

POSITION DUTY STATEMENT

PM-0924 (REV 9/2013)

CLASSIFICATION TITLE Environmental Planner(Archaeology)	OFFICE/BRANCH/SECTION 07/170 Environmental Planning	
WORKING TITLE Archaeologist	POSITION NUMBER 07-170-4617	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 the Senior Environmental Planner, the Environmental Planner (Archaeology) participates as an interdisciplinary team member to identify, inventory, and analyze existing cultural resources and their values for use as a data base in the transportation development process; prepares design alternatives for transportation projects; identifies and analyzes impacts of transportation projects on archaeological sites and their interrelationships to other cultural resources; develops and recommends mitigation measures to minimize identified impacts upon these resources. This person acts as a staff expert in this field within the California Department of Transportation. As traveling is involved between job sites and office, a valid driver's license is highly desirable.

TYPICAL DUTIES:

Percentage		Job Description
50%	E	With the guidance of the Associate Archaeologist, prepares the Archaeological Survey Reports and related documents as part of the environmental studies for transportation projects prepared in compliance with NEPA, CEQA, the National Historic Preservation Act of 1966 (amended), Executive Order 11593 of 1971, California Public Resource Code Sections 5024.5 and 5024.5(a), and other applicable laws and regulations. Delivers these reports in a timely manner, in order to gain environmental clearance at a time compatible with the Project Development schedule for District transportation projects. Must meet qualification standards to conduct research at a Regional Archaeological Information Center.
25%	E	Under guidance from the Associate Archaeologist, conducts in-depth, independent research in the fields of archaeology, ethnography, cultural traditions, and general history in order to ensure that the applicable studies undertaken adequately consider all possible cultural resources within the Area of Potential Effect of a given transportation project and surrounding community. Such research is also used to support archaeological evaluations, findings, and conclusions reached in technical reports, and the related environmental documents.
5%	E	With the assistance of the Associate Archaeologist and/or the District Native American Heritage Coordinator, performs as staff-level liaison to discuss archaeological issues with State, Federal, Native American, and local agencies, particularly as it pertains to environmental clearance. These agencies include (but are not limited to): California Office of Historic Preservation, the Federal Highway Administration, Advisory Council on Historic Preservation, National Park Service, and local planning agencies.
5%	E	Performs technical analysis in the area of archaeology. With the assistance of the Associate Archaeologist, investigates feasibility and design of alternative measures to mitigate impacts of transportation projects on cultural resources.
5%	E	Under guidance from the Associate Archaeologist or Senior Environmental Planner, coordinates work with consultants and other professional persons performing work for Caltrans in the area of archaeology; reviews consultants' procedures, work progress, and conclusions. Direction is provided prior to, and during, the investigations in order to ensure that the requirements of the appropriate environmental law(s) are being met, and that the conclusions reached are clear, well founded, and supportable. Acts to assist the consultant in the formulation of goals and methodology, and provides field direction as necessary.

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| 5% | E | Under the direction of an Associate Environmental Planner (Archaeology), may help with technical mitigation measures as site excavations, mitigation monitoring, photographic and other recordation techniques of archaeological sites. Knowledge of standard archaeological excavation techniques, non-invasive investigative tools, and artifact analysis. |
| 5% | E | Uses various databases and other tracking software to accurately report information required by Headquarters, SHPO and other requesting entities. Offers technical support in the area of archaeology for the development of Caltrans' policy and procedure in this subject area. |

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

This position does not supervise others. The Environmental Planner (archaeologist) receives general direction from the Senior Environmental Planner and technical guidance from the Associate Archaeologist.

KNOWLEDGE, ABILITIES AND ANALYTICAL REQUIREMENTS

Sound knowledge and understanding are required in the areas of:

- Basic computer use including Windows, MS Office and E-mail.
- Techniques and methods of evaluation of environmental impacts.
- Environmental legislation, such as the California Environmental Quality Act and the National Environmental Policy Act, the National Historic Preservation Act of 1966 (amended), Executive Order 11593 of 1971, California Public Resources Code Sections 5024.5 and 5024.5(a) and other applicable laws and regulations, for adequacy in the area of archaeology.
- Specific knowledge of Archaeology, Historic Archaeology, Industrial Archaeology, Historic Preservation, Traditional Cultural Properties and Practices, and other Archaeological fields.
- Trends in environmental urban and regional planning.
- Principles of planning for conservation and preservation of cultural resources, development of avoidance alternatives, mitigation techniques and strategies. How land use decisions affect cultural resources.
- The relationship between transportation and environmental quality.
- Written and verbal communication skills necessary to collect and convey data and information, and to establish and maintain cooperative relationships with city, county and regional agencies. The ability to write clearly and to present a position orally.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Inadequate performance in duties may result in the following:

