STATE OF CALIFORNIA • DEPARTMENT OF TRANSPORTATION

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
Environmental Planner / Natural Sciences	D3/North Region Environmental Managment	
WORKING TITLE	POSITION NUMBER	EFFECTIVE DATE
Task Order Specialist	903-801-4635-xxx	

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 the Chief, Office of Environmental Support, a Senior Environmental Planner, and lead guidance from an Associate Environmental Planner (N/S), incumbent will 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.

TYPICAL DUTIES:

Percentage	Essential (E)/Marginal (M)[1]	Job Description
50%	E	Task Order Specialist is responsible to assist the project team with the project manager and other functional units to identify the need for a task order. Once a need for a task order is identified, assist in the develop of a clear: scope of work, identify deliverables, identify schedules, develop cost estimates. Work with Assistant Contract Manager to complete task order request form. Work in PRSM to make sure enough resources are available for the functional unit, consultant services unit, DPAC, and the consultant for the entire task order. Assist in the management of the task order by keeping copies of the task oder and amendments, keep copies of invoices, progress reports and important communications. Assist in tracking deliverables to insure they are delivered on time to meet Caltrans major milestones. Assist in assuring that the final task order product is in compliance with regulatory and professional standards. Assists in coordinating with contractors regarding any necessary changes during investigations to ensure goals of task order are met. Assists in reviews and approvals of draft and final reports prepared by contractors and ensures all terms of contract are met. Assists in the review of resumes and provide recommendations on personnel requests. Assists in review of consultant invoices to validate labor hours, completeness of expected work with the Contract Analyst for invoicing issues. Assist in tracking expenditures on the divisional report and provide the necessary update per task order to consultant services. Assist in providing input for consultant evaluation at task order close out. Assist in notifying Assistant Contract Manager of issues in a timely manner of substandard quality of deliverables, slipping schedules, project delays, etc.
20%		With guidance of the lead, prepare, review and process biological technical reports for incorporation into draft and final environmental documents, and into Preliminary Environmental Analysis Reports including Natural Environmental Study (NES), Biological Assessment (BA), Biological Evaluation (BE), Biological Memos, Mitigation and Monitoring Plans, Botanical Reports, and Wetland Delineation Reports. Attend project development team meetings. Assist in the preparation of schedules, and provide resource estimates (e.g., hours per task). Assist with biological document research and preparation, Encroachment Permit review, biological document peer review, NEPA/CEQA document review, and Alternatives Analysis for wetlands.
10%	E	Under the guidance of the lead, assist in field reviews of wetlands and other aquatic resources, fisheries and endangered flora and fauna and their habitats to quantify the impacts of transportation projects on biological resources. Work outdoors in all weather conditions and variable terrain. Use of Global Positioning Satellite (GPS) technology and ArcMap for mapping resources.

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10%	E	With guidance of the lead, prepare permit/certification/agreement (approvals) applications and obtain approvals from state and federal agencies. Assist in negotiating project impact issues and approval requirements with state and federal agencies including, but not limited to, California Department of Fish & Wildlife, Regional Water Quality Control Board, US Fish & Wildlife Service, National Marine Fisheries Service, and US Environmental Protection Agency.
5%	E	Assist in identifying mitigation that is commensurate with project impacts and develop mitigation monitoring plans for environmental documents and resource agency approvals (e.g., permits, certifications, and agreements) identifying long-term management of mitigation sites, including relinquishment to resource agencies. Coordinate with the project development team and the resource agency or agencies on the determination of commensurate mitigation required by locating suitable mitigation properties, working closely with Right of Way staff and real estate agents.
5%	M	Maintain an organized biological project file, upload biological reports and resource agency approvals to the Caltrans Environmental Division's database (STEVE Tool), and provide regular updates to the STEVE Tool database for district use.

[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.

SUPERVISION OR GUIDANCE EXERCISED OVER OTHERS

None.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Knowledge of state and federal environmental laws, regulations and policies as they relate to state and federal transportation projects; approved methodology for conducting wetland delineations and other field practices; 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; establish and maintain effective and cooperative working relationships with those contacted during the course of the work.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Failure to accurately investigate and report biological resources could result in project delays, additional costs and regulatory requirements, and loss of credibility with other agencies.

PUBLIC AND INTERNAL CONTACTS

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 resource agency staff. Occasional contact with the public as a representative of the department.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Incumbent may be required to sit for long periods of time using a keyboard and video display terminal. Ability to work outdoors in all weather conditions and variable terrain.

WORK ENVIRONMENT

Base of operation will be either Marysville, Redding or Eureka office. Frequent fieldwork in a variety of climatic and

geographical conditions is required. Incumbent 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 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