

POSITION DUTY STATEMENT

PM-0924 (REV 9/2013)

CLASSIFICATION TITLE ENVIRONMENTAL PLANNER (ARCHEOLOGY)	OFFICE/BRANCH/SECTION CENTRAL REGION ENVIRONMENTAL	
WORKING TITLE	POSITION NUMBER 930-156-4617-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:

Under the supervision of a Senior Environmental Planner, the incumbent performs a variety of tasks to assess the effect of transportation projects on cultural resources. The incumbent conducts archaeological surveys records data on archeological resources identified. Serves as a fieldworker, researcher and report writer in archeological related environmental work.

TYPICAL DUTIES:

Percentage		Job Description
Essential (E)/Marginal (M) ¹		
55%	E	Assists in the collection and evaluation of archeological data by conducting archeological pedestrian field surveys, and other forms of archeological field reconnaissance. Assesses archeological sites to determine the effects of transportation projects on these resources. Develops and writes Archeological Survey Reports and archeological excavation reports. Uses project management techniques and tracking methods for assigned duties and projects.
30%	E	Coordinates with outside agencies, organizations, Native American communities, and the general public for compliance with Section 106 of the National Historic Preservation Act and other environmental approvals to acquire information and coordinate environmental planning matters including providing information and technical assistance. Coordinates with various Department units to develop work practices and methods for the protection of cultural resources and for compliance with state and federal regulations.
10%	E	Maintains archeological and historical files, graphics, and other electronic and paper forms of information for Department use.
5%	M	Prepares environmental documents required by Federal and State regulations. May also prepare general environmental documents.

¹ESSENTIAL 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

The Environmental Planner (Archeology) requires: (a) knowledge of environmental laws, regulations, and processes; (b) with guidance, the ability to gather, organize, and analyze archeological information and to interview sources; the ability to field review potential project locations, to survey for archeological resources and to evaluate the prospects for project impacts on significant archeological resources, and to prepare written reports (c) the ability to establish and maintain congenial relationships with city, county, regional, state, and federal agencies, Native American communities. The incumbent must have the ability to clearly and effectively communicate both orally and in writing. The incumbent must be able to analyze and interpret data from scientific reports and field surveys to formulate logical conclusions.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

In collaboration with senior or associate level personnel relative to the collection and analysis of data and report content, the incumbent makes recommendations regarding the significance of identified archeological resources; the impact of the

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project on significant archeological resources and historic contexts. Errors may delay project approval or require that work be redone.

PUBLIC AND INTERNAL CONTACTS

The Environmental Planner (Archeology) has frequent contacts with people in and out of government. These contacts include but are not limited to outside experts, the public, Native Americans, local governments, as well as the Caltrans engineering and planning staff. Incumbent may represent the Department at public and agency meetings on cultural resources issues.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Employee may be required to sit for long periods of time using a keyboard and video display terminal and may be required to move large or cumbersome reports from one location to another. Employee must have the ability to multi-task, adapt to changes in priorities and complete tasks or projects with short notice. Employee will be required to work cooperatively with others on a team to accomplish archeological fieldwork or research, as well as being able to communicate with diplomacy and tact while participating on interdisciplinary project development teams. Employees may be away from their base of operations to conduct or oversee archeological fieldwork for days, and occasionally, weeks at a time. Employees may be required to walk on irregular terrain, stoop, bend, and kneel as well as dig during archeological field surveys and excavations. The Associate Environmental Planner (Archeology) is expected to work well with other Planners, Project Managers, and engineering and technical staff during the environmental analysis process.

WORK ENVIRONMENT

While at their base of operation, the employee will work in a climate-controlled office under artificial light along with many other employees. Due to periodic problems with the heating and air conditioning, the building temperature may fluctuate. While conducting fieldwork, employee may be exposed to a variety of field conditions including foggy, rainy and cold weather in the winter; and the hot weather of the San Joaquin Valley and Mojave Desert in the summer. Over-time and overnight travel may be required.

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