STATE OF CALIFORNIA • DEPARTMENT OF TRANSPORTATION

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
Environmental Planner	03/Environmental Planning/Env. Engineering	
WORKING TITLE	POSITION NUMBER	EFFECTIVE DATE
Air Quality and Noise Planner	903-801-4640-xxx	

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 Transportation Engineer, the incumbent in a learning capacity serves as an air quality and noise planner for multiple transportation projects in the North Region (District 1, 2, &3). Incumbent assist in reviewing projects for air quality and noise impact considerations, prepares memos and performs less complex studies related to air and noise. Assist in coordinating projects with Federal, State, and local agencies. Incumbent in learning capacity provides recommendations to the project development team for appropriate actions to comply with the Federal Clean Air Act, the California Environmental Quality Act (CEQA), the National Environmental Policy Act (NEPA), local air quality rules and regulations, and Caltrans policies and procedures.

TYPICAL DUTIES:

Percentage	Essential (E)/Marginal (M)[1]	Job Description
40%	E	Under the guidance of the lead, ensures timely completion of activities and products essential during the environmental analysis phase of a project. Assists to determine air quality and noise rules and regulations affecting projects, perform less complex air quality and noise analysis, assists in preparing Noise Impact Reports and Air Quality Assessment Reports. Prepare write-ups to be included in CEQA and NEPA documents related to air and noise. Use the Standard Tracking and Exchange Vehicle for Environmental (STEVE) database and Workplan Status databases to manage environmental project information, report progress and identify resource needs. Perform less complex technical studies for air quality and noise impacts related to transportation projects.
40%	E	Assists in coordinating projects with other agencies including Regional Air Quality Boards, local agencies, and Regional Planning Agencies. Participate in public hearings and workshops to inform the public of air quality and noise issues related to proposed transportation projects. Under the guidance of the lead, coordinate with cities, counties, agencies and the public on project related concerns.
5%	E	Participate in public hearings and workshops to inform the public of environmental issues on proposed transportation projects. 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%	M	Assist in reviewing 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 training and development of other staff as needed.

[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.

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KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Knowledge of: a broad range 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 assists with 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

Incumbent may be required to sit for long periods of time using a keyboard and video display terminal and traverse difficult terrain.

WORK ENVIRONMENT

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

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)

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SUPERVISOR (Signature)	DATE