STATE OF CALIFORNIA • DEPARTMENT OF TRANSPORTATION

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
Senior Environmental Planner	43/Environmental/Cultural Studies	
WORKING TITLE	POSITION NUMBER	EFFECTIVE DATE
Built Environment Preservation Services Branch	913-140-4713-007	August 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 direction of the Chief, Cultural Studies Office, the Branch Chief carries out the activities of the Built Environment Preservation Branch. S/he reviews cultural resources management reports and NEPA environmental documents as part of the project development process for proposed transportation projects; identifies and analyzes impacts of transportation projects upon historic built environment values and their interrelationships to other cultural resources; and develops and recommends mitigation measures to avoid or minimize identified impacts upon these resources. The Branch Chief must be expert on compliance with state historic preservation laws, performing the most difficult and complex work in this subject, the performance of which is critical to the Department's mission and legal obligations.

Working independently or as a member of an interdisciplinary team, the incumbent is responsible for carrying out a wide variety of historical resources studies and planning activities designed to support the department's missions and to satisfy state and federal historic preservation laws and regulations as applied to transportation projects and programs. The incumbent works closely with architectural historians, historians, Senior Environmental Planners, consultants, and other environmental staff; provides direct assistance to other units; reviews or assists in creation of environmental compliance documents; provides guidance to the regions and districts on technical and compliance issues; develops manuals and guidance; updates cultural resource databases; conducts training; and may serve in a lead capacity over other Caltrans staff, consultants, or research assistants.

TYPICAL DUTIES:

Percentage	Essential (E)/Marginal (M)[1]	Job Description
30%	E	Serves as Caltrans lead for compliance with Public Resources Code Section 5024, ensuring statewide consistency with the PRC 5024 Memorandum of Understanding with the State Historic Preservation Officer. Provides specialized technical assistance to districts, consultants, and contractors in evaluation, maintenance, and rehabilitation of Caltrans-owned historic buildings and structures as mandated by state law. Includes identification and ranking in importance of significant character-defining features of National Register-eligible properties; and assisting district and headquarters staff in drafting appropriate CEQA and Public Resources Code 5024 compliance documents and transfer-of-ownership covenants for state-owned historic properties. Maintains records on state-owned historic properties and coordinates with State Historic Preservation Officer regarding listing Caltrans-owned historic properties on the state's Master List.
20%	E	Assists with statewide consistency for built environment resources under the Section 106 Programmatic Agreement (PA). Reviews Caltrans' staff- and consultant-prepared documents for conformance with PA and CSO policies. Documents include evaluations of significance under National Register of Historic Places criteria, assessments of effects under 36 CFR 800.5, Memoranda of Agreement under 36 CFR 800.6. Assists district, headquarters, and/or external agency staff in identifying alternative preservation and rehabilitation treatments for state-owned historic properties.
15%	E	Develops manuals, handbooks, or policy memoranda, and provides advice, technical assistance, and training on history, architectural history, or historic preservation issues. Coordinates publishing technical guidance in soft or hard copy. Responsible for maintaining the Standard Environmental Reference Volume 2: Cultural Resources and cultural resource databases.
10%	E	Conducts peer reviews of cultural resources compliance reports prepared by in-house staff, consultants, and local agencies. These studies evaluate potential significance of resources under the National Register of Historic Places criteria in order to address cultural resources within transportation projects' Area of Potential Effects for the purposed of compliance with Section 106

		of the National Historic Preservation Act and for the purposes of compliance with the California Environmental Quality Act.
10%	E	Develops and coordinates training for Caltrans staff in historic structures evaluation, maintenance, rehabilitation, and mitigation procedures.
5%	E	Serves as Caltrans expert on the California Historical Building Code, and on issues in historic preservation and preservation technology as related to Caltrans projects. Represents Caltrans on the State Historical Building Safety Board.
5%	E	Provides technical administrative support and contract oversight for work performed by consultants on behalf of Caltrans in the fields of history and architectural history.
5%	M	Participates in committees and teams to ensure that cultural resources requirements are satisfied, and to identify opportunities to improve related planning and project development activities for purposes of both increasing efficiency and promoting environmental stewardship responsibilities. Serves as Acting Cultural Studies Office when delegated in the absence of the Office Chief.

