interdisciplinary team member, the incumbent is responsible for 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 identifies and evaluates archaeological 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; with guidance, identifies and analyzes 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 direction of a Senior Environmental Planner or a lead worker, the incumbent conducts 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. Such reports evaluate the potential significance of the resource, and require familiarity with, and use of, archaeological technical terminology. The incumbent summarizes these reports, prepares screening memos, and assists with preparing or prepares 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.

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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The incumbent conducts analysis and assists in the preparation of or may prepare written technical reports on proposed mitigation for potential effects on archaeological resources. The incumbent interacts 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, and works with Caltrans engineering staff to ensure that historic properties adjacent to construction projects are protected.

- 35% (E) Under the direction of a Senior Environmental Planner or lead worker, the incumbent provides peer review for Historic Property Survey Reports, Archaeological Survey Reports and related evaluative reports prepared by in-house staff and may provide 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. The incumbent reviews CEQA and NEPA environmental documents produced by Caltrans staff, consultants and local agencies for content, technical competence, comprehensiveness, and conclusions, in the areas of archaeology. The incumbent may assist in developing Task Orders to procure cultural resources services.
- 20% (E) Works with Caltrans district project development team staff as a cultural resources team member, providing technical archaeological expertise and information in order to develop location and design alternatives that avoid or minimize adverse effects on cultural resources. 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. The incumbent 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. 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 project plans for and loaned by other members of the project development team. The incumbent provides data input and retrieves information from Caltrans and other state-maintained databases. The incumbent 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, and may assist with preparation and presentation of training for other Caltrans, local agency or consultant staff.

SUPERVISION EXERCISED OVER OTHERS:

This is a non-supervisory position. The position is under the general direction of a Senior Environmental Planner and may assist an Associate Environmental Planner.

KNOWLEDGE, ABILITIES AND ANALYTICAL REQUIREMENTS:

The Environmental Planner/Archaeology 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. The incumbent must possess broad knowledge of the principles and practices of archaeological evaluations as applied to resources within a transportation project context. 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.

The incumbent must 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.

The Environmental Planner/Archaeology 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.

The Environmental Planner/Archaeology must also 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.

CONSEQUENCE OF ERROR/RESPONSIBILITY FOR DECISIONS:

The Environmental Planner/Archaeology will be 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. The consequences for error can include unanticipated project delay and project cost overruns.

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PUBLIC AND INTERNAL CONTACTS:

The Environmental Planner/Archaeology establishes and maintains collaborative relationships with Caltrans District Office and Headquarters personnel and with public agency representatives for project activities related to cultural resources. The incumbent represents 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. 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 cultural resources. Since the Caltrans Archaeologist may be 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/Archaeology 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 and priorities, complete projects or tasks within a short time span, and perform with a frequently heavy workload. The Environmental Planner/Archaeology may be required to travel and to work overtime on occasion.

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.

The Environmental Planner/Archaeology 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/Archaeology 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. The Environmental Planner/Archaeology also must be capable of demonstrating flexibility, firmness, and a calm demeanor when appropriate in potentially physically and emotionally stressful situations. The job requires

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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, and understand the duties listed above. (If you believe you may require reasonable accommodation, please discuss this with your hiring supervisor.)

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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