

**CALIFORNIA DEPARTMENT OF TRANSPORTATION
DUTY STATEMENT**

CLASSIFICATION TITLE SENIOR ENVIRONMENTAL PLANNER	DISTRICT/DIVISION/OFFICE 04/ENVIRONMENTAL/ENV.PROG/PROJ MGMT	
WORKING TITLE ENV PROJ MGMT COORDINATION BRANCH CHIEF	POSITION NUMBER 904-136-4711-	EFFECTIVE 7/14/14

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 direction of the Environmental Program/Project Management Office Chief, the incumbent is responsible for ensuring the Division of Environmental Planning and Engineering (Division) meets its project delivery commitments under the Baseline Delivery Plan and Contract for Delivery. This position requires a great amount of coordination among various levels of staff and management within the Division, the Division of Project Management, and the Division of Design to ensure timely delivery of projects. The incumbent is responsible for working with staff within the 6 Offices of the Division to obtain the most recent project information. The incumbent will then ensure this information is reflected in the Division database. In addition, the incumbent shall identify potential risks and delays to environmental project delivery milestones and work with staff within the Division, the Division of Project Management and Design to identify options and strategies to mitigate the risk(s) and minimize delays. The incumbent is also responsible for running the Division monthly Project Status meetings and facilitating discussions among the 6 Offices in the Division regarding the status of projects and related environmental technical studies and documents. The incumbent shall have a thorough and comprehensive understanding of the Environmental process, the Caltrans project development process and task management.

The incumbent serves as the designated District 4 single focal point and Data Manager for the implementation and improvement of the Statewide Environmental Database, STEVE (Standard Tracking and Exchange Vehicle for Environmental). The incumbent shall work closely with HQ and Division staff in and identifying ways to improve STEVE. The incumbent is responsible for working with IT, HQ Environmental Analysis and Division of Design to expand STEVE to staff in other District 4 Divisions including Design. The incumbent is responsible for providing training to staff within and outside of the Division.

ADA Notice: For individuals with sensory disabilities, this document is available in alternate formats. For information call (916) 654-6410 or TDD (916) 654-3880 or write Records and Forms Management, 1120 N Street, MS-89, Sacramento, CA 95814.

The incumbent serves as the designated Environmental Coordinator in the District for the project management database system, Project Resourcing and Schedule Management (PRSM). Works closely with District Program and Project Management PRSM group to identify environmental risks to a project, project environmental document type, environmental permit types, as well as target and actual receive dates for permits. As the PRSM Environmental Coordinator, the incumbent also tracks the progress of all relevant Environmental-lead tasks and updates Environmental task progress, schedule and resource information.

The incumbent will act as a liaison with Headquarters (HQ) Division of Environmental Analysis on California Transportation Commission (CTC) submittals. The incumbent is responsible for managing all Environmental Studies Request from Project Engineers within the District and resolving any issues regarding the “Begin Environmental” Milestone in PRSM. Under the direction of the EPPM Office Chief, the incumbent is also responsible for coordinating Environmental brokering efforts. The incumbent also serves as Acting Office Chief for EPPM when delegated.

TYPICAL DUTIES: (BRIEF DESCRIPTION OF IMPORTANT DUTIES. RELATED DUTIES MAY BE GROUPED TOGETHER. USE ADDITIONAL SHEET IF NECESSARY.)

Percentage Job Description
Essential (E)/Marginal (M)¹

25% (E)	Project Management Coordination – Ensure the Division of Environmental Planning and Engineering (Division) meets its project delivery commitments under the Baseline Delivery Plan and Contract for Delivery. Coordinate with various levels of staff and management within the Division, the Division of Project Management, and the Division of Design to ensure timely delivery of projects. Work with staff within the 6 Offices of the Division in obtaining the most recent project information and updating the Division database with that information. In addition, identify potential risks and delays to environmental project delivery milestones and work with staff within the Division, the Division of Project Management and Design to identify options and strategies to mitigate the risk(s) and minimize delays. Prepare weekly Environmental project status reports. Run the Division’s monthly Project Status meetings. Represent the Division at District Delivery Meetings, Right of Way Worksheet Meetings, Design DED/PAED Focus Meetings and other project delivery meetings.
25% (E)	STEVE Data Manager – Serve as the designated District 4 single focal point and data manager for the development, implementation and improvement of the Statewide Environmental Database, STEVE (Standard Tracking and Exchange Vehicle for Environmental). Work closely with HQ and Division staff in identifying ways to improve STEVE. Responsible for working with IT, HQ Environmental Analysis and Division of Design to expand STEVE to staff in other District 4 Divisions, including the Division of Design (Design). Responsible for providing training to staff within and outside the

