CALIFORNIA DEPARTMENT OF TRANSPORTATION
DUTY STATEMENT

CLASSIFICATION TITLE SENIOR ENVIRONMENTAL PLANNER	DISTRICT/DIVISION/OFFICE 04/ENV. PLNG/CULTURAL RESOURCES	
WORKING TITLE SENIOR ENVIRONMENTAL PLANNER	POSITION NUMBER 04-135-4713-XXXX	EFFECTIVE January 2, 2015

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 regularly and on time; 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:

The incumbent is responsible for conducting cultural resource mitigation monitoring and technical studies. The incumbent also oversees consultants conducting cultural resource mitigation monitoring and technical studies. This is a non-supervising position. The incumbent reports to a Supervising Environmental Planner.

TYPICAL DUTIES:

The position is under the general direction of a Supervising Environmental Planner (Chief, Environmental Office of Cultural Resource Studies). The individual develops and directs work programs for cultural resource studies for environmental compliance for the project development process. Periodic conferences will be held with the Office Chief whenever critical issues occur. Final review is required by the Office Chief. The person in this position may act as Office Chief, when designated, during the Chief's absence.

Percentage Essential (E)/ Marginal (M)	Job Description
40% E	Develops scopes of work and directs cultural resource commitments required by the *Programmatic Agreement among the Federal Highway Administration, the California Department of Transportation, the San Francisco County Transportation Authority, the Presidio Trust, the National Park Service, the Veterans Administration, the California State Historic Preservation Officer, and the Advisory Council on Historic Preservation, for the South Access to the Golden Gate Bridge, Doyle Drive Replacement Project, San Francisco, California.* This includes the review of consultant and staff-prepared architectural history and archaeology reports for content, technical competence, comprehensiveness, and conclusions. The incumbent's responsibility is to

manage environmental mitigation commitments for the Doyle Drive Replacement Project up to and including landscape design implementation. Incumbent acts as the lead environmental coordinator between the project (contractors, etc.) and the Department. The incumbent must be familiar with every aspect of the job, particularly in relationship to the contract. Incumbent manages database and program management reporting and coordination of projects. Lastly the incumbent is responsible for the administrative record for Section 106 mitigation requirements for Doyle and other mitigation assignments.

40% E Reporting directly to the Office Chief, the incumbent serves as the Department representative to the mandatory interagency Treatment Oversight Panel, which reviews project design changes and refinements and which includes or is responsible to the California Office of Historic Preservation, Advisory Council on Historic Preservation, and Federal Highway Administration, and the National Park Service. The incumbent also liaises with Department design and construction team, the DBJV (design build joint venture), the Presidio Trust, and the National Park Service to meet the projects scheduling commitments. Incumbent attends executive or technical meetings daily and serves to interpret Section 106 Programmatic Agreement near daily by email, phone and in-person to the Caltrans Legal team. Beyond managing the built environment, historic landscape and archaeological resource aspects of the project the incumbent must identify and assess the environmental aspects or consequences of any particular issue, coordinate communication between the project and technical staff in D4 environmental. This includes working with Caltrans District environmental staff by providing technical expertise and information in order to complete NEPA and CEQA requirements.

10% E Understands and interprets current State and Federal environmental laws and regulations for the preparation of environmental studies reports and projects.

10% M Assists with office administrative duties, file management, cross training, and mentoring.

SUPERVISION EXERCISED OVER OTHERS

This is a non-supervising senior position..

KNOWLEDGE, ABILITIES AND ANALYTICAL REQUIREMENTS

The Senior Environmental Planner must 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. One must have ability and knowledge to recommend final approval of technical studies and mitigation commitments; to ascertain compliance with all applicable federal, state, and local laws, regulations, ordinances and policies. One should have the ability to manage resource survey, evaluation and mitigation project information in a database and the analytical skills to manage the database so that it adapts to the reporting requirements of the District Program Management protocols. One should have experience with Caltrans cultural resource survey, evaluation, mitigation implementation including development of construction contract special provisions, construction monitoring, photographic recordation, museum exhibition planning and interpretation, and popular report production. One must have an thorough understanding of the January 2004 *Programmatic Agreement Among the Federal Highway Administration, the Advisory Council on Historic Preservation, the California State Historic Preservation Officer, and the California Department of Transportation Regarding Compliance with Section 106 of the National Historic Preservation Act, as it Pertains to the Administration of the Federal-Aid Highway Program in California* (PA).

CONSEQUENCE OF ERROR/RESONSIBILITY FOR DECISIONS

The Senior Planner will be responsible for the completion of cultural resource technical studies in context with delivery milestones. This will entail decisions about tasking this work including identifying any other functional unit dependencies, task development and prioritization. The consequences for error can include unanticipated project delay, contract disputes, incomplete mitigation, impacts on interagency coordination, and project cost overruns.

PUBLIC AND INTERNAL CONTACTS

The Senior Environmental Planner establishes and maintains working relationships with the District's other Offices/Branches, Headquarters, and local agencies for project activities relating to the Cultural Resource Studies Office. The incumbent attends, participates in, and represents the Department during the discussion of environmental matters at meetings with Native Americans and other interested groups, individuals, museums, 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 EQUIREMENTS

The Senior Environmental Planner must be able effectively direct fieldwork. As the terrain is often rough, the Senior Planner should have the physical mobility for these common circumstances. This work requires good or correctable visual abilities, to identify and assess cultural resources and to record them. The Senior Planner should also

be able to utilize a computer for the database management and, on occasion, the extensive writing the job entails. 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 Senior Planner also needs to be capable of demonstrating flexibility, firmness, and a calm demeanor when appropriate in potentially physically and emotionally stressful situations.

WORK ENVIRONMENT

Duties will require work to be conducted in both Caltrans office and field environment. The duties will on occasion require work meetings offsite in the offices of other agencies and consultants and with members of the public.

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.)

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EMPLOYEE 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 DATE