

POSITION DUTY STATEMENT

PM-0924 (REV 9/2013)

CLASSIFICATION TITLE SENIOR ENVIRONMENTAL PLANNER (BIOLOGY)	OFFICE/BRANCH/SECTION CENTRAL REGION ENVIRONMENTAL	
WORKING TITLE	POSITION NUMBER 906-156-4713-XXX	EFFECTIVE DATE

As a valued member of the Caltrans team, you make it possible for the Department to improve the mobility across California by being innovative and flexible; reporting to work as scheduled; working cooperatively with team members and others; and treating others fairly, honestly and with respect. Your efforts are important to each member of the team as well as those we serve.

GENERAL STATEMENT:

Under general direction of the Division Chief, the Senior Environmental Planner directs and supervises the natural science in house environmental planners and consultant staff in the area of biology.

TYPICAL DUTIES:

Percentage Essential (E)/Marginal (M) ¹	Job Description
50% E	<p>Environmental Planning - Plan and supervise the work of Associate Environmental Planners, Associate Environmental Planners (Natural Sciences) and consultant staff responsible for generating environmental documents, exemptions, technical studies and permits. Coordinate environmental planning, analysis of proposed projects.</p> <ul style="list-style-type: none"> • Coordinate environmental investigations of proposed projects • Ensure the timely production of environmental deliverables • Review, comment and sign documents in a timely manner • Keep current on the status of environmental documents and their target dates and ensure that these dates are reflected accurately in STEVE • Work effectively with others as an interdisciplinary team member • Direct staff to plan and justify their work needs using the STEVE FileMaker Pro database • Work with staff to analyze environmental situations accurately and formulate alternative mitigation measures • Evaluate laws and policies in relation to statewide transportation and environmental interests • Solicit necessary expertise to complete environmental studies or meet project goals • Review documents of other governmental agencies
20% E	<p>Participates as a departmental representative on environmental issues at inter- or intra-departmental meetings, public or private meetings, and hearings. Consults with regulatory, resource agencies and experts on the development of related project impacts, programmatic agreements and mitigation measures. Reviews and comments on state and federal legislation concerned with protection and regulation of Endangered Species and Wildlife.</p>
15% E	<p>Staff Development – manage, coach, and direct subordinate staff</p> <ul style="list-style-type: none"> • Identify performance expectations utilizing Individual Development Plans and convey expectations to the employee via written and verbal communication/direction. • Monitor performance through various production documents, personal observations, and by following-up with employee to ensure that performance expectations are being met. • Provide feedback to employees on performance noting exceptional performance as well as areas of improvement through regular discussions. • Sustain employee performance using the departmental progressive discipline principles and processes.
10% E	<p>Develops and monitors biological contracts and related task orders. Serves on contractor committees and negotiation panels.</p>
5% M	<p>Incorporate the input of interested parties into the environmental planning and analysis process.</p>

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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

Supervises staff from Student Assistant to associate level Natural Science Environmental Planners.

KNOWLEDGE, ABILITIES AND ANALYTICAL REQUIREMENTS

Knowledge of:

- Technical knowledge of wildlife management, endangered species consultation process and project management
- State, local and regional governmental organizations as they relate to environmental planning
- Natural sciences, associate field surveys and required technical surveys for threatened and endangered animal and plant species
- Trends in environmental, urban and regional planning
- State and Federal laws and regulations relating to environment
- Trends in Federal, State and local environmental assessment and mitigation reports, impact statements, and/or negative declarations.
- General principals and techniques of research and statistical analysis
- Methods and techniques of evaluation of environmental impacts

Ability to:

- Undertake and complete the most difficult and sensitive project studies related to wildlife impacts and endangered species from highway projects
- Work effectively with others as an interdisciplinary team member
- Apply general techniques of insuring participation in the planning process
- Coordinate environmental planning, research, and analysis of proposed projects
- Make an assessment of an existing environment
- Establish and maintain cooperative relationships within the District and the department, and with the public and outside agencies.
- Prepare written reports

Analytical Skill:

- Performing increasingly responsible and varied assignments under decreasing degrees of supervision
 - Understanding and applying those aspects of federal, state and local laws, regulations, policies, procedures, standards, and numerous agency guidelines pertaining to the planning process
 - Interpreting maps, site and building plans and specifications, graphs and statistical data
 - Researching, analyzing and summarizing planning data both manually and with basic computer programs
 - Preparing clear visual displays, such as maps, graphs, and illustrations
 - Making clear and persuasive presentations of ideas; preparing clear, concise and complete technical documents, reports, correspondence and other written materials
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RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Where law, regulation and Department or District policy allow latitude, the Senior Environmental Planner decides the scope and detail of environmental studies. The senior also proposes negotiation proposals to outside agencies, and mitigation plans to the Project Manager and District Management for approval, and allocates branch resources. Errors in these responsibilities could result in great financial loss, civil and criminal liability, and the destruction of irreplaceable resources.

PUBLIC AND INTERNAL CONTACTS

The Senior Environmental Planner interacts with all levels within the Department and frequently represents the Department in contacts with other agencies and the public.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Employees may be required to sit for long periods of time using a keyboard and video display terminal
Must have the ability to multi-task, adapt to changes in priorities and complete tasks or projects with short notice.
Willing to take risks; initiate actions that involve a deliberate risk to achieve a recognized benefit or advantage.

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May be subject to and have the ability to handle irate public in a calm manner. Must deal effectively with pressure, maintain focus and intensity, and yet remain optimistic and persistent, even under adversity. Must be able to develop and maintain cooperative working relationships. Values cultural diversity and other individual differences in the workforce.

WORK ENVIRONMENT

While at their base of operation, employee will work in a climate-controlled office under artificial light. However, due to periodic problems with the heating and air conditioning, the building temperature may fluctuate. While out of the office performing field reviews, employee may be required to walk on rough terrain in variety of hazardous and/or unpleasant field conditions, including wet, rainy, windy, dusty, cold or hot weather. Overnight travel may be required.

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