¹ 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

	Division. Runs reports from STEVE such as Delivery Plan reports and Biology Agency Tracking Reports including priority lists for USFWS, ACOE, NMFS, and CAFWS. Sets the priorities in STEVE for the USFWS priority list.
25% (E)	PRSM Environmental Coordinator – Serve as the designated Environmental Coordinator in the District for the project management database system, Project Resourcing and Schedule Management, PRSM. Works closely with District Program and Project Management PRSM branch to identify environmental risks to a project, project environmental document type, environmental permit types, as well as target and actual receive dates for permits. As the PRSM Environmental Coordinator, tracks the progress of all relevant Environmental-lead tasks and works with the other Environmental Project Management Coordinators within EPPM in updating task progress, schedule and resource information.
10% (E)	Coordinates and tracks the remainder of current work brokered to Central Region and for any future work brokered to other Districts or Regions. Coordinate among various levels of staff and management within the District as well as the designated Brokering District to ensure timely delivery of project environmental milestones. Facilitate communication among staff within District 4 the Brokering District to ensure that any issues will get resolved in a timely manner. Attend and represent the Division at the monthly Brokering VTCs.
10% (M)	Evaluates submittals for the “Begin Environmental” milestone. Directs staff to identify ongoing issues related to the Begin Environmental and other milestones and also to develop programmatic approaches to recurring problems that cause project delivery delays.
5% (M)	The incumbent is the lead within the Division regarding NEPA Assignment Quarterly Reporting to HQ Division of Environmental Analysis. Supervises staff that are designated lead within the Division regarding NEPA Assignment Record Keeping Requirements.

SUPERVISION EXERCISED OVER OTHERS

The supervisory duties of this Senior Environmental Planner will be to direct Environmental Planning staff in gathering the latest information, updating the Division Status, PRSM, and STEVE databases as well as preparing reports regarding the status of environmental documents, technical studies, or resource agency permits and updating the relevant databases with this information.

KNOWLEDGE, ABILITIES AND ANALYTICAL REQUIREMENTS

ADA Notice: For individuals with sensory disabilities, this document is available in alternate formats. For information call (916) 654-6410 or TDD (916) 654-3880 or write Records and Forms Management, 1120 N Street, MS-89, Sacramento, CA 95814.

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. This 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 provide training on environmental processes to multidisciplinary audiences.

This position requires a great amount of coordination among various levels of staff and management within the Divisions of Environmental, Project Management, Design, Maintenance, Operations and Right of Way. The incumbent must have strong analytical, problem-solving and organizational skills.

CONSEQUENCE OF ERROR/RESPONSIBILITY FOR DECISIONS

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 Design, as well as the Offices within the Division of Environmental Planning and Engineering. As required, the incumbent will work with other District Offices, Branches as well as Headquarters functions concerned with Office business. In addition, it may be necessary to interact with various governmental agencies, private industry, and other public entities.

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

ADA Notice: For individuals with sensory disabilities, this document is available in alternate formats. For information call (916) 654-6410 or TDD (916) 654-3880 or write Records and Forms Management, 1120 N Street, MS-89, Sacramento, CA 95814.

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, and understand the duties listed above and can perform them without reasonable accommodation. (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's Name

Signature Date

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

ADA Notice: For individuals with sensory disabilities, this document is available in alternate formats. For information call (916) 654-6410 or TDD (916) 654-3880 or write Records and Forms Management, 1120 N Street, MS-89, Sacramento, CA 95814.

Supervisor's Name

Signature

Date

ADA Notice: For individuals with sensory disabilities, this document is available in alternate formats. For information call (916) 654-6410 or TDD (916) 654-3880 or write Records and Forms Management, 1120 N Street, MS-89, Sacramento, CA 95814.

Rev. 02/06