

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
Senior Environmental Planner	Office of Environmental Analysis	
WORKING TITLE	POSITION NUMBER	EFFECTIVE DATE
Senior Environmental Planner	904-131-4711	12/24/15

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: (PROVIDE A BRIEF SUMMARY OF THE MAIN PURPOSE AND FUNCTIONS OF THE POSTION. DESCRIBE THE SUPERVISORY RELATIONSHIPS INCLUDING THE CLASSIFICATION OF THE SUPERVISOR OR MANAGER TO WHOM THE INCUMBENT REPORTS WHEN APPROPRIATE IDENTIFY THE NEED FOR ANY CREDENTIAL OR LICENSE SUCH AS A DRIVER'S LICENSE.)

Under direction of the Office Chief of the Office of Environmental Analysis, a supervising Environmental Planner and district Functional manager, the Senior Environmental Planner is responsible for the coordination, preparation, review, and recommendation for approval of environmental documents on various transportation projects. The Senior Environmental Planner assigns and supervises the work of staff and assists the Office Chief in the consistent and uniform application of environmental policies, standards, procedures, and guidelines as well as compliance with federal and state environmental laws and regulations. The Senior Environmental Planner should also be familiar with the deliverables and practices of the Project Management process. The Senior Environmental Planner must carry out the Department’s NEPA Assignment responsibilities and be familiar with the requirements of the corresponding Quality Control Program.

TYPICAL DUTIES:

Percentages
Essential (E)/ Marginal (M)¹ Job Description

35% (E) 35% (E) Coordinates environmental activities with other project development activities as part of a team effort to ensure timely project delivery. Plans, organizes, directs, trains and supervises the work of a multi-disciplinary staff conducting comprehensive environmental studies of the impacts of transportation projects. Areas of study include, but are not limited to, Quantity, Noise, Air, Hazardous Waste, Biological Resources, Water Quality, and Traffic. The incumbent may also be responsible for the development of the above studies. The senior also estimates resources for projects in the upcoming fiscal years, and creates schedules for environmental compliance that are on the baseline contract and contract for delivery.

25% (E) Directs the preparation of, and reviews and recommends for approval, environmental reports and documents pursuant to federal, state laws and regulations, and Department policies, standards and guidelines. Coordinates environmental and activities with partner agencies and local jurisdictions. Provides comments and consistency checks on Project Initiation Documents (PIDs), Project Reports, and Plans, Specification & Estimate (PS&E) documents on behalf of the Environmental Analysis Office. This position completes oversight of both in house and consultant oversight work.

ADA Notice: For individuals with sensory disabilities, please contact the Department of Transportation at (916) 654-6448 or TDD (916) 654-3880 or write Records and Forms Management, 1120 N Street, MS-89, Sacramento, CA 95814.

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

- 25% (E) Directs the preparation of, and reviews and recommends for approval, environmental reports and documents pursuant to federal, state laws and regulations, and Departmental policies, standards and guidelines. Coordinates environmental tasks and activities with partner agencies and local jurisdictions. Provides comments and consistency checks on Project Initiation Documents (PIDs), Project Reports, and Plans, Specification & Estimate (PS& E) documents on behalf of the Environmental Analysis Office. This position completes oversight of both in house and consultant oversight work.
- 25% (E) Acts as an in-house consultant analyzing environmental situations and providing guidance to subordinates and expert advise to management to the most difficult and complex situations critical to the department's mission.
- 15% (M) Participates as a member of value analysis and risk management teams and makes presentations at public meetings. Consults with local partners and environmental resource agencies. Participates in the documentation of environmental mitigation measures. Provide guidance on the NEPA Assignment Program.

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

The Senior Environmental Planner will supervise a branch comprised of Environmental Planners/ Associate Environmental planners, as well as other support staff.

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

KNOWLEDGE, ABILITIES AND ANALYTICAL REQUIREMENTS

Knowledge of multimodal forms of transportation and their environmental impacts: methods of research & technical analysis. Knowledge of environmental federal and state laws and regulations, as well as the Department's policies, standards, guidelines relevant to Project Delivery and environmental protection. Knowledge of Caltrans Directives and Policies, as well as Caltrans supervisor's handbook. The candidate should also have excellent negotiation and collaboration skills.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The decision-making of the Senior Environmental Planner is vital to the timely completion of environmental documents and the project delivery process. Judgment is critical to monitoring progress and making course corrections or requesting additional resources when necessary.

PUBLIC AND INTERNAL CONTACTS

The Senior Environmental Planner has frequent public and internal contacts. The Senior Environmental Planner represents the Department on technical advisory committees and at local partnership activities. The incumbent participates as a member of the project development team and interacts with multi-disciplinary staff from other offices. The Senior Environmental Planner represents the Department at public meetings, and is the first level manager responsible to handle issues elevated by our partners.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Report writing may require sitting for prolonged periods. The Senior Environmental Planner may be required to attend field visits or travel throughout the District to public meetings or interagency meetings. Mental requirements may include sustained mental activity and analysis needed for document writing. Emotional requirements may include the ability to prioritize and deliver work products, develop and maintain cooperative working relationships, recognize emotionally charged issues and respond appropriately to difficult situations.

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

WORK ENVIRONMENT

The Senior Environmental Planner may occasionally be exposed to extreme weather conditions during field reviews, but will work primarily in the climate-controlled office. Needs to be familiar with appropriate ergonomic actions to prevent personal and staff injury.

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
