

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE SENIOR ENVIRONMENTAL PLANNER	OFFICE/BRANCH/SECTION D4 ENV PROGRAM/PROJECT MANAGEMENT OFFICE	
WORKING TITLE ENV COORDINATOR - CEC & EP	POSITION NUMBER 904-136-4711-	EFFECTIVE DATE 11/13/15

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:

Under the direction of the Environmental Program/Project Management Office Chief, the incumbent serves as the coordinator and main point of contact between the Division of Construction and the Division of Environmental Planning and Engineering (Environmental Division) for Certificates of Environmental Compliance (CECs) required prior to the Construction Contract Acceptance (CCA) milestone. This requires extensive coordination between Construction Resident Engineers (REs), Project Managers as well as Office Chiefs and Seniors within the Environmental Division in order to determine whether all environmental commitments identified in resource agency permits and/or the environmental document on a given project have been met. The incumbent handles all necessary coordination and facilitates meetings to obtain required approvals for the completion of the CEC. The incumbent shall represent the Division at District CCA Delivery Meetings.

The incumbent serves as the coordinator and main point of contact between the Environmental Division and the Divisions of Construction and Program/Project Management for the EP milestone. This requires a great deal of coordination with various levels of staff and management within the Environmental Division to identify all environmental long-term mitigation commitments on a given project and determine whether they have been fulfilled. The incumbent is responsible for working with Seniors and Office Chiefs within the 6 Offices of the Division to obtain the most up to date long-term mitigation status information and identify potential risks to EP milestone as early as possible. The incumbent is also responsible for facilitating further discussion and action in order for the Division to address outstanding mitigation requirements. The incumbent shall represent the Division at District EP Delivery Meetings.

The incumbent serves as the designated District 4 Data Manager for the implementation and improvement of the Statewide Standard Tracking and Exchange Vehicle for Environmental (STEVE). The incumbent shall represent the District at monthly STEVE Statewide meetings and teleconferences. The incumbent shall work closely with staff within the District and HQ Environmental Division to identify ways to improve STEVE. The incumbent is responsible for working with IT and HQ Environmental to manage new and existing accounts within the Division and expand STEVE to staff in other District 4 Divisions as requested. The incumbent is responsible for providing STEVE training to staff within and outside of the Division as needed. The incumbent shall run various reports from STEVE including the NEPA Assignment Tracking Reports, Annual Delivery Plan Reports, and Resource Agency Tracking Reports including priority lists for USFWS, USACE, NMFS, BCDC, RWQCB and CDFW.

The incumbent serves as the designated Environmental Coordinator for post-RTL Environmental tasks and subtasks for projects in the Project Resourcing and Schedule Management (PRSM) database. As the PRSM Environmental Coordinator, the incumbent updates Environmental task progress, schedule and resource information on a regular basis. This requires close coordination with staff and management within the Environmental Division and the Divisions of Program/Project Management and Construction.

The incumbent also serves as Acting Office Chief for EPPM when delegated.

TYPICAL DUTIES:

Percentage	Job Description
Essential (E)/Marginal (M) ¹	
35% E	CEC Coordination – Serves as the coordinator and main point of contact between the Division of Construction and the Environmental Division for CECs required prior to the CCA milestone. Through extensive coordination with Construction REs, PMs as well as Office Chiefs and Seniors within the Environmental Division determines whether all environmental commitments identified in resource agency permits and/or the environmental document on a given project have been met.

