

POSITION DUTY STATEMENT

PM-0924 (REV 9/2013)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
Senior Environmental Planner	07/Division of Environmental Planning	
WORKING TITLE	POSITION NUMBER	EFFECTIVE DATE
Senior Environmental Planner LA County-Gateway Corridor	907-170-4713-xxx	

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 Office Chief, the incumbent is responsible for planning, organizing and directing the activities of a multidisciplinary staff conducting comprehensive environmental reviews and studies for transportation projects. The incumbent is responsible for providing general direction, establishing work priorities, assigning projects, scheduling work, and monitoring resources and milestones to produce optimum results in an efficient and qualitative manner. Duties include, but are not limited to the following:

TYPICAL DUTIES:

Percentage		Job Description
Essential (E)/Marginal (M) ¹		
50%	E	As supervisor, provides general direction to staff engaged in complex environmental studies for Caltrans projects and acts as Branch representative on various Project Development Teams. Performs project management functions which include estimating and tracking resources to ensure timely delivery of assigned projects.
30%	E	Coordinates the activities of staff and technical specialists and reviews reports prepared by others. Conducts review of local and regional development proposals for projects specifically along the Gateway Corridor routes. Update the Office Chief on the status of the Route 710 projects on a weekly basis (more often as needed).
15%	E	Represents Caltrans in coordination activities with appropriate Federal, State, local agencies, community, private non-profit partners and the academic community regarding the impact of proposed projects; participation in presentations at meetings and hearings.
5%	E	Keep current with changes in laws and regulations. Training, staffing, employee relations and other miscellaneous supervisory activities.

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

Exercises supervision over five (5) Associate Environmental Planners; may include Environmental Planners and various student assistants on occasion.

KNOWLEDGE, ABILITIES AND ANALYTICAL REQUIREMENTS

Knowledge of:

- Principles and practices of project management.
- Departmental Directives.
- Functions of Federal, State and Local governments within the area of transportation and environmental analysis.
- Environmental law and administrative regulations including planning and evaluation of alternatives.
- Factors which influence the impact of environmental regulations on planned transportation facilities, the community and the economy.
- Planning, funding, monitoring and implementing transportation enhancement projects.
- Principles and techniques of personnel management and supervision.
- Equal Employment Opportunity policies and procedures.

Ability to :

- Plan, organize and direct the work of others.

POSITION DUTY STATEMENT

PM-0924 (REV 09/2013)

-
- Assimilate technical and procedural input from various sources, analyze input accurately, develop alternatives, make recommendations, and take effective courses of action.
 - Work with other branches in the Environmental Division and the District, with Federal agencies, other state agencies, local governments, community groups, private industry and contractors.
 - Respond to community concerns and general public issues.
 - Make clear and persuasive presentations of ideas; preparing clear, concise, and complete technical documents, reports, correspondence, and other written materials.
 - Communicate successfully both verbally, and in writing, to a variety of audiences with various levels of understanding.
- Analytical skill:
- Perform increasingly responsible and varied assignments.
 - Analyze, interpret, and apply aspects of Federal, State, and local laws, regulations, policies, procedures, and standards as they pertain to the planning process.
 - Interpret maps, site and building plans and specifications, graphs and statistical data.
 - Research, analyze, and summarize planning data both manually and with basic computer programs.
 - Prepare clear visual displays, such as maps, graphs, and illustrations.
 - Make clear and persuasive presentations of ideas; preparing clear, concise, and complete technical documents, reports, correspondence, and other written materials.
 - Must possess strong analytical skills with a special emphasis on accurate interpretation of budget information, and ability to forecast to probable events and expenditures. Must excel in conflict resolution and marketing of fiscal strategies.
-

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Where latitude is allowed by law, regulation, and Department or District policy, the Senior Environmental Planner decides the scope and detail of environmental studies. The Senior makes proposals during negotiations with outside agencies, submits mitigation plans to the Project Manager and District Management for approval, and allocates division resources. Errors in these responsibilities could result in great financial loss, civil and criminal liability, and the destruction of irreplaceable resources. The incumbent will be responsible for a continuing array of complex fiscal decisions that are fundamental to the effective operation of the Division such as allocation of positions and operating expenses. Failure to exercise correct and timely decision-making would adversely affect the environmental documentation preparation process and permits.

PUBLIC AND INTERNAL CONTACTS

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

- 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 traverse uneven terrain in a variety of hazardous and/or unpleasant field conditions, including wet, rainy, windy, dusty, cold, or hot weather.
 - Overnight travel may be required.
-

WORK ENVIRONMENT

- Employees may be required to sit for long periods on time using a computer 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.
 - 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.
-

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.)

POSITION DUTY STATEMENT

PM-0924 (REV 09/2013)

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
------------------------	------
