STATE OF CALIFORNIA • DEPARTMENT OF TRANSPORTATION

POSITION DUTY STATEMENT

PM-0924 (REV 3/2006)

28-4-039

CLASSIFICATION TITLE	DISTRICT/DIVISION/OFFICE	
Senior Environmental Planner	03/North Region Environmental Planning/Redding	
WORKING TITLE	**POSITION NUMBER**	**EFFECTIVE DATE**
Senior Environmental Planner/Branch Chief	928-801-4713-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 the direction and supervision of the Office Chief-North (a Supervising Environmental Planner) for the North Region Office of Environmental Services, the Senior Environmental Planner works to coordinate 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. In this capacity, the incumbent coordinates environmental studies for large and complex projects; facilitates partnerships with federal and state resource agencies and local government officials in the development of solutions for effective environmental compliance. The incumbent also assists with contract management and oversight of consultant prepared technical studies and reports.

TYPICAL DUTIES:

Percentage Essential (E)/ Marginal (M)[1]	Job Description
40% (E)	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. Projects will generally be located in the District 2 counties, but may be located anywhere within the North Region, including Districts 1 and 3, as required for workload balancing purposes.
20% (E)	Determines the need for and directs, schedules, 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

[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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limited to, project scope, cost and scheduling.

15% (E) As required, implements Task Management and supervises and assists staff with data input in the STEVE and PRSM databases.

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% (E) Performs personnel evaluations, counseling, staffing, quarterly safety meetings and other supervisory duties.

SUPERVISION EXERCISED OVER OTHERS:

The supervision is administrative in nature with review being made upon completion of work. The position 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.

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.

CONSEQUENCE OF ERROR/RESPONSIBILITY FOR DECISIONS:

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.

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PUBLIC AND INTERNAL CONTACTS:

Responsible for providing technical advice on all matters relating to environmental planning to both Headquarters and Region Manager, as well as staff from local, regional, state and federal agencies.

PHYSICAL, MENTAL AND EMOTIONAL REQUIREMENTS:

Employees 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 Redding 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. The employee 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 certify that I have read, and understand and can perform the duties listed above. If you believe you may require reasonable accommodation, please discuss this with your hiring supervisor.

EMPLOYEE (Print)	
EMPLOYEE (Signature)	DATE

I have discussed with and provided a copy of this duty statement to the employee named above.

SUPERVISOR (Print)	
SUPERVISOR (Signature)	DATE

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