

**POSITION DUTY STATEMENT**

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE Senior Environmental Planner	OFFICE/BRANCH/SECTION 43-Environmental Analysis/EMO	
WORKING TITLE	POSITION NUMBER 913-140-4713-012	EFFECTIVE DATE November 30, 2015

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 general direction of the Chief, Environmental Management Office, a Supervising Environmental Planner, the incumbent serves as the Lead for the development and maintenance of the Department's Standard Environmental Reference (SER). The incumbent is responsible for developing and updating statewide required environmental forms and templates, environmental document annotated outlines, and other areas of the SER, particularly Volumes 1 and 4. This position requires the development of the Department's statewide procedures and instructions related to environmental requirements for project planning, programming, and delivery with a focus on National Environmental Policy Act (NEPA), California Environmental Quality Act (CEQA), and sustainable transportation. In this capacity, the incumbent researches national trends and cutting-edge practices in environmental planning and writes memos, guidance, reports, including new and modified and chapters in SER. The incumbent works in close coordination with other Headquarters' offices and divisions and when appropriate with the Districts/Regions and Federal Highway Administration (FHWA) to assist in resolving the most difficult and complex environmental issues for transportation activities. This position requires a broad environmental planning background including varied experience in and knowledge of transportation characteristics, issues and planning concepts, and the Department's major activities. The incumbent participates on work teams and contract management, as assigned.

**TYPICAL DUTIES:**

Percentage Essential (E)/Marginal (M) <sup>1</sup>	Job Description
40% E	Independently, or in coordination with personnel from Environmental and other divisions and based on analysis of legislation, develops and writes policy and guidance: reviews, writes and/or updates chapters for the Standard Environmental Reference (SER), and updates statewide environmental forms and templates, including the environmental document annotated outlines. Extensive knowledge of NEPA, CEQA, and other environmental compliance requirements and practices, broad experience applying environmental compliance requirements, and the ability to research evolving information is imperative.
30% E	Gathers, analyzes, and develops project-level policy and procedures related to sustainability. Maintains a working knowledge of the most current research, regulations, and approaches for addressing sustainability in CEQA and NEPA environmental documentation and for writing new or updated policies, procedures and other guidance related to sustainable transportation practices. Extensive knowledge of environmental compliance requirements and practices and the ability to research new information. Review and analyze proposed legislation for matters of interest to the Department and the Division. Manage A&E contracts or task orders.
20% E	Independently, or as part of a team, completes special assignments as requested by the Office Chief or Division Chief. These are wide-ranging assignments, (e.g., gathering and analyzing project data for responses to legislative, judicial, public inquiries, or drafting policy memos) which frequently require fast review and resolution and involve high profile/complex issues where knowledge, thoroughness, and accuracy are critical.
10% E	Serves as the leader or member of teams and/or workgroups established to review, evaluate, and revise Departmental and Division processes, procedures, and practices relative to Project Delivery. Represents the Division of Environmental Analysis (DEA) on teams/workgroups established by other units and/or be called upon to establish a DEA team/workgroup to resolve conflicts and/or establish new policies and procedures. In all cases, strong interpersonal and leadership skills, as well as authoritative knowledge of environmental compliance and practices are essential.

<sup>1</sup>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

This position does not directly supervise others but may act in a lead capacity over consultants and Research/Student Assistants.

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### KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

**Knowledge:** An in-depth knowledge of Caltrans' major activity areas and organization, Departmental policies and financial constraints and specific knowledge of planning, project development procedures, project design, construction and maintenance. Requires thorough knowledge of transportation characteristics, issues, and planning concepts as well as federal and state environmental laws, regulations, Executive Orders, and procedures regarding the extent of environmental documentation required and to assure that appropriate measures are taken to avoid or minimize and/or mitigate environmental impacts. Must have extensive knowledge of NEPA, CEQA, and other state and federal environmental compliance requirements and practices. Must have a thorough working knowledge of organizational relationships both within and outside the Department that pertain to planning, design, construction, operation, and maintenance of transportation facilities.

