

POSITION DUTY STATEMENT

PM-0924 (REV 9/2013)

CLASSIFICATION TITLE Environmental Planner (Generalist)	OFFICE/BRANCH/SECTION Central Region Environmental	
WORKING TITLE	POSITION NUMBER 931-156-4640-XX	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 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.

TYPICAL DUTIES:

Percentage	Essential (E)/Marginal (M) ¹	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%	E	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:

General ecology or general principles behind planning for the conservation and preservation of natural resources

General principles and techniques of research and statistical analysis

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 environmental, urban and regional planning

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

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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

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) receives specific direction and work is checked and approved by others. The Environmental Planner (Generalist) has no authority to make commitments of resources or environmental approval decisions.

Lack of understanding of responsibilities could result in the delay of projects.

PUBLIC AND INTERNAL CONTACTS

The Environmental Planner (Generalist) has contacts with people in and out of government. These contacts are a result of assisting in consulting with outside experts; assisting in reacting to environmental complaints and information requests
Liaison with local, State, and Federal environmental monitoring and control agencies, and assisting in the coordination with other Caltrans employees contributing to environmental studies

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Employees may be required to sit for long periods of time using a keyboard and video display terminal
Employees may be required to move large or cumbersome reports from one location to another
Incumbent may also be exposed to a variety of hazardous and/or unpleasant field conditions, including wet, rainy, cold or hot weather
While performing field reviews employee may be required to walk on uneven terrain and may require bending, stooping and kneeling
Must have the ability to multi-task, adapt to changes in priorities and complete tasks or projects with short notice
Most of the jobs in the Division require interaction with many people, therefore it is important that employees work with others in a cooperative manner
Values cultural diversity and other individual differences in the workforce
May be subject to and have the ability to handle irate or intense public or other project team members in a calm manner

WORK ENVIRONMENT

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

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Incumbent may also be exposed to a variety of hazardous and/or unpleasant field conditions, including wet, rainy, cold or hot weather.

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