

POSITION DUTY STATEMENT

PM-0924 (REV 9/2013)

CLASSIFICATION TITLE Environmental Planner (Natural Sciences)	OFFICE/BRANCH/SECTION 07/Division of Environmental Planning	
WORKING TITLE Environmental Planner (Mitigation Specialist)	POSITION NUMBER 07 170 4635	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 the Senior Environmental Planner, the Environmental Planner (Mitigation Specialist) participates as an interdisciplinary team member to identify, inventory, and analyze existing mitigation and biological measures in the transportation development process; identifies and analyzes impacts of transportation projects on environmental resources; develops and recommends mitigation measures to minimize identified impacts upon these resources; analyzes and fulfills required mitigation measures based on resource agency permits and environmental documents. This person acts as a staff expert in this field within the California Department of Transportation. As this position involves travel, a valid driver's license is highly desirable.

TYPICAL DUTIES:

Percentage		Job Description
Essential (E)/Marginal (M) ¹		
25%	E	Conducts field reviews and undertakes surveys to assess the impacts of Caltrans' projects on biological resources and obtain necessary environmental permits. Analyzes and fulfills mitigation measures as identified in resource agency permits and environmental documents.
25%	E	Monitors mitigation success during and after construction, and details findings in reports to resource agencies.
20%	E	Provides liaison with Headquarters biological experts, other agencies (e.g. California Dept. Fish and Wildlife U.S. Fish and Wildlife Service, etc.), organizations, universities, and consultants. Negotiates permits and conditions with resource agencies.
20%	M	Applies for grants and/or special studies to conduct and oversee wildlife corridor or other biological studies that have the potential to benefit Caltrans. Monitors and/or conducts awarded studies.
10%	M	Responsible for conducting office and field research to inventory, identify and analyze vegetation and wildlife resources within proposed project areas, including studies of threatened and endangered species and wetland habitats. Assists in the preparation of natural environment study reports and the development of mitigation plans as input to environmental documents.

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

This position does not supervise others. However, the incumbent may be a lead person in an environmental team.

KNOWLEDGE, ABILITIES AND ANALYTICAL REQUIREMENTS

Sound knowledge and understanding are required in the areas of:

- Basic computer use including Windows, MS Office and E-mail.
- Techniques and methods of evaluation of environmental impacts.
- Written and verbal communication skills necessary to collect and convey data and information, and to establish and maintain cooperative relationships with city, county and regional agencies. The ability to write clearly and to present a position orally.
- Professional expertise in inventorying biological systems including knowledge of plant identification keys, inventory strategies, population estimating techniques, mapping techniques, and data analysis.

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.

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- Incumbent should have field experience in inventorying/mapping California native vegetation.
 - Should be familiar with State and Federal laws relating to elements of the natural environment (e.g. wetlands and threatened/endangered species).
 - The knowledge of research methods, data collection and analytical techniques to solve environmental problems for environmental document preparation and processing,
 - The knowledge of environmental legislation, such as the California Environmental Quality Act and the National Environmental Policy Act,
 - The knowledge of principles of ecology and planning for conservation and preservation of natural resources, development of avoidance alternatives, mitigation techniques and strategies (ex. how land use decisions affect the environment),
 - The ability to travel to and work in the field or on construction sites which would require a valid driver's license.
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RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Inadequate performance on the part of staff in this portion of the environmental clearance effort can result in the following adverse effects:

Delay of the project: This could result when, following completion of the environmental studies, said studies in the field of biology are found inadequate by FHWA or the Resource Agencies. Such finding would necessitate whole or partial re-study, resulting in project delay. Further, any finding of sensitive biological resources during construction could result in increased biological monitoring during construction phase, as well as added conditions placed on the contractor. Additionally, inadequacy to fulfill required mitigation measures may delay project construction start and/or completion dates.

Loss of funds: Inadequate performance of this sensitive phase of the environmental studies could result in the withdrawal of Federal funding from the project.

Increase costs: Delays to the project have the adverse effect of increasing project costs due to inflation. Further, should the delay occur after the contract is let for the project, the costs of the idled work force must be added to inflationary costs.

Liability: Because the constraints of environmental and biological law are very specific, failure to adequately perform biological studies required by these laws leaves Caltrans open to legal action to force compliance. This type of action causes further delays and increased costs.

PUBLIC AND INTERNAL CONTACTS

Performs as staff-level liaison to discuss biological issues with State, Federal, and local agencies, particularly as they pertain to environmental clearance and/or permitting for construction. These agencies include (but are not limited to): California Department of Fish and Wildlife, California State Water Resources Control Board, U.S. Fish and Wildlife Service, U.S. Army Corps of Engineers, and National Marine Fisheries Service. Coordinates the work of consultants. These contacts will be verbal or written, as needed, to perform assignments.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

PHYSICAL

While at their base of operation, employees 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. Most employees will work in workstations within shared cubicles. Working hours will be set sometime between 6:00 a.m. and 6:00 p.m.

The employee will also be required to conduct site surveys on foot over terrain that is uneven and/or heavily vegetated.

The employee may be required to conduct strenuous hand excavation, carrying heavy buckets full of soil, material sifting while standing for prolonged periods in one spot, and transporting portable tools and equipment to isolated job sites.

Field work requires that appropriate, closed toed footwear be worn along with other appropriate attire.

While in the field, employees are subject to ambient weather conditions that may be severe at times. Employees are expected to remain in a physical condition capable of withstanding these variable temperature and climatic conditions while conducting sometimes strenuous work.

Overtime may be required, and vacations may be restricted, during peak times and fiscal year-end closing. Employees may be required to travel in state, but the travel it is not very frequent.

While we expect and promote internal transfers within the Division, for personal and professional development, we encourage staff to stay in their positions long enough to develop some expertise before transferring.

Employees may be required to focus and to sit for long periods of time using a keyboard and video display terminal. Must be able to organize and prioritize large volumes of varied documents. Employees may also be required to move large or cumbersome reports from one location to another.

EMOTIONAL

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Most of the jobs in the Division require interaction with many people. It is important that employees work with others in a cooperative manner. The employee must have the ability to handle irate public in a calm manner and to resolve emotionally charged issues reasonably and diplomatically. The employee must demonstrate a sense of responsibility and commitment to public service.

The employee must deal effectively with pressure, maintain focus, and intensity yet remain optimistic and persistent, even under adversity

The employee must be able to develop and maintain cooperative working relationships, considering and responding appropriately to the needs, feelings, and capabilities of different people in different situations; and treating others with respect. The employee must value cultural diversity and other individual differences in the workforce.

MENTAL

The employee must have the ability to multi-task, adapt to changes in priorities, and complete tasks or projects with short notice. Employees must be able to concentrate in order to review and create documents and meet strict deadlines at times

WORK ENVIRONMENT

While at their base of operation, employees 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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Ability to work on a keyboard; manual dexterity; sitting for long periods; develop and maintain cooperative relationships; ability to focus for long periods of time.

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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