STATE OF CALIFORNIA • DEPARTMENT OF TRANSPORTATION

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
Environmental Planner	District 11/Environmental/Environmental Analysis Branch B	
WORKING TITLE	POSITION NUMBER	EFFECTIVE DATE
Environmental Planner	911-170-4640-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 Environmental Planner, the Environmental Analysis Branch Chief, the incumbent does the less complex environmental work in connection with environmental planning, research and analysis. The incumbent assists in coordinating and compiling environmental studies conducted by specialists, preparing and presenting environmental documents to Caltrans personnel, management, and headquarters, to local, State and Federal agencies, and to the public.This is the recruiting, developmental, and first working level in the Environmental Planner Series.

After two years in this assignment, the incumbent may be rotated to another position within the same classification within the District.

TYPICAL DUTIES:

Percentage	Essential (E)/Marginal (M)[1]	Job Description
35%	E	Assists in coordinating with appropriate State, Federal, Local agencies; citizen conservation groups; and the academic community concerning assessment of the existing setting, project impacts, and appropriate mitigations. Assists in coordinating with those groups to meet, present and confer regarding environmental issues. Assists in determining necessary procedures to follow under State and Federal regulations on various projects. Keeps current with changes in laws and regulations.
35%	E	As a member of an interdisciplinary team, assists in coordinating analysis of other team members regarding project impacts on natural resources. Assists in developing alternative practical measures to mitigate impacts of transportation projects. Assists in Reviewing technical reports in order to analyze the social, economic and natural impacts, where specialty skills of Archaeology, Architectural History, Socioeconomic, or Natural Science are not required. Assists in reviewing, commenting and incorporating studies in environmental documents for conformance with Local, State and Federal laws in addition to writing reports regarding the full range of environmental impacts, including natural, cultural, socio-economic, archaeological, storm water, visual, sound, hazardous waste and water quality impacts, issues and mitigations. Performs duties required to write and prepare environmental clearance documents. Assists in preparing interim and final reports.
15%	E	Assists in determining scope of work, providing environmental consultant oversight for locally funded projects, local assistance projects, Environmental Enhancement Mitigation (EEM) grants and other projects as needed. Assists in performing on-site investigations in the field.
10%	M	Participates in training related to the National Environmental Protection Act (NEPA), California Environmental Quality Act (CEQA), Section 4(f) of the Department of Transportation Act, Environmental Analysis and Environmental Document Review. Assists in the development of short environmental analysis courses and assists in delivering them to District 11's staff from other Divisions in order to educate them about the Environmental Analysis process and its relevance to project delivery.
5%	M	Prepares minutes of meetings. Compiles reports and documents, files documents in accordance to NEPA delegation policy and procedure, archives files.

[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.

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SUPERVISION OR GUIDANCE EXERCISED OVER OTHERS

May receive functional lead direction from an Associate Environmental Planner.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Knowledge of general principles behind planning for the conservation of natural resources; general principles and techniques of research including communication skills needed for data gathering; principles of technical writing. General knowledge of environmental laws. Knowledge of computer applications including but not limited to the Internet, E-Mail, Microsoft Word, Access and Excel. Knowledge required to effectively perform the duties described above. Ability to communicate effectively verbally and in writing; write memoranda, letters and lengthy reports which synthesize data and information obtained from research; plan and organize work; make public presentations; work with and gain the respect of interdisciplinary groups; proven ability to utilize computer applications to prepare written reports which include graphs, charts and graphics. Acquire and keep current a driver's license, drive a car safely to and from work sites. Incumbent must have the ability to devote lengthy periods of time to reading printed material and material presented on a computer screen and have the ability to interpret details on maps and photographs. Incumbent must have the ability to tolerate the stress, and productively manage conflict and confrontation. The incumbent will perform a wide range of general environmental planning duties. The candidate must have a sound comprehension of basic planning methods and the ability to analyze and synthesize data from a variety of disciplines.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The incumbent will provide appropriate project information to assist management in making prudent project decisions. The input is used to comply with several State and Federal statutes, and the consequences of inadequate judgment could result in extensive project delays and costs. In addition, poor judgment can lead to increased environmental impacts and lessen Caltrans' ability to demonstrate respect for the Environment. Errors in judgment can cause increase in costs to the State and result in project failure. Because of the many required contacts described below, the planner's actions must reflect a sensitive and professional attitude in order to maintain an appropriate State image.

PUBLIC AND INTERNAL CONTACTS

Frequent internal contacts will be required with environmental and transportation planners, engineers, graphic artists, right of way agents, and contract consultants. Public contacts will include: universities, libraries, museums, citizens, business owners/operators, Local, State and Federal agencies. The planner will be expected to maintain an understanding of a wide range of studies by others in the region.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

This position can require the use of a helmet, vest, heavy-duty work clothes and/or safety boots. The incumbent must be able to traverse uneven terrain(s), including slopes. Must be able to work in all types of weather. Incumbent must be able to perform duties described in this document in a safe manner and does not engender potential danger to him/herself or others. Incumbent must be able to work in an office environment which requires devoting lengthy periods of time reading printed documents and materials presented on a computer screen as well as discerning details on maps and photographs. This is a high-pressure environment, and the incumbent must have the ability to tolerate stress, and productively manage conflict and confrontation.

WORK ENVIRONMENT

Work is accomplished in a variety of settings: such as an office setting with artificial light and temperature control, out-of-doors in remote areas, along the travel way of highways, wetlands, in heavy construction zones, on bridge caps and piles, mountain tops and on the property of private citizens. Work must be performed on a variety of terrain(s) including but not limited to slopes. Incumbent will work in all weather conditions, including the deserts in the Summer and the mountains in the Winter.

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)

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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