**Abilities:** Based on broad environmental planning experience and expertise, the incumbent must be able to reason logically and creatively using a wide variety of analytical and problem-solving techniques to resolve or provide information regarding complex environmental management related issues. Must be able to take action independently and organize work priorities. Must be able to establish and maintain cooperative relationships, dealing with tact and persuasion with District and Headquarters' counterparts; and be able to communicate effectively both orally and in writing. The ability to research new information is imperative. Strong interpersonal and leadership skills are essential. Must have the ability to effectively use personal computers and the internet to conduct research, write memos, letters, procedures, guidance and develop graphs, charts or other illustrative materials.

Must have responsible and recent experience in the state and federal environmental project development process area, preferably writing or coordinating environmental documentation with outside resource agencies and Caltrans Project Delivery staff, or equivalent line or staff environmental experience emphasizing interdisciplinary, coordination, and/or review responsibilities.

**Analytic Abilities:** The work and responsibilities assigned to this position require the ability to assimilate environmental, technical and procedural input from various sources, including the districts, to evaluate that input, develop alternative courses of action and to make objective recommendations on all critical issues affecting the planning, project delivery, maintenance and applied studies related to transportation systems. The incumbent must be able to listen to and understand customer intent, effectively balance intent against appropriate constraints and guidance, provide written and verbal assistance. Must reason logically and creatively using a variety of analytical and problem-solving techniques. May be required to create or interpret spreadsheets, use databases and/or Geographic Information System (GIS) applications, and create presentations.

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### RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

This position is responsible for independent action and initiative in carrying out the assigned duties. As a technical expert, the incumbent is expected to develop policy on environmental issues, performance measures, and documentation for transportation proposals and activities. Failure to carry out these responsibilities could result in:

- additional effort to provide measures to avoid or minimize environmental impacts
  - extensive delays to projects or activities
  - litigation that could delay and/or add substantial cost to essential projects or activities
  - loss of public confidence in the Department as a responsible public agency and first-rate engineering and environmentally sensitive organization.
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### PUBLIC AND INTERNAL CONTACTS

Must establish and maintain working relationships on a regular basis with Caltrans District/Region staff; with other disciplines in the Division of Environmental Analysis; and with other divisions in Headquarters, primarily with Transportation Planning, Design, and Legal. On an as-needed basis, the incumbent may need to establish and maintain cooperative and collaborative relationships with management and staff of state and federal environmental resource and regulatory agencies, and transportation planning entities, among others.

Arranges for, attends, participates in, and where appropriate, represents the Department at meetings with interest groups, individuals, local, regional, state, and federal agencies in regard to environmental performance measures, issues and mitigation matters for projects and programs.

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## PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

The incumbent may be required to sit for long periods of time using a keyboard/mouse and monitor or while attending meetings. Must be able to use fine manipulation and/or simple grasping during the course of their workday. Some walking and standing may be required. The incumbent will be required to effectively communicate in English and may be required to make presentations, lead workshops, and serve on teams. The incumbent must be able to sustain the mental activity needed to conduct necessary research, analysis, and synthesis of issues and make well-reasoned recommendations to management.

Must be able to organize and prioritize large volumes of varied documents. The workload is subject to frequent substantial and unexpected changes that could affect the scheduling or completion of assignments.

Must be able to handle multiple tasks, adapt to changes in priorities, and complete tasks or projects with short notice and work with others in a cooperative manner. The incumbent must have the ability to develop and maintain cooperative, collaborative working relationships and recognize difficult, emotionally charged and/or sensitive situations and handle them effectively and appropriately.

The incumbent behaves in a fair and ethical manner toward others and demonstrates a sense of responsibility and commitment to public service. The incumbent values cultural diversity and other individual differences in the workforce.

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## WORK ENVIRONMENT

The work environment is fast-paced, busy, and requires considerable flexibility in managing one's time, priorities, and assignments. It can be demanding and/or stressful. The incumbent may be required to travel to district offices or other meeting facilities. While traveling, the incumbent may experience all climatic conditions, including rain.

While at the base of operation, the employee will work in a climate controlled office under natural and artificial light. However, due to periodic problems with the heating and air conditioning, the indoor temperature may fluctuate.

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.)

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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.

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SUPERVISOR (Print)

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SUPERVISOR (Signature)

DATE