

**CALIFORNIA DEPARTMENT OF TRANSPORTATION
DUTY STATEMENT**

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| CLASSIFICATION TITLE BRANCH CHIEF – CONSTRUCTION MONITORING AND MITIGATION COMPLIANCE (WEST BRANCH) | DISTRICT/DIVISION/OFFICE 04/ENVIRONMENTAL/BIOLOGICAL SCIENCES AND PERMITS | |
| WORKING TITLE SENIOR ENVIRONMENTAL PLANNER (Natural Sciences) | POSITION NUMBER 904-138-4713-xxx | EFFECTIVE DATE 8/21/2014 |

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

This position is under the general direction of the Supervising Environmental Planner (Chief, Environmental Office of Biological Sciences and Permits). The individual supervises biologists and environmental planners who analyze transportation projects for impacts to biological resources, coordinates with resource agencies to obtain permits and authorizations, supervises the development and monitoring of mitigation sites, and ensures compliance of biological permitting commitments during construction activities. Periodic conferences will be held with the Office Chief whenever critical issues occur. The incumbent is responsible for carrying out all functional activities for the position. The Office Chief requires final review. The person in this position may act as Office Chief, when designated, during the Chief’s absence.

TYPICAL DUTIES:

| Percentage | Job Description |
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| E 30% | Designs, evaluates, and implements construction compliance activities for biological resources according to regulations and department policies to ensure that construction projects are in compliance with regulatory permits and costly delays and or penalties are avoided. |
| E 25% | Negotiates permits and agreements for projects as applicable with Federal and State agencies, district management, and our local transportation partners, to ensure that projects proceed to bid award and construction with proper biological permits and specifications in place. |
| E 20% | Sets and evaluates work priorities for a team of Environmental Planners (Natural Sciences) who conduct office and field research to inventory and analyze vegetation and wildlife, including studies of threatened and endangered species and wetlands for transportation projects. Reviews and evaluates technical reports for biological sufficiency as input to environmental documents: guides preparation of detailed vegetation and wildlife mapping as necessary. Guides the analysis of project impacts on biotic resources and works to design compensatory measures as appropriate. |
| E 10% | Manages staff biologist human resources and personnel issues including but not limited to staff development tasks, probationary reporting, and hiring activities. |

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| M 10% | Develops and tracks mitigation/compensation plans and recommendations as necessary; develops monitoring plans to evaluate mitigation efforts. Uses department's databases or other electronic tools to track mitigation and construction compliance activities for the district. |
| M 5% | Manages consultant contracts for external consultant support and as well as in house consultant biological staff performing project studies and management. |

SUPERVISION EXERCISED OVER OTHERS

This position will have supervisory responsibility. The incumbent will supervise the work of entry level and associate level environmental planners and biologists. Incumbent will oversee fieldwork and deliverables of environmental consultants.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Knowledge: Maintains a current knowledge of Federal and State legislation, policies and procedures relating to the natural environment and endangered species and plants; monitors pertinent publications reporting current research on the biological and environmental sciences. In addition to the minimum requirements of the classification, incumbent must possess an understanding of mitigation strategies, ecology and resource conservation, and basic engineering concepts and practices. Must be able to write reports in a clear, concise manner with an excellent command of English grammar and language; speak and interview effectively; and work effectively as an interdisciplinary team member.

Incumbent must have a clear and in-depth understanding of biological principles and ecosystem dynamics as applied in a planning setting. Incumbent must be able to design, conduct and/or direct biological inventories. Incumbent should be familiar with the principles of habitat restoration design and be able to conduct and/or direct biological inventories. Incumbent should be familiar with sampling design and statistics; must be able to analyze physical and biological environmental data. Incumbent is expected to understand and interpret a multitude of State and Federal laws and regulations pertaining to the natural environment.

Must have a solid knowledge of transportation characteristics, issues, and planning concepts including 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 environmental impacts. Must have an in- depth understanding and knowledge of Caltrans' organization, departmental policies and project development procedures including project design and construction practices. Incumbent should also have a working knowledge and experience with construction projects.

Abilities: Based on broad environmental planning experience and expertise, must be able to problem solve and exercise good judgment in the resolution of complex environmental issues and mitigation problems. Must be able to establish and maintain cooperative relationships, dealing with tact and persuasion with district and headquarters' counterparts. Ability to effectively use personal computers and the internet to conduct research are important.

Analytic Abilities: The work and responsibilities assigned to this position require the ability to make objective recommendations on critical biological issues affecting the planning of transportation project, project delivery, construction, and maintenance activities related to

transportation systems. Must be able to reason logically and creatively using a variety of analytical and problem-solving techniques.

CONSEQUENCE OF ERROR/RESPONSIBILITY FOR DECISIONS

Incumbent must possess a basic knowledge of biological principles and ecosystem dynamics. This position is responsible for independent action and initiative in carrying out the assigned duties. Failure to carry out these responsibilities could result in:

- Extensive delays or penalties to projects or activities.
- Litigation that could delay and/or add substantial cost to essential projects or activities.
- Errors could lead to a backlog of work within the office.
- Errors in evaluating wetlands and wildlife habitat could delay appropriate construction permits from other agencies.
- Errors in evaluating species of concern and other sensitive resources could adversely affect the long-term viability of those elements.
- Loss of public confidence in Caltrans as a responsible public agency.

PUBLIC AND INTERNAL CONTACTS

The Senior Environmental Planner establishes and maintains working relationships with the District's other Offices/Branches, Headquarters, engineering and transportation planning staff, and local agencies for project activities relating to the Biological Sciences and Permitting Office. The incumbent attends, participates in, and represents the Department during the discussion of environmental matters at meetings with interested groups, individuals, local, regional, Federal and other State agencies during discussions on the scope and implementation of the above-mentioned mitigation. The incumbent acts as a member of interdisciplinary teams.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Incumbent may be required to sit for long periods of time using a keyboard/mouse and video display monitor. In the field, the Senior Planner may be required to walk over rough, difficult and frequently uneven terrain. Fieldwork may also require standing and/or walking for prolonged periods of time in all kinds of weather.

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 multi-tasks, adapt to changes in priorities, and complete tasks or projects with others in a cooperative manner or independently as needed. 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 Senior Planner needs to be able to analyze situations rapidly and accurately and propose effective courses of action for the work in coordination with one's Office chiefs and outside agencies.

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.

WORK ENVIRONMENT

The work environment is fast-paced, busy, and requires considerable flexibility in managing time, priorities, and assignments. It can be demanding and/or stressful. The incumbent may be required to travel to office outside of the district office or to other meeting facilities and to the sites of proposed projects. In the field, the incumbent may experience all climatic conditions, including rain. While at the district office, employees will work in climate-controlled office under artificial light. However, due to periodic problems with the heating and air conditioning, the building temperature may fluctuate.

I have read and understand the duties listed above and can perform them with/without reasonable accommodation. (If you believe you may require reasonable accommodation, please discuss this with the 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

DATE

I have discussed the duties with and provided a copy of this duty statement to the employee named above.

SUPERVISOR

DATE