STATE OF CALIFORNIA • DEPARTMENT OF TRANSPORTATION

**POSITION DUTY STATEMENT**

PM-0924 (REV 3/2006)

28-4-038

| CLASSIFICATION TITLE | DISTRICT/DIVISION/OFFICE | |
|---|---|---|
| Senior Environmental Planner | 03/North Region Environmental Planning/Resource Liaison | |
| **WORKING TITLE** | **POSITION NUMBER** | **EFFECTIVE DATE** |
| Resource Agency Liaison | 928-801-4713- | |

**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 North Region Environmental Office Chief, the Senior Environmental Planner works to coordinate management level interaction with federal resource agencies, especially with the Army Corps of Engineers (USACE) on matters pertaining to project development and compliance with environmental laws, regulations and policies. In this capacity, the incumbent facilitates partnerships with federal resource agencies, coordinates environmental studies for large and complex projects and promotes efforts to streamline the environmental process.

## TYPICAL DUTIES:

| PERCENTAGE Essential (E)/Marginal (M)[1] | JOB DESCRIPTION |
|---|---|
| 40% (E) | Under the direction of the North Region Environmental Office Chief, a Supervising Environmental Planner, participates as departmental representative on Army Corps of Engineers permitting issues. Coordinates with Senior Environmental Planners, Project Managers, Division Chiefs and Caltrans Headquarters staff to identify and resolve project delivery issues with the Army Corps of Engineers, the Environmental Protection Agency and other agencies as necessary. Coordinates resolution of project delivery issues with other Senior Environmental Planners, environmental staff and Project Managers including, but not limited to project scope, cost and scheduling. |
| 25%(E) | Coordinates compliance with the North Region's Environmental Document Quality Control Plan. Develops and maintains regional implementation plan, including procedures, training and monitoring, for regional and statewide policies related to product quality control. Ensures appropriate level of technical, peer, and legal reviews are completed on all documents prepared in compliance with the California Environmental Quality Act, the National Environmental Policy Act, and the Federal Clean Water Act among others. |

[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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25%(E) Reviews and comments on State and federal legislation concerned with the mitigation and regulation of natural resources. Reviews and comments on draft policies and procedures as published in the Federal Register, USACE Public Notices, and other media. Consults with regulatory and resource agencies in the development of project mitigation measures.

5%(E) Represents the Department at meetings; hearings and other related public forums. Develop a public relations program for the North Region to promote environmental stewardship activities to resource agencies and the public.

5%(M) Assists with the training and development of environmental staff as needed. Tracks and, in consultation with the North Region Managers, provides input on and/or initiates environmental policies that would benefit North Region programs.

## SUPERVISION EXERCISED OVER OTHERS:

The incumbent does not supervise. May act in a lead capacity over one or more Associate Environmental Planners and/or Environmental Planners. Provides technical direction and guidance to the region staff as needed.

## 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; 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. Technical knowledge in the areas of environmental impact assessment, mitigation measures and contract management is required.

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.

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## CONSEQUENCE OF ERROR/RESPONSIBILITY FOR DECISIONS:

Consequences of poor performance of this part of the environmental program can result in the following adverse effects:

- Delay of Project – This results when coordination with other State and federal environmental agencies or the private sector breaks down and controversies develop over impact assessment and appropriate mitigation measures. This position would be involved in negotiations at the District/Regional level.

- Increased costs – Delays to projects have the effect of increasing project costs due to inflation. Further, should the delay occur after the contract is let for the project, the cost of possible contractor claims would be involved.

- Litigation – Failure to comply with environmental laws leaves Caltrans vulnerable to legal action to force compliance. Litigation leads to delay and cost effects described above.

- Loss of credibility – Failure to produce adequate studies, follow procedures correctly, or ensure that commitments made to the regulatory agencies are kept in a timely manner, maintain cooperative relationships, could lead to loss of credibility with external agencies having review and approval functions, damaging relationships and slowing processing.

High Cost Solutions – Poor judgment in the selection of mitigation measures may result in excessive project costs.

## PUBLIC AND INTERNAL CONTACTS:

Must establish and maintain good working relationships on a day-to-day basis with State, federal and local agencies such as cities and counties, U.S. Army Corps of Engineers, U.S. Environmental Protection Agency and the Federal Highway Administration. Arranges for, attends and participates in meetings with local, State and federal resource agencies, Caltrans Districts and consultants in regard to environmental impacts and mitigation.

## PHYSICAL, MENTAL AND EMOTIONAL REQUIREMENTS:

You may be required to sit for long periods of time using a keyboard and video display terminal.

## WORK ENVIRONMENT:

While at your base of operation, you will work in a climate-controlled office under artificial lighting in the Marysville District 3 Office, the North Region Office in Redding, or the North Region Office in Eureka. Some fieldwork requires the ability to work in a variety of climatic and geographical conditions. You may be required to occasionally travel to offices and field locations throughout the North Region.

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I have read, and understand the duties listed above. If you believe you may require accommodation, please discuss this with your hiring supervisor.

| EMPLOYEE (Print) | DATE |
|---|---|
| EMPLOYEE (Signature) | DATE |

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

| SUPERVISOR (Print) | DATE |
|---|---|
| SUPERVISOR (Signature) | DATE |

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