STATE OF CALIFORNIA • DEPARTMENT OF TRANSPORTATION

POSITION DUTY STATEMENT

PM-0924 (REV 9/2013)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
Senior Environmental Planner	Central Region Environmental Central Coast Office	
WORKING TITLE	POSITION NUMBER	EFFECTIVE DATE
Branch Chief Central Coast XXX	929-156-4713-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 general direction of the Office Chief, the Senior Environmental Planner plans the workload and supervises an environmental and consultant staff responsible for generating large environmental documents, directs the work of staff engaged in environmental studies, coordinates the environmental planning and analysis of proposed projects; makes assessments of the environment, participates in project development teams and public presentations.

TYPICAL DUTIES:

Percentage	Essential (E)/Marginal (M)[1]	Job Description
45%	E	Environmental Planning Plan and supervise the work of the Environmental Planners, Associate Environmental Planners and consultant staff responsible for generating environmental documents and exemptions. Coordinate environmental planning, analysis of proposed projects. • Coordinate environmental investigations of proposed projects • Ensure the timely production of environmental deliverables • Review, comment and sign documents in a timely manner • Keep current on the status of environmental documents and their target dates and ensure that these dates are reflected accurately in STEVE • Work effectively with others as an interdisciplinary team member • Direct staff to plan and justify their work needs using the STEVE FileMaker Pro database • Work with staff to analyze environmental situations accurately and formulate alternative mitigation measures • Evaluate laws and policies in relation to statewide transportation and environmental interests • Solicit necessary expertise to complete environmental studies or meet project goals • Review documents of other governmental agencies
25%	E	Standard Tracking and Exchange Vehicle for Environmental (STEVE) and Project Resource & Schedule Management (PRSM) STEVE: • Monitor work plans • Provide guidance in the use of FileMaker Pro to assist Associate Environmental Planners to analyze, maintain, and enter data regarding project tasks and schedules into STEVE. PRSM: • Manage tasks and project resources for units in assigned branch. • Review Project Information and communicate issues • Maintain Task Manager's Alternate • Create and respond to Action Items • Open / Close tasks for Time Entry • Update Percentage Complete • Monitor task-related alerts that reflect schedule impacts and take corrective action. • Communicate proposed changes to tasks (dates, durations, resources, hours) to other Environmental task managers and the project manager • Collaborate with other task managers to keep the project and/or task on schedule • Work with the project manager to update or replace roles contained in workplan with cost centers

		and/or named individuals
15%	E	Staff Development and Supervision Manage, direct and provide guidance to subordinate staff. • Identify performance expectations utilizing Expectations memos and Individual Development Plans Convey expectations to the employee via written and verbal communication/direction • Monitor and evaluate staff performance through various production documents, personal observations, and by following-up with employee to ensure that performance expectations are met. IDP criteria should be the basis of this evaluation (quality/quantity of work, work habits, relationships with people, etc.) • Provide feedback to employees on performance noting exceptional performance as well as areas of improvement through regular discussions • Utilize the departmental progressive discipline principles and processes when required
10%	E	Participate in Project Development Team meetings. Meet with staff and management on a routine basis to discuss project issues, deliverables, status, risks and lessons learned. Convey any concerns regarding project delivery to management in a timely manner. Maintain Caltrans Outlook calendar (work-related meetings, appointments, etc.) and provide access to the Office Chief and staff.
5%	M	External Involvement • Assist in the coordination of and participate in public presentations • Obtain public input • Coordinate with other agencies • Incorporate the input of interested parties into the environmental planning and analysis process

[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

Supervise multidisciplinary staff conducting comprehensive environmental studies.

KNOWLEDGE, ABILITIES AND ANALYTICAL REQUIREMENTS

Must possess knowledge of:
• State and Federal laws and regulations relating to environment
• State, local and regional governmental organizations as they relate to environmental planning
• Trends in environmental, urban and regional planning
• Caltrans Environmental Planning processes
• Departmental and district programs and organizational structures
• Policies and practices pertaining to the environmental activities of each of the major project phases (PID, PA&ED, PS&E, R/W and CON)
• Knowledge of the major computer programs and databases used by Caltrans (such as: Word, Excel, and Filemaker Pro)

Ability to:
• Exercise good judgment
• Analyze and interpret a variety of policies
• Work cooperatively
• Develop good working relationships with other District staff, Central Region and Headquarters
• Make logical decisions; research and analyze environmental documents for completeness and accuracy
• Have excellent written and oral communication skills
• Plan, organize, prioritize and to work independently with minimum of supervision
• Use good judgment and interpersonal skills
• Possess excellent organizational skills
• Provide guidance and quality customer service to Department staff and management

- Coach staff in updating and report generation in FilemakerPro
- Multi-task, adapt to changes in priorities and complete tasks or projects with short notice
- Be willing to take risks and initiate actions that involve a judgment and knowledge based risk to achieve a recognized benefit or advantage
- Deal effectively with pressure, maintain focus, and intensity, yet remain optimistic and persistent
- Must be able to develop and maintain cooperative working relationships
- Respect cultural diversity and other individual differences in the workforce

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The Senior Environmental Planner must be able to identify issues that may affect project delivery. Failure to identify issues early or failure to coordinate with the Environmental Planners assigned to the project can result in project delay or cost increases. Errors in document processing or database entry could cause delays and missed deadlines.

PUBLIC AND INTERNAL CONTACTS

The Senior Environmental Planner interacts with all levels within the Department and frequently represents the Department in contacts with other agencies and the public.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

- Must be able to develop and maintain cooperative working relationships and interact with many people, often in stressful situations, while maintaining a calm and diplomatic attitude
- Must have the ability to focus and concentrate for long periods of time
- Must quickly grasp new information and comprehend technical policy and procedural documents
- Must have the ability adapt to changes in priorities and to complete tasks with short notice
- May be subject to and have the ability to handle irate public in a calm manner
- Must deal effectively with pressure, and yet remain optimistic and persistent, even under adversity.
- Is expected to treat staff other supervisors and managers in a manner that maintains generally accepted standards of human dignity and courtesy.

WORK ENVIRONMENT

The Senior Environmental Planner's work location is in a climate-controlled building with modular furniture under artificial lighting. Due to periodic problems with the heating and air conditioning, the building temperature may fluctuate. Working hours are variable, typically set sometime between 7:00 am and 5:00 pm. Travel to meetings may begin at 5:00 am and continue to 12:00 am, with an occasional overnight stay out of town. Visits to project sites may involve exposure to vehicular traffic, construction equipment, dust, weather extremes, and walking on uneven surfaces and climbing slopes. May be required to sit for long periods of time using a keyboard and video display terminal.

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.

POSITION DUTY STATEMENT

PM-0924 (REV 09/2013)

SUPERVISOR (Print)	
SUPERVISOR (Signature)	DATE