

**POSITION DUTY STATEMENT**

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE Environmental Planner (Archeology)	OFFICE/BRANCH/SECTION D5 Environmental Stewardship Branch	
WORKING TITLE Environmental Planner	POSITION NUMBER	EFFECTIVE DATE

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:**

The Environmental Planner (Archeology) is the first working level of the of the series, initially intended as a training method for the development of knowledge and skills of environmental work; including, environmental planning, research, and analysis. Under the direction of the District 5, Environmental Stewardship Branch Chief and the Associate Environmental Planner (Archeology), the incumbent plans and carries out the details of the less responsible and less complex environmental studies, including, assisting in cultural resources technical analysis, document preparation, and oversight review for the Environmental Stewardship Branch.

The Environmental Planner (Archeology), assists in promoting partnering efforts with local agencies to deliver quality cultural resources technical documents and environmental planning documents, intended to meet the requirements of the local agencies, state, and federal entities.

**TYPICAL DUTIES:**

Percentage		Job Description
Essential (E)/Marginal (M) <sup>1</sup>		
50%	E	Assist in providing cultural resources technical review of Local Assistance projects within developed schedules, assist Branch Chief in providing early input on cultural resource issues in Local Agency project planning to ensure that the appropriate cultural resource technical document type, costs, and schedule have been incorporated in the planning process, participate in field reviews for Local Assistance projects, assist with consultation and coordination with the State Historic Preservation Officer and the Caltrans Cultural Studies Office to ensure the timely review and approval of all Local Assistance cultural resources technical reports and documents, and assist in providing guidance to Local Agencies to facilitate accelerated project delivery.
30%	E	Assist in providing cultural resources technical review of Maintenance and Maintenance Design (Minor B) projects within developed schedules, participate in field reviews for Maintenance and Maintenance Design (Minor B) projects, assist in aspects of consultation and coordination with the State Historic Preservation Officer and the Caltrans Cultural Studies Office to ensure timely review and approval of cultural resources technical documents.
10%	E	Assist in providing cultural resources oversight and technical review of Encroachment Permits within developed schedules, assist in providing guidance of Permit Applicant prepared cultural resources technical studies.
5%	E	Assist with cultural resources technical review of Intergovernmental Review, System Planning and Regional Planning documents.
5%	E	Administrative Responsibilities Associated with Environmental Planner (Archeology) for the District 5 Non-Capital Environmental Planning Branch: Assist in maintaining weekly OTR records, timely TEC forms, and draft project work plans, assist with accurate reporting of operating expenses, and accurate and timely response to HQ reporting requests.

<sup>1</sup>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**

The Environmental Planner (Archeology) does not directly supervise.

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## KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

The Environmental Planner (Archeology) possesses a general knowledge of principles and concepts of archaeology as applied in a planning setting, general principles and techniques of research and statistical analysis, communication skills for purposes of data gathering, techniques and methods of evaluation of environmental impacts, various types of public facilities and how they service the community, state and federal laws and regulations relating to the environment, state, local, and regional governmental organizations as they relate to environmental planning, and specific knowledge of archaeology trends in environmental, urban and regional planning.

The Environmental Planner (Archeology) possesses the ability to analyze environmental situations accurately, gather and analyze data, prepare written reports, work effectively with others as an interdisciplinary team member, conduct interviews for data gathering, and apply general techniques of insuring participation in the planning process.

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## RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The position is responsible for assisting with providing Cultural Resources technical information for consideration in the District 5 Environmental Stewardship program. Failure to prepare environmental documents, technical studies, and permit applications that are accurate and acceptable to Regulatory Agencies, could result in the delay in construction of Local Assistance, Maintenance, Minor B, Encroachment Permit, and Storm Damage projects.

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## PUBLIC AND INTERNAL CONTACTS

The Environmental Planner (Archeology) participates in both public and private meetings with members of the public, local planning agencies, District 5 staff, other Districts, Regional staff, and elected officials. The Environmental Planner (Archeology) assists the Environmental Branch Chief in negotiations with local agencies regarding environmental documents, while effectively communicating the Department's mission, visions, goals, and values.

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## PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

The incumbent is expected to keep current, in respect, to changes in environmental laws and procedures, dress appropriately for the tasks being completed, and is flexible in dealing with changing work environments. The incumbent may be required to work under stressful situations. He/she must be able to communicate appropriately and effectively to irate individuals both in the field and in the office environment. The incumbent is expected to use good judgment and tact, be logical, and use effective negotiating skills. The incumbent is expected to be prompt when reporting to work, and treat others with fairness, honesty, and respect.

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## WORK ENVIRONMENT

While performing the duties of this job, the employee will work in both an office environment with controlled temperatures and in the field. Field work may involve outings in inclement weather, traversing mountainous terrain, and working before or after normal office hours. Office work may require sitting for extended periods of time. Traveling is required and may include overnight stays.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate. A valid California Drivers License 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.)

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EMPLOYEE (Print)

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EMPLOYEE (Signature)

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DATE

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I have discussed the duties with, and provided a copy of this duty statement to the employee named above.

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SUPERVISOR (Print)

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SUPERVISOR (Signature)

DATE