

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE Environmental Planner (Generalist)	OFFICE/BRANCH/SECTION Central Region Environmental	
WORKING TITLE	POSITION NUMBER 906-156-4640-XXX	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:

Under the supervision of a Senior Environmental Planner, the Environmental Planner (Generalist) assists in the preparation and processing of environmental documents, document reviews and may assist in coordinating with outside agencies and the public. This position is part of a Regional setting so the Incumbent may be assigned projects located in any of the Central Region districts. Occasional travel and overnight stays will be required. A valid California driver's license is required.

TYPICAL DUTIES:

Percentage		Job Description
40%	E	Coordinates environmental documents and technical reports of environmental studies required to comply with state and federal laws and regulation. Prepares Categorical Exemptions/Exclusions and Notices of Preparation, Completion, and Determination to provide information to other agencies and the public of Caltrans decisions. Research and analyze Section 4(f) protected resources and prepare Section 4(f) evaluations to document the impacts of Caltrans projects on protected resources. Research and analyze project impacts to communities, farmland and land use, and prepare Community Impact Assessments to document the impacts of Caltrans projects.
40%	E	Prepares California Environmental Quality Act Initial Studies and sections of Environmental Impact Reports and National Environmental Policy Act Environmental Assessments or sections of Environmental Impact Statements to ensure that Caltrans highway projects comply with state and federal laws and regulations for such highway projects.
10%	E	Coordinate with interdisciplinary project teams and interpret environmental technical studies for other team members and the public, both in writing and in face-to-face discussions. Coordinates with other agencies and the public including attendance at meetings.
10%	M	Perform environmental scoping using a variety of methodologies, e.g., checklist, matrix, Gantt chart, Work Breakdown Structure, coordination with environmental specialists and project team members, and technical memos. Maintain project files, including physical files, electronic files, and database updates.

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

Knowledge of:

State and Federal laws and regulations relating to environment

State, local and regional governmental organizations as they relate to environmental planning

The social sciences, natural sciences or environmental design arts

Trends in Federal, State and local environmental assessment and mitigation reports, impact statements, and/or negative declarations

General principles and techniques of research and statistical analysis

Methods and techniques of evaluation of environmental impacts

Various types of public facilities and how they service the community

General principles and techniques of research and statistical analysis

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Methods and techniques of evaluation of environmental impacts
Various types of public facilities and how they service the community

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
Apply general techniques of insuring participation in the planning process
Coordinate environmental planning, research, and analysis of proposed projects
Make an assessment of an existing environment
Establish and maintain cooperative relationships within the District and the department, and with the public and outside agencies

Analytical Skill in:

Performing increasingly responsible and varied assignments under decreasing degrees of supervision
Understanding and applying those aspects of federal, state and local laws, regulations, policies, procedures and standards pertaining to the planning process
Interpreting maps, site and building plans and specifications, graphs and statistical data
Researching, analyzing, and summarizing planning data both manually and with basic computer programs
Preparing clear visual displays, such as maps, graphs, and illustrations
Making clear and persuasive presentations of ideas; preparing clear, concise and complete technical documents, reports, correspondence and other written materials

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The Environmental Planner (Generalist) independently makes decisions relative to the collection and analysis of data and report content. The incumbent makes recommendations regarding scope of study, level of detail, method of impact analysis, impact evaluation factors, mitigation plans, and the commitment of branch resources. Failure to identify issues early and bring these to the attention of the supervisor can result in project delay or cost increases. Errors may delay project clearances or require that work be redone.

Incumbent is responsible for his/her actions, decisions, quality of work, and proper use of State time, equipment and materials. Improper performance of duties and/or failure to adhere to established policies, procedures and guidelines could lead to adverse action and possible termination.

PUBLIC AND INTERNAL CONTACTS

The incumbent will work closely with other Environmental staff, Project Managers and engineering staff to ensure timely project delivery. As required, the Incumbent will work with headquarters and other functional units, as well as staff from local, state and federal agencies. Some contact with the public may be required. In these and all interactions, it is expected that the Incumbent will represent the department in a professional and cooperative manner.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

May be required to sit for long periods of time while using a computer. May be required to move large or cumbersome report and/or equipment. While performing field reviews, employee may be required to work on uneven terrain, lift, carry, bend, kneel and stoop. The workload is subject to frequent, substantial, and unexpected changes. Must be able to organize, prioritize, concentrate for long periods of time, formulate effective strategies, multi-task, adapt to changes in priorities, and complete complex tasks or projects with short notice. Must quickly grasp new information and comprehend technical policy and procedural documents.

WORK ENVIRONMENT

Work will be done in a climate-controlled office under artificial lighting. While in the field, the Incumbent may be exposed to a variety of hazardous and/or unpleasant field conditions, including wet, rainy, cold or hot weather. Hard hat, safety vest or approved safety shirt, and eye protection must be worn at all times in the field. Occasional overtime, travel, and overnight stays will 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

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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