STATE OF CALIFORNIA • DEPARTMENT OF TRANSPORTATION

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
Senior Environmental Planner	03/North Region Environmental Planning	
WORKING TITLE	POSITION NUMBER	EFFECTIVE DATE
Senior Environmental Planner/Branch Chief	927-801-4713	

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 Environmental Planner) for the North Region Office of Environmental Services, the incumbent is responsible to supervise, plan, organize and direct timely completion of all environmental compliance for North Region transportation projects which often includes making difficult, complex and technical environmental planning and administrative decisions. Incumbent is responsible for coordinating management level interaction with local and regional agencies, federal and State resource agencies, elected officials, project stakeholders and the general public on matters pertaining to project development and compliance with environmental laws, regulations and policies.

TYPICAL DUTIES:

Percentage	Essential (E)/Marginal (M)[1]	Job Description
40%	E	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. Plans and supervises the work of staff in an Environmental Planning Branch preparing a variety of environmental documents including Environmental Impact Reports/Statements, Initial Studies/Negative Declarations, Environmental Assessments/FONSIs and Categorical Exemptions/Exclusions for transportation projects in accordance with state and federal laws, regulations, policies and guidelines.
20%	E	Incumbent is responsible for coordinating environmental studies for large and complex projects; facilitating partnerships with federal and state resource agencies and local government officials in the development of solutions for effective environmental compliance. Determines the need for and directs schedules, and reviews and approves appropriate environmental and engineering studies for various areas, such as cultural, biological, and other environmental resources.
15%	E	Coordinates project delivery with Project Managers, Environmental Division and Office Chiefs, other functional managers, and Caltrans Headquarters staff, including, but not limited to, project scope, cost and scheduling. Assist with contract management and oversight of consultant prepared technical studies and reports.
15%	E	Implements Task Management and supervises and assists staff with data input in the STEVE and PRSM databases as required.
5%	E	Acts as a liaison between the Department, local and regional environmental agencies, boards and commissions, and represents the Department at meetings, hearings, and other related public forums.
5%	M	Performs personnel evaluations, counseling, staffing, quarterly safety meetings and other supervisory duties.

[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.

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SUPERVISION OR GUIDANCE EXERCISED OVER OTHERS

Directly supervises a staff of environmental planners.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Must have knowledge of general ecology or general principles behind planning for the conservation and preservation of natural resources; general principles and techniques of research and statistical analysis; communication skills for purposes of data gathering; techniques and methods of evaluating environmental impacts; state and federal environmental laws, regulations, policies, procedures and guidelines; state, local and regional governmental organizations responsible for environmental and transportation regulation planning; principles and techniques of supervision and personnel management, budget development and resource management. Must be able to analyze environmental situations accurately, gather and analyze data, prepare written reports, work effectively with others as an interdisciplinary team member, conduct interviews for data gathering, and apply general techniques for ensuring public participation in the planning process.

Must be able to identify and resolve difficult environmental and transportation problems; to appraise the relative priority of on-going projects; to develop technically sound alternatives and solutions which includes developing new approaches, policy and procedural changes and revisions; to provide thorough and complete staff work to meet the needs of the Department.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Responsible to plan, organize and direct timely completion of all environmental clearances for North Region transportation projects which often includes making difficult, complex and technical environmental planning and administrative decisions; errors in judgment regarding the application of federal and state laws, rules and regulations could cause a loss of funding and project failure; detailed supervision which includes making decisions and providing advice as an interdisciplinary team member in planning and developing transportation planning systems. Failure to manage allocated budget resources could adversely affect management performance and program delivery.

PUBLIC AND INTERNAL CONTACTS

Contact with Headquarters and Region Manager, staff from local, regional, state and federal agencies and the general public.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Incumbent may be required to sit for long periods of time using a keyboard and video display terminal. Must have the ability to multi-task, adapt to changes in priorities, and complete tasks or projects on short notice. Must be able to develop and maintain cooperative relationships and be able to gain and maintain the confidence of internal and external contacts. Must be able to demonstrate a sense of responsibility and commitment to public service.

WORK ENVIRONMENT

The base of operation is the Eureka office. The office climate is controlled with artificial lighting. The office environment requires conduct appropriate for a small office setting with modular office cubicles. Awareness and consideration of other office employees is essential. Incumbent may have to occasionally travel to offices and field locations throughout the North Region, including during winter months when snow and ice may be present on the roadway.

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.)

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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