STATE OF CALIFORNIA • DEPARTMENT OF TRANSPORTATION

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
Environmental Planner/Generalist	03/North Region Environmental Planning	
WORKING TITLE	POSITION NUMBER	EFFECTIVE DATE
Environmental Coordinator	903-801-4640	

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 a Senior Environmental Planner, incumbent working in a training capacity assist as Environmental project coordinator for multiple transportation projects and carry out the details of less complex studies. Incumbent assist in making recommendations to the project development team, including District management, for the appropriate courses of action in compliance with the California Environmental Quality Act (CEQA), the National Environmental Policy Act (NEPA) and a multitude of other state and federal laws.

TYPICAL DUTIES:

Percentage	Essential (E)/Marginal (M)[1]	Job Description
30%	E	Under the guidance of the lead, ensures the timely completion of activities and products essential to the environmental approval phase. Coordinate the work of environmental technical staff, including biologists, archaeologist, environmental engineers and other environmental planners. Request information from many sources outside of the Environmental division unit, including, but not limited to, design, hydraulics, transportation planning, stormwater, hazardous waste and traffic. Use Standard Tracking Exchange Vehicle for Environmental (STEVE) database and Workplan Status databases to monitor environmental project information, report progress and identify resource needs.
30%	E	With guidance of the lead, ensure that the department has complied with environmental laws as described in the Standard Environmental Reference (SER). Assist in the review of Environmental compliance document contents for compliance with CEQA, NEPA and other State and Federal acts and policies. Assist in the preparation of environmental documentation pursuant to CEQA, NEPA and Section 4(f) (e.g., Initial Studies, Environmental Assessments, draft/final Environmental Impact Report/Statements, and Categorical Exemptions/Exclusions). Under the direction from the Environmental Senior and utilizing the SER, ensures that environmental documents are prepared to established standards. Maintain project files per Caltrans policies and as outlined under NEPA assignment. Assist in obtaining approvals from resource agencies (e.g., Coastal Development Permit).
20%	E	Assist in representing environmental concerns in a multi-disciplinary team setting and effectively communicate project delivery issues. Inform team members including the Project Manager of issues, which affect project delivery. Schedule formal and/or informal team meetings as needed. Meetings may also include project site visits to review potential project locations and features.
5%	E	Participate in public hearings and workshops to inform the public of environmental issues on proposed transportation projects. Develop newspaper ads for public notices and interact with Public Information staff to assure timely notification of public meetings and document availability. Coordinate with cities, counties, agencies and the public on project related concerns.
5%	E	Prepare task orders as needed for environmental services to be performed by a consultant and provide oversight to the consultant's efforts.
5%	E	Reviews design work (e.g., engineering plans) to ensure consistency with the environmental compliance documentation. Design work to be reviewed includes Draft and Final Project Reports, Plans, Specifications, and Estimate packages.
5%	M	Assist with the preparation of environmental compliance documentation and technical studies (e.g., Community Impact Assessments and Section 4(f) evaluations).

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[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 state and federal environmental laws, regulations and policies as they relate to state and federal transportation projects; familiarity with internal and external internet websites for gathering required information; the Department's mission and goals.

Ability to: gather, compile, analyze, and interpret data; reason basically and creatively; develop formats to present and display data; use a variety of analytical techniques to propose solutions to or provide information regarding environmental issues or problems; develop and evaluate alternatives; present ideas effectively orally and in writing; work effectively with others as an interdisciplinary team member; use a variety of mediums for effective and timely communication; establish and maintain cooperative working relationships with those contacted during the course of the work.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Incumbent provides recommendations regarding significance of individual and cumulative impacts of proposed transportation projects on the social and natural environment. Errors in interpreting or presenting data and producing documents could result in additional work in project development and expensive delays in project delivery.

PUBLIC AND INTERNAL CONTACTS

Routine contact with the public as a representative of the department at public meetings; daily interaction with other members of the department as a part of a multi-disciplinary team, both within and outside of the immediate work area; frequent contact with staff of local, regional, state and federal agencies.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

This position requires working for long periods at a personal computer keyboard and video display monitor.

WORK ENVIRONMENT

Base of operation is the Marysville District Office; may routinely participate in field reviews of project sites, which requires ability to be exposed to a variety of climatic and geographical conditions. Employees may have to occasionally travel to offices and field locations throughout the North Region.

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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