STATE OF CALIFORNIA • DEPARTMENT OF TRANSPORTATION

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
Senior Environmental Planner	44/Proj. Mgmt./Project Delivery Professional Development	
WORKING TITLE	POSITION NUMBER	EFFECTIVE DATE
PM Environmental Course Developer & Instructor	913-4713-001	02/04/2015

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 Office Chief, a Supervising Transportation Engineer, the incumbent will develop and provide project management environmental analysis training statewide, as well as manage improvements to project management environmental analysis training processes used statewide by the Department. This includes identifying and transforming difficult and complex environmental analysis issues into courses, fulfilling challenging customer needs and issues stemming from project management environmental analysis processes, leading and participating in teams to develop solutions for those needs or issues, educating customers on those solutions, training appropriate staff and managers in the use of those solutions, and evaluating effectiveness, all of which is crucial to the mission of the Capital Outlay Support (COS) program and the efficient delivery of the Department's capital projects.

TYPICAL DUTIES:

Percentage	Essential (E)/Marginal (M)[1]	Job Description
45%	E	Develop project management courses that relate to the use and application of environmental analysis tools and techniques on State Highway projects. Utilize complete instructional design and development practices (analyze, design, develop, implementation, and evaluate classes) to ensure that complex and difficult environmental planning concepts can be accurately and effectively transformed into coherent courses and course materials. Included are the responsibilities to: independently identify customer groups for project management training as well as identifying core project management skills exhibited by each group; ascertain and prioritize training needs for each customer group based; evaluate training outcomes and identify corrective measures (if required); and manage consultant contracts that assist in these activities.
30%	E	Lead, assess, and deliver project management environmental planning course instruction statewide. Prepare and present project management information at a variety of mediums statewide, including conferences, district training events, and other events as needed. Design, create, and troubleshoot effective environmental training content using a variety of tools. Create templates, storyboards, and animation using Microsoft Power Point. Create e-Learning interactions, branching scenarios, using Articulate Storyline's variable and state based scripting
20%	E	Serve as a statewide expert and consultant in project management environmental analysis knowledge areas (integration, scope, time, cost, quality, human resources, communication, risk management, and procurement).
5%	M	Document policies and procedures for inclusion in Caltrans manuals, handbooks, and guides.

[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.

SUPERVISION OR GUIDANCE EXERCISED OVER OTHERS

This position does not directly supervise other staff members, however, the incumbent will, from time to time, be expected to function as a team leader and/or facilitator over various teams involved in the tasks listed above.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

The position requires an individual with:

- Knowledge of Caltrans capital project development
- Knowledge of the principles of project management
- Experience in class development and the ability to teach is desirable.
- A general knowledge of the Caltrans organization, departmental policies, and financial operations and procedures

- The incumbent must analyze training needs to determine any needed adjustment or modification to business and management practices, policy, and procedures and/or information systems.
- The ability to organize work priorities and meet project commitments
- Strong interpersonal skills including the ability to organize and lead multi-functional teams
- The ability to analyze data and situations accurately, and adopt an effective course of action
- The ability to prepare and make oral presentations
- The ability to prepare comprehensive and concise written material

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The incumbent is responsible for independent action and initiative in carrying out assigned duties. This action is in direct support of the continuous improvement of project management and project delivery in Caltrans, a critical need and high priority among Caltrans executive management, the California Legislature and the California Transportation Commission. Poor decisions may result in the lost opportunity of Caltrans to improve project management processes and systems.

PUBLIC AND INTERNAL CONTACTS

The incumbent must work closely with corporate Headquarters (Sacramento), Division of Environmental Analysis, Engineering Service Center, Information System Service Center, and District personnel. The incumbent must also prepare and make presentations to Headquarters and District managers and staff as required. The incumbent may also have contact with external public and private agencies.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Employee will be required to sit for long periods of time using a keyboard and video display terminal, develop and maintain cooperative working relationships, and focus for long periods of time. Must have the ability to multi-task, adapt to changes in priorities, and complete tasks or projects with short notice.

Additionally, the position requires regular travel to District offices and other off-site meeting locations statewide.

WORK ENVIRONMENT

Employee will work in a climate-controlled office under artificial light. The incumbent will present or assess classes throughout the state on a regular bases.

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