STATE OF CALIFORNIA • DEPARTMENT OF TRANSPORTATION

POSITION DUTY STATEMENT

PM-0924 (REV 3/2006)

28-4-040

CLASSIFICATION TITLE Environmental Planner/Generalist	DISTRICT/DIVISION/OFFICE 03/North Region Environmental Planning	
WORKING TITLE Environmental Coordinator	POSITION NUMBER 928-801-4640	EFFECTIVE

As a valued member of the Caltrans team, you make it possible for the Department to improve 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 general supervision of a Senior Environmental Planner, working in a training capacity under lead guidance from an Associate Environmental Planner, you are the Environmental project manager/coordinator for multiple transportation projects and carry out the details of less complex studies. You assist in making recommendations to the project development team, including District management, for the appropriate courses of action in compliance with the California Environmental Quality Act (CEQA), the National Environmental Policy Act (NEPA) and a multitude of other state and federal laws.

TYPICAL DUTIES:

Percentage Essential (E)/Marginal (M)[1]	Job Description
30% (E)	Under lead guidance, oversee the timely completion of activities and products essential to the environmental approval phase. Initiate the work of environmental technical staff, including biologists, archaeologist, environmental engineers and other environmental planners, when appropriate, and request information from many sources outside of the environmental work unit, including design, hydraulics, transportation planning, stormwater, hazardous waste and traffic. Use the Standard Tracking Exchange Vehicle for Environmental (STEVE) database to report progress and the Project Focus database to identify resource needs.
30% (E)	With guidance, ensure that the department has complied with environmental laws as described in the Standard Environmental Reference (SER). Document contents must comply with CEQA, NEPA and other State and Federal acts and policies, and be

[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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approved by Caltrans Division of Environmental Analysis and the Federal Highway Administration. The primary author for environmental documentation prepared pursuant to CEQA, NEPA and Section 4 (f). NEPA and CEQA documentation includes the preparation of Initial Studies, Environmental Assessments, draft/final Environmental Impact Report/Statements, and Categorical Exemptions/Exclusions. Will receive direction from the Environmental Senior and utilize the SER to ensure that environmental documents are prepared to established standards.

15% (E) Represent environmental concerns in a multi-disciplinary team setting and effectively communicate project delivery issues. Advise team members including the Project Manager of issues, which affect delivery. Schedule formal and/or informal team meetings as needed. Meetings may also include project site visits to review potential project locations and features.

10% (E) Work with external parties. Participate in public hearings and workshops to inform the public of environmental issues on proposed transportation projects. Develop newspaper ads for public notices and interact with Public Information staff to assure timely notification of public meetings and document availability. Coordinate with external agencies and concerned individuals on project related issues.

5% (E) Prepare task orders as needed for environmental services to be performed by a consultant and provide oversight to the consultant's efforts.

5% (E) Reviews Design work for consistency with environmental documentation prepared projects. Design work to be reviewed includes Draft and Final Project Reports, Plans, Specifications, and Estimate packages.

5% (M) Develop newspaper ads for public notices and interact with Public Information staff to assure timely notification of public meetings and document availability.

SUPERVISION EXERCISED OVER OTHERS:

Environmental Planners do not directly supervise.

KNOWLEDGE, ABILITIES AND ANALYTICAL REQUIREMENTS:

Knowledge of: a broad range of state and federal environmental laws, regulations and policies as they relate to state and federal transportation projects; familiarity with internal and external internet websites for gathering required information; the Department's mission and goals.

Ability to: gather, compile, analyze, and interpret data; reason basically and creatively; develop formats to present and display data; use a variety of analytical techniques to propose solutions to or

provide information regarding environmental issues or problems; develop and evaluate alternatives; present ideas effectively orally and in writing; work effectively with others as an interdisciplinary team member; use a variety of mediums for effective and timely communication; establish and maintain cooperative working relationships with those contacted during the course of the work.

CONSEQUENCE OF ERROR/RESPONSIBILITY FOR DECISIONS:
Must make recommendations regarding significance of individual and cumulative impacts of proposed transportation projects on the social and natural environment. Errors in interpreting or presenting data and producing documents could result in additional work in project development and expensive delays in project delivery.

PUBLIC AND INTERNAL CONTACTS:

Routine contact with the public as a representative of the department at public meetings; daily interaction with other members of the department as a part of a multi-disciplinary team, both within and outside of the immediate work area; frequent contact with staff of local, regional, state and federal agencies.

PHYSICAL, MENTAL AND EMOTIONAL REQUIREMENTS:

This position requires working for long periods at a personal computer keyboard and video display monitor.

WORK ENVIRONMENT:

Base of operation is the Redding District Office; may routinely participate in field reviews of project sites, which requires ability to be exposed to a variety of climatic and geographical conditions. Employees may have to occasionally travel to offices and field locations throughout the North Region.

I have read, understand and can perform the duties listed above. If you believe you may require accommodation, please discuss this with the 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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