

POSITION DUTY STATEMENT

PM-0924 (REV 9/2013)

CLASSIFICATION TITLE Senior Environmental Planner	OFFICE/BRANCH/SECTION Central Region Environmental Central Coast Office	
WORKING TITLE Branch Chief Central Coast XXX	POSITION NUMBER 929-156-4713-xxx	EFFECTIVE DATE

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
30%	E	Plan and supervise the work of Environmental Planners, Associate Environmental Planners (Cultural Resource/Architectural History), Environmental Engineers, and consultant staff responsible for generating environmental documents. Coordinate environmental planning, investigation, and analysis 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. Work effectively with others as an interdisciplinary team member. 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	Provide Technical Expertise in cultural resources to the Central Coast Environmental Management Branch regarding Caltrans' CEQA projects. Provide to Caltrans' environmental staff technical expertise in prehistoric archaeology and the Section 106 process.
15%	E	Standard Tracking and Exchange Vehicle for Environmental (STEVE) and Project Resource & Schedule Management (PRSM) STEVE: • Ensure that environmental documents and their target dates are reflected accurately in STEVE. • Direct staff to plan and justify their work needs using 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 to other task managers and the project manager

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- 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 work plan 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.
- 5% 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% E 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
- 5% M Writing contracts and task orders to support cultural studies when the Central Region is understaffed with regards to cultural studies or environmental engineering personnel.

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

Receives direction from the Central Region Environmental Office Chief, Central Coast Office (Supervising Environmental Planner). The incumbent will independently analyze problems, develop alternatives and implement solutions. 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)
- The major computer programs and databases used by Caltrans (such as: Word, Excel, and Filemaker Pro)
- Caltrans cultural resource implementation such as development of construction contract special provisions
- Construction monitoring, coordination with Native American monitors, archaeological data recovery, reporting and interpretation.
- Project delivery databases and computer applications.

Ability to:

- Recommend final approval of commitments.
- Ascertain compliance with all applicable federal, state, and local laws, regulations, ordinances and policies.
- Manage project information in a database and the analytical skills to manage the database so that it adapts to the

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reporting requirements of the District Program Management protocols:

- 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

Analytical Skill:

- Analyze situations rapidly and accurately and propose effective courses of action for the work in coordination with one's Office Chief and outside agencies
- Researching, analyzing and summarizing planning data both manually and with basic computer programs
- Making clear and persuasive presentations of ideas
- Preparing clear, concise and complete technical documents, reports, correspondence and other written materials

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 one's Office Chief, staff or others can result in project delay or cost increases. Errors in document processing or database entry could cause delays and missed deadlines. The Senior Environmental Planner will be responsible for the completion of specified tasks. This will entail decisions about tasking this work including identifying any other functional unit dependencies, task development and prioritization. The consequences for error can include contract disputes, incomplete implementation, impacts on interagency coordination, unanticipated project delay and project cost overruns. Errors in these responsibilities could result in great financial loss, civil and criminal liability, and possibly the destruction of irreplaceable resources.

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. Establishes and maintains working relationships with the District's other Offices/Branches, Headquarters, and local agencies for project activities relating to the Cultural Resource Studies Office. The Senior Environmental Planner attends, participates in, and represents the Department during the discussion of environmental matters at meetings with interested groups, individuals, regional, Federal and other State agencies during cultural resource discussions related to project delivery. The incumbent acts as a member of interdisciplinary teams.

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.

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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. While out of the office performing field reviews, employee may be required to walk on rough terrain in variety of hazardous and/or unpleasant field conditions, including wet, rainy, windy, dusty, cold or hot weather. The Senior Environmental Planner should have the physical mobility for these common circumstances. The Senior Environmental Planner needs to be able to utilize a computer for the database management and, on occasion, the extensive writing the job entails. The Senior Environmental Planner needs to be able to analyze situations rapidly and accurately and propose effective courses of action for the work in coordination with one's Office Chiefs and outside agencies. The Senior Environmental Planner also needs to be capable of demonstrating flexibility, firmness, and a calm demeanor with appropriate in potentially physically and emotionally stressful situations.

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)

SUPERVISOR (Signature)

DATE