[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 is a non-supervisorial position. On individual projects, the incumbent may serve in a lead capacity over other Caltrans staff, consultants, or student research assistants.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

The incumbent must have:

- Technical knowledge of state and federal laws and regulations regarding environmental compliance for project delivery and project management.
- Working knowledge of trends in environmental assessment.
- Technical knowledge of maintenance and rehabilitation of historic structures as well as HABS/HAER/HALS recordation techniques and standards.
- An understanding of the timing and relationship of cultural resources management-related studies and documents and how best to integrate them into the overall environmental compliance process and project delivery framework.
- Knowledge of the primary federal and state laws and regulations that pertain to Caltrans' historic properties procedures, especially the National Historic Preservation Act and Section 106 Programmatic Agreement, CEQA and PRC 5024 and PRC 5024 Memorandum of Understanding, and experience completing and/or managing environmental technical studies or environmental documents in compliance with these laws and regulations
- A working knowledge of organizational relationships both within and outside Caltrans that pertain to planning, design, construction, operation, and maintenance of transportation facilities as related to the environmental process.
- An understanding of Caltrans project development and administrative processes and procedures. Technical knowledge related to history or architectural history.

Based on experience and expertise, the incumbent must be able to exercise good judgment in matters relating to the interpretation of federal and state cultural resource laws and regulations. Must have the ability to effectively communicate both verbally and in written form with management and employees in Headquarters, Regions/Districts and people outside the Department.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The incumbent is responsible for independent action in carrying out the assigned duties. Based on experience and expertise, incumbent must be able to provide accurate and thorough recommendations to Regions/Districts on various architectural history and history compliance issues. Adequate and timely completion of cultural resources technical reports is critical for meeting transportation project schedules. Failure to carry out these responsibilities could result in:

- Additional effort required to provide measures to avoid or minimize environmental impacts.
- Extensive delays to projects or activities.
- Litigation that could delay and/or add substantial cost to essential projects or activities.
- Loss of public confidence in Caltrans as a responsible public agency and first-rate engineering and environmentally sensitive organization.
- Loss of partnering agencies' confidence in Caltrans as a good steward of the environment.
- Loss or degradation of significant heritage resources.

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PUBLIC AND INTERNAL CONTACTS

The incumbent must establish and maintain good working relationships with Caltrans District and Headquarters Environmental Planners, both specialists and generalists, as well as with other Caltrans functions such as Project Development, Right of Way, Structures, and Maintenance. The incumbent may attend or participate in meetings with other governmental agencies, local and statewide historical societies and preservation groups, and with other environmental and community advocacy groups. The incumbent will also meet the public in the course of information gathering for proposed projects. The incumbent will also be required to occasionally meet with property owners in the course of conducting field reviews and documenting the potential significance of historic properties, including photographing buildings and structures, and when necessary, conducting oral histories.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Incumbent must be able to effectively communicate in English and may be required to make presentations, participate in workshops, and serve on teams. The incumbent must be able to sustain the mental acumen needed to conduct the necessary research, analysis, and synthesis of issues, and make well-reasoned recommendations to management. The workload is subject to frequent and unexpected changes that could affect the scheduling or completion of assignments. As a result, the incumbent must often be able to handle multiple tasks, adapt to changes in priorities, and complete tasks or projects with short notice and work with others in a cooperative manner.

Incumbent must deal effectively with varying amount of pressure, maintain focus, and intensity yet remains optimistic, good natured and persistent. The incumbent behaves in a fair and ethical manner toward others and demonstrates a sense of responsibility and commitment to public service. The incumbent also values cultural diversity and other individual differences in the workforce.

WORK ENVIRONMENT

The work environment will include both field and office environments. In the field the incumbent may experience all climatic conditions, including rain, and sometimes extreme heat. Incumbent may be required to visit project sites, where the environmental conditions may vary considerably. While at their base of operation, the employee will work in a climate-controlled office, mostly under artificial light. However, due to periodic problems with the heating and air conditioning, the building temperature may fluctuate. The incumbent may be required to sit for extended periods of time while attending meetings or when responding to electronic mail or writing reports. The incumbent will be using a keyboard/mouse and video display monitor.

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)

Jody L. Brown

SUPERVISOR (Signature)	DATE