

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE Environmental Planner (Natural Sciences)	OFFICE/BRANCH/SECTION Division of Environmental Analysis	
WORKING TITLE District Biologist	POSITION NUMBER 912-170-4635-XXX	EFFECTIVE DATE

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 Senior Environmental Planner, the Environmental Planner (Natural Sciences) performs environmental planning, analysis, and evaluation acting as a District Biologist. This is the entry-level classification in this series and exercises no supervision. Under supervision from the Senior Environmental and leadership from Associate Environmental Planners (Natural Sciences), plans and carries out the details of studies in the area of natural resources. This position is Rank and File.

TYPICAL DUTIES:

Percentage		Job Description
Essential (E)/Marginal (M) ¹		
30%	E	Write, edit, and review preliminary environmental estimates, natural science documents including natural environmental studies, permit applications, project specifications and biological assessments.
20%	E	Consults and coordinates with internal and external peers, regulatory agencies and other stakeholders in the assessment of project impacts on biological resources, development of environmental commitments, and timely delivery of project deliverables.
10%	E	Prepare and manage consultant task orders for biological surveys and studies.
10%	E	Conducts field reviews and undertakes surveys to assess the impacts of Caltrans' projects on biological resources including plants and animals.
10%	E	Prepare and oversee development of project mitigation measures and the development of mitigation plans and environmental commitments to ensure compliance with Federal, State, and local laws, regulations, codes, policies, and guidance.
10%	E	Communicating to internal and external stakeholders repercussions of project design on biological resources and final contracts. Attends public meetings.
5%	E	Prepare correspondence Letters, Memos, Power Point presentations for projects. Word processing, printing, compilation, and copying.
5%	M	Organizing and maintaining project files and administrative records pertinent to the project development and analysis process. Other duties as required.

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

None.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Knowledge: The Environmental Planner (Natural Sciences) must have a thorough knowledge of the principles and concepts of natural science techniques and methodologies as applied in a planning setting; and all of the requirements specified for an Environmental Planner. They must have an understanding of general ecology or principles behind planning for the conservation and preservation of natural resources, as well as general principles and techniques of surveying, research, and statistical analysis. They must possess the basic background skills for implementation of GIS/GPS techniques; methods and techniques of environmental impact analysis; Federal and State environmental laws,

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regulations, codes, policies, and guidance, and trends in environmental assessment and mitigation methods.

Abilities: The Environmental Planner (Natural Sciences) must have the ability to adapt and apply formal natural science methods and principles to planning problems of an applied practical nature; and all of the requirements specified for Environmental Planner. They must be able to analyze environmental situations accurately and develop cost-effective strategies for resolving problems. The ability to negotiate and maintain cooperative relationships with State and Federal resource agencies and to work effectively with others as an inter-disciplinary team member is of critical importance.

They must possess excellent oral and written communication skills and be skilled at the use of computer and software technologies to effectively and quickly communicate using these tools in order to function effectively.

Minimum Education and Experience: The Environmental Planner (Natural Sciences) must meet the minimum qualifications in education and experience as outlined in the California State Personnel Board job specifications for this classification.

Analytical Requirements: The Environmental Planner (Natural Sciences) must be able to analyze environmental situations swiftly and accurately with respect to generally accepted biological professional standards and applicable environmental laws, regulations and policies, and effectively communicate analytical issues and alternatives to professional biologists, planners, engineers, regulatory staff and the public.

Additional abilities and skills include but are not limited to: preparing for and/or attending public information meetings and public hearings, communicating and working with experts in the fields mentioned above, other agency personnel, representatives, consultants, and the public at large. The Environmental Planner (Natural Sciences) will also be required to attend meetings, take complete notes and prepare a record of meetings.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Consequences of poor performance or errors can result in the following adverse impacts:

Delay of project delivery: Controversies delay project delivery. Controversies develop when magnitude of impacts and nature, and/or appropriate mitigation measures are disputed. This position will provide entry level expertise to reduce the potential for, or the magnitude of disputes.

Increased costs/loss of funding: Delays to projects may have the effect of increasing project costs due to inflation and increased contractor claims. Delays during project delivery may result in the loss of project funding sources.