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25%	E	Handles all necessary coordination and facilitates meetings to obtain required approvals for the completion of the CEQ. Represents the Division at District CGA Delivery Meetings. Environmental Division and the Divisions of Construction and Program/Project Management for the EP milestone. Coordinates with various levels of staff and management within the Environmental Division to identify all environmental long-term mitigation commitments on a given project and determine whether they have been fulfilled. Works with Seniors and Office Chiefs within the 6 Offices of the Division to obtain the most up to date long-term mitigation status information and identify potential risks to EP milestone as early as possible. Facilitates further discussion and action in order for the Division to address outstanding mitigation requirements. Represents the Division at District EP Delivery Meetings.
25%	E	STEVE Data Manager – Serves as the designated District 4 Data Manager for the implementation and improvement of STEVE. Represents the District at monthly STEVE Statewide meetings and teleconferences. Works closely with staff within the District and HQ Environmental Division to identify ways to improve STEVE. Works with IT and HQ Environmental to manage new and existing accounts within the Division and expand STEVE to staff in other District 4 Divisions as requested. Trains staff within and outside of the Division as needed. Runs various reports from STEVE.
15%	E	PRSM Environmental Coordinator – Serves as the designated Environmental Coordinator for post-RTL Environmental tasks and subtasks for projects in PRSM. As the PRSM Environmental Coordinator, the incumbent updates Environmental task progress, schedule and resource information on a regular basis.

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

This is a non-supervisory position.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

The incumbent shall have thorough and comprehensive understanding and knowledge of the Environmental process and the Caltrans project development process and task management. The incumbent is also required to have a comprehensive technical knowledge of the studies and analysis involved in the preparation of various levels of environmental documents under CEQA and NEPA. He/she shall also have a strong understanding of the numerous federal, state and local regulations and regulatory agencies involved in the environmental analysis of Caltrans projects. The incumbent must have the ability to communicate effectively and shall have strong written and verbal communications skills. The incumbent will be required to write comprehensive project status summaries and will be required to make presentation to District and HQ management on the status of projects. The incumbent will also be required to facilitate meetings with a multidisciplinary project development team consisting of various levels and classifications. This position requires a great amount of coordination among various levels of staff and management within the Divisions of Environmental, Project Management, Construction, Design, Maintenance, Operations and Right of Way. The incumbent must have strong analytical, problem-solving and organizational skills.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The incumbent will facilitate timely project delivery through coordination with staff within the Division and across other Divisions. The consequences of inadequate facilitation could result in project delays, increased costs and/or penalties.

PUBLIC AND INTERNAL CONTACTS

The incumbent will work closely with the Division of Program and Project Management, the Division of Construction, HQ Environmental as well as the Offices within the Division of Environmental Planning and Engineering. As required, the incumbent will work with other District Offices, Branches and Headquarters Divisions. In addition, it may be necessary to interact with various governmental agencies, private industry, and other public entities.

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PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Physical: Employee may be required to sit for long periods of time attending various meetings and using a keyboard and video display terminal. Have the ability to work on a keyboard, have manual dexterity; sit for long periods; develop and maintain cooperative relationships; have the ability to focus for long periods of time.

Mental: Must grasp the essence of new information and master new technical and business knowledge. Must have the ability to multi-task, adapt to changes in priorities, and direct staff to complete tasks or projects with short notice. Must be able to organize and prioritize large volumes of varied information and documents. Employee must be able to concentrate to review and create documents and meet strict deadlines at times.

Emotional: Most of the jobs in the Environmental Division require interaction with many people. It is important that the employee work with others in a cooperative manner. The incumbent may have to work in highly intense situations when transportation network failures occur and immediate resumption of services is paramount. Must be able to effectively handle pressure, maintain focus and intensity yet remain positive and persistent, even under adversity. Must be able to develop and maintain cooperative relationships. Must consider and respond appropriately to the needs, feelings, and capabilities of different people in different situations; is tactful and treats other with respect. Is open to change and new information; adapts behavior and work methods to new situations warranting attention and resolution. Behaves in a fair and ethical manner towards others and demonstrates a sense of responsibility and commitment to public service. Values cultural diversity and other individual differences in the workforce.

WORK ENVIRONMENT

While at his/her base of operation, the employee will work in a climate-controlled office under artificial light. However, due to periodic problems with the heating and air conditioning system in the building, location temperature may fluctuate. The employee will work at a desk in an office. Working hours will be set sometime between 6:00 am to 6:00 pm. Employees may be required to travel in state, but travel is infrequent.

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