CALIFORNIA DEPARTMENT OF TRANSPORTATION
DUTY STATEMENT

CLASSIFICATION TITLE ENVIRONMENTAL PLANNER	**DISTRICT/DIVISION/OFFICE** 04/ENVIRONMENTAL	
WORKING TITLE ENVIRONMENTAL PLANNER (Natural Sciences)	**POSITION NUMBER** 904-138-4635	**EFFECTIVE DATE** April 13, 2012

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 and on time; 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 (Natural Sciences) assists in the preparation and processing of biological environmental documents. Duties include the field review of projects and the preparation of studies to the standards necessary for State and Federal endangered species approvals, streambed alteration permits, wetlands findings, and other regulations with biological information requirements. Must have a valid California Driver's License. Duties include but not limited to:

TYPICAL DUTIES:

Percentage Essential (E)/Marginal (M)[1]	Job Description
55% E	Assist in the research for and preparation of biological reports. Use computer skills to prepare components of biological reports and review such biological reports prepared by contractors. Assist in the evaluation of projects with respect to relevant biological laws and regulations for determining impacts to wetlands, endangered species, and other biological resources.
20% E	Assist in field surveys for special-status plant and animal species and assist in the preparation of mitigation planning and monitoring reports. Field surveys include, but are not limited to walking transects, trapping, collecting specimens, digging soil pits, and visually identifying plant and animal species.
20% E	Assist in the oversight and review of Caltrans and other agencies' activities or documents for biological impacts. Field reviews of proposed projects and preparation of scoping documents for planning purposes. Assist in the preparation of permit applications such as Streambed Alteration Agreements, Incidental Take permits, 404 permits, and Biological Assessments.
5% M	Maintain files in hardcopy and also organize and data enter information into environmental databases for information tracking.

SUPERVISION EXERCISED OVER OTHERS

This position will not have supervisory responsibility.

KNOWLEDGE, ABILITIES AND ANALYTICAL REQUIREMENTS

Knowledge of:

- Principles and concepts for natural science techniques and methodologies as applied in a planning setting
- General principles behind planning for the conservation and preservation of natural resources
- 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
- State and Federal laws and regulations relating to the environment
- State, local and regional governmental organizations as they relate to environmental planning,
- Either 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

Ability to:

- Adapt and apply formal natural sciences methods and principles to planning problems of an applied practical nature
- 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

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
- Instructing others in work procedures and providing specific project directions

CONSEQUENCE OF ERROR/RESPONSIBILITY FOR DECISIONS

The Environmental Planner (N/S) receives specific direction and work is checked and aproved by others. The Environmental Planner has no authority to make commitments of resources or environmental approval decisions. Errors in analyses could cause delays to permit approvals and could cause delays in construction.

PUBLIC AND INTERNAL CONTACTS

The Environmental Planner (NS) has contacts with people in and out of government. These contacts are a result of assisting in consulting with outside experts; assisting in responding 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. The Environmental Planner (NS) may represent the Department regarding environmental issues at public and agency meetings for projects and regarding specific subjects.

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 expected to lift and/or carry field equipment weighing up to 50 pounds.
- Employees may be required to move large or cumbersome reports from one location to another.
- Must have the ability to multi-task, adapt to changes in priorities and complete tasks or projects with short notice.
- Requires occasional bending, stooping and kneeling, walking, digging while performing field surveys. Field surveys may also take place over uneven terrain in a variety of weather conditions.
- Travel for external meetings or for field work might require driving or riding in a car for prolonged periods.
- 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.
- Mental requirements may include sustained mental activity needed for report writing and analyses.

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. 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

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I have read and understand the duties listed above and can perform them with/without reasonable accommodation. (If you believe you may require reasonable accommodation, please discuss this with the 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.)

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EMPLOYEE DATE

I have discussed the duties with and provided a copy of this duty statement to the employee named above.

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SUPERVISOR DATE