Litigation: Failure to comply with environmental laws renders the Department vulnerable to legal action and forced compliance. Litigation leads to increase project delivery time and project delays.

Loss of Credibility: Failure to produce necessary studies, follow generally and professionally accepted procedures, and maintain cooperative relationships leads to loss of credibility with regulatory agencies and partners, damaged relationships, increased review time, and project delays.

High Cost of Solutions: Poor judgment in the selection of mitigation measures may result in extraordinary costs.

PUBLIC AND INTERNAL CONTACTS

This position will require multiple contacts with a wide variety of interdisciplinary-trained staff and persons both within Caltrans and from Federal Agencies, State Agencies, Regional Agencies, Local Governments, Military Administrative personnel, citizen groups and individuals. Occasional contacts with other groups or persons not listed here may also occur or be required. These contacts may involve written or verbal communications.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Work for this position requires the physical ability to stand or sit for prolonged periods of time, normal or correctable vision and hearing, manual dexterity to bend, move, twist, stoop or reach, including typing ability. Occasional moving in the office environment of equipment or packages (up to 30 pounds) may also be required. Required to be able to sit for prolonged periods while using a computer to read, review, write, or audit documents, or attend or conduct trainings or meetings. Ability to drive is required.

Mental requirements include the ability for sustained concentration and related activities needed for report analysis and writing, researching and sorting data and information, data and report filing, long term memory capabilities, problem solving and logical reasoning. Also required is the ability to adapt to constantly changing job and project related requirements. Must have the ability to take and follow direction from supervisors. Must have the ability to develop and maintain cooperative working relationships; respond effectively and appropriately to difficult relationships and situations; recognize emotionally charged issues or problems and acknowledge the various responses without escalating tensions. Must be capable of translating and communicating between different disciplines such as engineering, transportation, planning, natural sciences, environmental planning, project management and other disciplines, and effectively comprehending and communicating to these diverse disciplines within the context of natural sciences and environmental planning. Must have the ability to balance multiple projects and assignments simultaneously as needed.

Employees must be able to move across uneven, wet, slippery, hilly, and broken ground in the field while carrying as

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much as 25 pounds of equipment, for at least 10 km per day during any season while conducting stream evaluations or other surveys. Must be capable of seeing and recognizing vegetation and animals, including miniscule plants. Must be capable of recognizing and avoiding natural and artificial dangers in or adjacent to the highway, in urban and rural settings and in active construction sites. Common safety requirements may include good hearing, good vision and the ability to focus on safety and fieldwork simultaneously. Common field dangers include but are not limited to traffic, people, plants, animals, uneven or slippery terrain, and inclement weather. Possession of a valid California drivers license is desirable.

Emotional requirements include: the ability to develop and maintain cooperative working relationships, ability to accept and act on verbal directions, ability to recognize emotionally charged issues in verbal and written communications, ability to respond and maintain composure while dealing with difficult or emotional situations, maintain a positive attitude while working with others to solve problems.

WORK ENVIRONMENT

The work environment is normally conducted between the hours of 7:00 AM and 5:00 PM in a professional office atmosphere with fluorescent and/or incandescent lighting. Office temperatures are normally controlled heating and/or air conditioning set to accommodate the comfort level of the majority of the workers except when energy conservation measures may be required. Employee also will be required to travel and work out doors and may be exposed to winds, dirt, noise, uneven surfaces, and/or extreme heat or cold. Employee will be required to work in all climates (seasons) in varying California regions, primarily in Orange County. During the summer months, the temperature could exceed 100 degrees Fahrenheit and as low as 40 degrees Fahrenheit on winter days. The work area includes urban and rural areas within Orange county, although work in other California counties may be required. Although most of the fieldwork would occur during spring and summer, the work is considered year round. Employee will be expected to work out of the District climate-controlled office under artificial lighting. Public hearings, meetings, and trainings in board or conference room atmospheres may involve working and travel before or after hours to attend these meetings and setup or take down displays and equipment. Travel may include use of state owned, rented or privately owned vehicles, and travel on commercial bus, rail or airlines. Occasional training or work related assignments may be offered or required which could require travel to the training or work site (location) and staying over night for limited periods of time (normally 1 to 4 working days but no more than 5 consecutive working days at any one time).

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