

D1-4-144

CALIFORNIA DEPARTMENT OF TRANSPORTATION
DUTY STATEMENT

CLASSIFICATION TITLE	DISTRICT/DIVISION/OFFICE	
Environmental Planner (Natural Sciences)	District 1 – Planning and Local Assistance	
WORKING TITLE	POSITION NUMBER	EFFECTIVE DATE
District Local Assistance Environmental Planner/ District Biologist	4635 901-800-4680-912	6/28/14

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 regularly, as scheduled and on time; working cooperatively with team members and others enables the Department to provide the highest level of service possible. Your creativity and productivity are encouraged. Your efforts to treat everyone fairly, honestly, and with respect are important to each member of the teams, as well as those we serve.

GENERAL STATEMENT: Under the direction of a Senior Transportation Engineer, Chief of the Office of Local Assistance, also serving as the District Local Assistance Engineer (DLAE); and the Senior Environmental Planner of District 1 Local Assistance, the employee will assist Caltrans and local government agencies in obtaining environmental compliance and approval to proceed with proposed transportation projects located within the four counties in District 1. Incumbent will help to gather, research, and analyze natural and environmental data for environmental technical studies. The incumbent will consider the impacts of transportation projects as mandated by Federal and State laws, regulations, policies and procedures.

TYPICAL DUTIES:

Percentage
Essential (E)/Marginal (M)¹

25%(E) Under guidance or direction of a lead, review and comment on environmental and technical reports prepared by Local Agencies. Coordinate with Caltrans technical specialists and route technical studies to the appropriate personnel. Technical reports include: Natural Environment Study (NES), Biological Assessment (BA) for endangered species consultation, Wetland Delineations and Alternatives Analysis for wetlands. Reports shall have a summary section for use by the environmental document author.

20%(E) Attend field reviews to provide support in quantifying the impacts of transportation projects on biological resources, including wetlands and other aquatic resources, fisheries and endangered flora and fauna and their habitats. Help provide guidance to Local Agencies, as well as Caltrans Maintenance and Advance Planning personnel, on required technical studies. Assist in providing oversight to consultants working on Local Agency projects. Assist with consultation and permit negotiations as needed. Maintain a professional working relationship with external partners.

20%(E) Under guidance or direction of a lead, assist in the analysis of project impacts on natural resources and in the design, development and recommendation of mitigation measures to protect and reduce impacts to natural resources. Negotiate project impact issues and permit requirements with State and Federal agencies including California Department of Fish & Wildlife, Regional Water Quality Control Board, US Fish & Wildlife Service,

National Marine Fisheries Service and US Environmental Protection Agency. Attend selected field reviews with local agencies as well as Caltrans Maintenance and Advance Planning staff.

20%(E) Assess the impacts of transportation projects on biological resources and assist in making recommendations for the appropriate environmental approvals and permits in compliance with the California Environmental Quality Act (CEQA), the National Environmental Policy Act (NEPA) and other state and federal laws. Enter project data into LP-2000 database and file projects both manually and in an electronic filing system used for tracking by Local Assistance.

10%(E) Help identify mitigation that is commensurate with project impacts by consulting with the project development team and the resource agency. Work closely with the Senior Environmental Planner, Local Assistance Engineers, Local Agency staff, as well as Advance Planning staff and Maintenance personnel. Also, work with local agencies and environmental organizations to secure environmental approvals in a timely manner.

5%(M) Maintain biological files and miscellaneous databases for district use. Assist other biology staff as needed.

SUPERVISION EXERCISED OVER OTHERS:

Environmental Planners do not directly supervise. They may assist other members of the branch in conducting field reviews and/or advise others regarding biological issues.

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. Must have the ability to understand the similarities and differences between State and Federal environmental laws, such as CEQA and NEPA, and how they relate to the review of the various types of environmental documents. Incumbent will need to be familiar with approved methodology for conducting wetland delineations and other field practices; and the Department's mission and goals. Must have a good working knowledge of desktop computer applications to create management reports. The employee must have a general knowledge of the Local Assistance Program, the federal-aid project development process, programming of the State Transportation Improvement Program (STIP) and statutes related to the funding of transportation capital improvements.

Ability to: Gather, compile, analyze, and interpret data; reason basically and creatively. Ability to use own initiative to take the appropriate action as dictated by schedule or receipt of information. Develop formats to present and display data by using a variety of analytical techniques to propose solutions to or provide information regarding environmental issues or problems. Must be able to evaluate alternatives; present ideas effectively orally and in writing. Ability to work effectively with others as an interdisciplinary team member; establish and maintain effective and cooperative working relationships with State, Federal, and local agencies, as well as other units within the department.

CONSEQUENCE OF ERROR/RESPONSIBILITY FOR DECISIONS:

Errors in researching and evaluating biological data on the various transportation alternatives for a proposed project could delay the preparation and approval of environmental documents, and increase preliminary design costs. Errors in evaluating wetlands and wildlife habitat could delay appropriate construction permits from other agencies. These delays or cost overruns can

jeopardize the success of a project. Failure to evaluate species of concern and other sensitive resources could adversely affect the long-term viability of those elements.

PUBLIC AND INTERNAL CONTACTS:

Occasional contact with the public as a representative of the department; 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 local agency and resource agency staff while gathering data and negotiating permit conditions and mitigation requirements. Maintaining open, cooperative relationships with others is critical for the success of this position.

WORK ENVIRONMENT:

While at their base of operation, employee will work in a climate-controlled office under artificial lighting. Employee may also be required to drive to field sites, work outdoors and may be exposed to a variety of climatic and geographical conditions, e.g., dirt, noise, uneven surfaces, and extreme heat or cold.

PHYSICAL, MENTAL AND EMOTIONAL REQUIREMENTS:

Reviewing reports may require sitting for prolonged periods of time. Field work will require standing and/or walking for prolonged periods of time in all kinds of weather. Mental requirements may include sustained mental activity needed for report analyses. Emotional requirements may include the ability to develop and maintain cooperative working relationships in an interdisciplinary setting, respond appropriately to difficult situations, recognize emotionally charged issues and problems and acknowledge the various responses.

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

Employee Name <i>(please print)</i>	Employee Signature	Date
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I have discussed and provided a copy of this duty statement to the employee named above.

Suzanne Theiss

Supervisor Name <i>(please print)</i>	Supervisor Signature	Date
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