STATE OF CALIFORNIA • DEPARTMENT OF TRANSPORTATION

POSITION DUTY STATEMENT

PM-0924 (REV 9/2013)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
Environmental Planner (Natural Science)	Central Region Environmental	
WORKING TITLE	POSITION NUMBER	EFFECTIVE DATE
	906-156-4635-XXX	

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 (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.

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 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. Collect field data using Global Positioning System (GPS) equipment and utilizing this data to create biological resource maps using Geographical Information System (GIS) programs.
25%	E	Assist in field surveys and interviews for special-status plant and animal species and prepare mitigation planning and monitoring reports. Field surveys include, but are not limited to walking transects, trapping, collecting specimens, digging soil its, and visually identifying plant and animal species. Participate on multi-disciplinary project development teams.
15%	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 and Clean Water Act permits.
5%	M	Maintain files in hardcopy and also organize information using Filemaker Pro and also in a Mitigation Database.

[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:
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,
The social sciences, natural sciences or environmental design arts
Trends in environmental, urban and regional planning

ADA Notice For individuals with sensory disabilities, this document is available in alternate formats. For information, call (916) 654-6410, TTY 711, or write to Records and Forms Management, 1120 N Street, MS-89, Sacramento, CA 95814.

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

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The Environmental Planner (N/S) receives specific direction and work is checked and approved by others. The Environmental Planner (N/S) 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 (N/S) 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
The Environmental Planner (N/S) 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.

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, 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