Delay of a Project. Following completion of the environmental studies, if found inadequate by Caltrans HQ or the State Office of Historic Preservation, whole or partial re-study may be necessary. Late identification of an archaeological resource during construction could halt or disrupt ongoing project. Loss of credibility for the department, and irreparable harm to the environment may result. Loss of funds as Federal funding is withdrawn from the project. Increase in costs associated with delays due to inflation, potential fines, idled work, etc.,. Liability. As the constraints of environmental and historic preservation law are very specific, failure to adequately perform archaeological studies required by these laws leaves Caltrans open to legal action to force compliance. This type of action causes further delays and increased costs.

PUBLIC AND INTERNAL CONTACTS

Performs as staff-level liaison to discuss archaeological issues with State, Federal, Native American, and local agencies, particularly as it pertains to environmental clearance. These agencies include (but are not limited to): State Office of Historic Preservation, the Federal Highway Administration, Advisory Council on Historic Preservation and local planning agencies. Coordinates the work of consultants. These contacts will be verbal or written, as needed, to perform assignments.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

PHYSICAL

While at their base of operation, employees will work in a climate-controlled office under artificial light. However, due to periodic problems with heating and air conditioning, the building temperature may fluctuate. Most employees will work in workstations within shared cubicles. Working hours will be set sometime between 6:00am and 6:00pm.

The employee will also be required to conduct site surveys on foot over terrain that is uneven and or heavily vegetated. The employee may be required to conduct strenuous hand excavation, carrying heavy buckets full of soil, material sifting while standing for prolonged periods in one spot, and transporting portable tools and equipment to isolated job sites.

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Fieldwork requires that appropriate, closed-toed footwear be worn along with other appropriate attire.

While in the field, employees are subject to ambient weather conditions that may be severe at times. Employees are expected to remain in a physical condition capable of withstanding these variable temperature and climatic conditions while conducting sometimes-strenuous work.

Overtime may be required, and vacations may be restricted during peak times and fiscal year-end closing. Employees may be required to travel in state, but the travel is not very frequent.

While we expect and promote internal transfers within the Division, for personal and professional development, we encourage staff to stay in their positions long enough to develop some expertise before transferring.

Employees may be required to focus and to sit for long periods of time using a keyboard and video display terminal. Must be able to organize and prioritize large volumes of varied documents. Employees may also be required to move large or cumbersome reports from one location to another.

EMOTIONAL

Most of the jobs in the Division require interaction with many people. It is important that employees work with others in a cooperative manner. The employee must have the ability to handle irate public in a calm manner and to resolve emotionally charged issues reasonably and diplomatically. The employee must demonstrate a sense of responsibility and commitment to public service.

The employee must deal effectively with pressure, maintain focus and intensity yet remain optimistic and persistent, even under adversity.

The employee must be able to develop and maintain cooperative working relationships, considering and responding appropriately to the needs, feelings, and capabilities of different people in different situations; and treating others with respect. The employee must value cultural diversity and other individual differences in the workforce.

MENTAL

The employee must have the ability to multi-task, adapt to changes in priorities, and complete tasks or projects with short notice. Employees must be able to concentrate in order to review and create documents and meet strict deadlines at times.

WORK ENVIRONMENT

While at their base of operation, employees will work in a climate-controlled office under artificial lighting. However due to periodic problems with the heating and air conditioning, the building temperature may fluctuate.

While in the field, employees are subject to ambient weather conditions that may be severe at times. Employees are expected to remain in a physical condition capable of withstanding these variable temperature and climatic conditions while conducting sometimes-strenuous work.

Ability to work on a keyboard; manual dexterity; sitting for long periods; develop and maintain cooperative relationships; ability to focus for long periods of time.

Employees may be required to sit for long periods of time using a keyboard and video display terminal. Must be able to organize and prioritize large volumes of varied documents. Employees may also be required to move large or cumbersome reports from one location to another.

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)

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
