

POSITION DUTY STATEMENT

PM-0924 (REV 9/2013)

CLASSIFICATION TITLE Environmental Planner (Natural Sciences)	OFFICE/BRANCH/SECTION 10/Maintenance and Operations/MPS
WORKING TITLE Biologist	POSITION NUMBER
	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 a Senior Environmental Planner, the incumbent field reviews projects, prepares, and reviews natural environment study reports to insure compliance with Federal and State laws and regulations to support District responsibilities including Local Assistance, field and office Maintenance and Encroachment Permits. The incumbent may assist in providing oversight to consultants preparing these reports and may manage consultant contracts for natural environment studies.

TYPICAL DUTIES:

Percentage	Essential (E)/Marginal (M) ¹	Job Description
35%	E	Assist in conducting background biological research, and field surveys in mountainous terrain and inclement weather conditions. Assist in assessing impacts to biological resources from proposed projects and prepares clear and concise written reports to document survey findings for a variety of maintenance and minor projects. Assist in reviewing encroachment permit applications to ensure biological compliance.
35%	E	Assist in the review of biological reports and provide oversight to consultants working on Local Agency projects. Attend field reviews and assist in providing guidance to Local Agencies on required biological studies. Assist in providing guidance on biological issues for various planning projects.
20%	E	Assist in coordinating with resource agencies to determine potential for listed species within the project area, negotiate appropriate mitigation and monitoring requirements. Work with cities, counties, local governments and environmental organizations to secure environmental approvals in a timely manner.
5%	M	Maintain the biological files and associated databases for District use.
5%	M	Develop and present training on natural resource issues to Local Agencies and District staff.

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

The Environmental Planner (Natural Sciences) is required to have knowledge of environmental laws, regulations, and processes relating to biological issues. Understand the similarities and differences of CEQA, NEPA and other pertinent environmental laws and regulations as they pertain to natural resource issues. The ability to compile and analyze biological information; plan and conduct field surveys for biological resources; evaluate the potential for significant impacts to listed species or their habitat and look for creative solutions to decrease impacts and prepare clear concise written reports. The incumbent must also have the ability to establish and maintain cooperative and amicable relationships with state, federal, local agencies and the public, as well as other individuals within the department. The

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incumbent must have the ability to clearly and effectively communicate both orally and in writing. The incumbent must be able to analyze and interpret data from scientific reports and field surveys to formulate logical conclusions. Good reasoning and negotiation skills are invaluable in this position.

The incumbent must keep current with the latest changes in environmental laws, regulations, procedures and compliance requirements as it relates to the biological environment.

The incumbent must have the ability to drive a motor vehicle safely or be able to coordinate transportation needs with those that do.

Ability to use a computer and associated software (Word, Excel, Filemaker, Lotus Notes, Access CNDDDB).

The incumbent must act in a courteous and professional manner and represent the Department in a positive light.

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 (Natural Sciences) has numerous contacts with individuals within the Department and other governmental and local agencies. These contacts are developed during consultation with outside experts and when providing guidance to city and county engineering and planning agencies regarding biological resource compliance, and when acting as a liaison between the county, state and federal environmental monitoring and control agencies.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

The incumbent is expected to dress appropriately for the tasks being completed, and be flexible in dealing with changing work environments. The latter would include working outside in inclement/fair weather, traversing mountainous/uneven terrain, working before or after normal office hours, and sitting in an office for extended periods of time using a keyboard and/or video display terminal.

The incumbent may be required to work under stressful situations, and be able to respond appropriately to irate individuals both in the field and in the office settings. The incumbent is expected to use good judgment and tact, be professional, logical and use effective negotiating skills. The incumbent is expected to be prompt when reporting to work, and treat others with fairness, honesty, and respect.

WORK ENVIRONMENT

Employee will be required to work in both the field and the office setting. In the office the employee will work in a climate controlled area under artificial light. While in the field, terrain will vary from flat to mountainous and weather conditions will vary daily.

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.)