

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE SENIOR ENVIRONMENTAL PLANNER	OFFICE/BRANCH/SECTION District 8/Environmental Plng/Biological Studies & Permits	
WORKING TITLE Branch Chief, Biological Studies	POSITION NUMBER 908-101-4713-	EFFECTIVE DATE

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 general direction of the Deputy District Director, Environmental Planning, CEA 1, the Senior Environmental Planner directs and supervises staff and activities of the Biological Studies & Permits unit. The incumbent is responsible for coordinating with Department staff, local agencies, resource agencies, and the public in the development of various transportation projects on and off the State Highway System. The incumbent will assign staff to perform in-house duties and/or oversee work performed by consultants, from inception to design, construction, and through project completion. The incumbent resolves complex problems regarding biological resources compliance, resource agency permits and mitigation, based upon Department policies and State and Federal laws and regulations. The incumbent is responsible for the timely delivery of work products within the approved scope, cost, and schedule of projects.

TYPICAL DUTIES:

Percentage	Job Description
Essential (E)/Marginal (M) ¹	
45% E	Assigns work and supervises staff in the analysis of project plans; and in the preparation, review, and processing of biological resources documents, and environmental studies and documents for compliance with State and Federal laws and regulations. Coordinates meetings with resource agencies (e.g., California Department of Fish and Game; U.S. Fish and Wildlife Service; U.S. Army Corps of Engineers; and Regional Water Quality Control Boards) for project permits and negotiates mitigation requirements. Ensures the quality of work products in accordance with Department guidelines, policies, and procedures. Conducts orientation for new staff, directs training and development of staff, and evaluates job performances.
25% E	Monitors District progress in meeting project delivery milestones as related to biological resources compliance. Works with District staff to identify alternative actions to avoid/minimize project schedule delays; provides management with information and recommendations on potential project delays. Assures management that work plans and schedules are prepared and monitored according to project scope. Negotiates work priorities and resources with other functional managers.
15% E	Manages biological resources consultant selection and contract award process; manages contract implementation, prepares task orders, reviews and approves consultant prepared reports for quality, and adherence to Department policies and procedures for compliance.
10% E	Represents the Division and Department at various internal and external meetings. Provides coordination between District and Headquarters to assure biological resources documentation is appropriate and satisfactory, and strategies to achieve compliance are cost effective and will avoid/minimize impacts.
5% M	Provides support and assistance to other functions within the Division.

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

Supervises a staff of levels ranging from Student Assistant to Associate Environmental Planner. Staff may include a

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

variety of disciplines necessary for completing environmental studies.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Knowledge: Methods of planning, organizing, directing, and controlling activities regarding environmental documentation; State and Federal environmental laws and regulations; effective communication, report and correspondence writing; trends in environmental assessment and mitigation; Department project development and programming processes; methods of administering environmental projects and programs; Department Equal Employment Opportunity program; principles and techniques of supervision and personnel management; and Department organization and policies. Technical knowledge in the areas of environmental impact assessment, mitigation, and contract management is required.

Abilities: Analyze environmental situations accurately and develop cost effective strategies for resolving problems; maintain cooperative relationships with State and Federal resource agencies; deal with Department staff and others with respect and tact; utilize effective oral and written communication; effectively contribute to the Department's Equal Employment Opportunity objectives. Must demonstrate ability to undertake and complete most difficult and sensitive responsibilities related to mitigation of environmental impacts.

Minimum Education: That required for a Senior Environmental Planner. Must be able to apply project management and office management techniques in performing the work of this position.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The incumbent is responsible for his/her actions, decisions, quality of work, and proper use of State time, equipment, and materials.

Consequences of not meeting the requirements of this position would likely result in any of the following or combinations thereof:

Project delay resulting from failure to develop and implement mitigation opportunities, especially as competition increases for those same, very limited, mitigation resources;

Increased project costs resulting from failure to develop and implement mitigation opportunities, especially as competition increases for those same, very limited, mitigation resources, driving costs higher;

Litigation resulting from potential failure to comply with environmental laws, regulations, and mitigation requirements in a reasonably timely manner;

Loss of credibility with the public, resource agencies, and transportation partners resulting in strained relationships and additional project delays and in turn, increased project costs.

PUBLIC AND INTERNAL CONTACTS

Must establish and maintain good working relationships on a day-to-day basis within the Department, and with local, State, and Federal agencies and others such as cities and counties, and the Federal Highway Administration. Must develop and maintain good working relationships with environmental-related groups in the public and private sector.

Arranges for, attends, and participates in meetings within the Department and with local agencies, State, and Federal resource agencies, and consultants.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

The work includes office and field activities. The employee may be required to sit for long periods of time using a keyboard and a video display terminal (personal computer); participation in field reviews may be under temperature extremes and over uneven terrain. Bending, kneeling and, stooping are also associated with job performance.

Mental requirements include the ability to sustain concentration and related activities needed for report analysis and writing, researching and sorting data and information, data and report filing, long term memory capabilities, problem solving and logic reasoning. Also required is the ability to adapt to constantly changing job and project related requirements.

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

Emotional requirements include the ability to develop and maintain cooperative working relationships, ability to accept and act on verbal directions, ability to recognize emotionally charged issues in verbal and written communications, ability to respond and maintain composure while dealing with difficult or emotional situations, and maintain a positive attitude while working with others to solve problems.

WORK ENVIRONMENT

Work is normally conducted between the hours of 7:00 AM and 5:00 PM in a professional office atmosphere under fluorescent and/or incandescent lighting. Office temperatures are normally controlled with heating and/or air conditioning set to accommodate the comfort level of the majority of the workers, except when energy conservation measures may be required. Field activities will be conducted as needed and under a wide variation in weather conditions and climates including extreme temperatures exceeding 100 degrees Fahrenheit.

Occasional public hearings and meetings in board or conference room atmospheres may involve working and travel before or after hours to attend these meetings and to setup or take down displays and equipment. This position will require some travel to the work site or meeting location and overnight stay for limited periods of time (normally 1 to 3 working days but no more than 5 consecutive working days at any one time).

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