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	
WORKING TITLE	POSITION NUMBER	EFFECTIVE DATE
	930-156-4713-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
55%	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 • 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	Staff Development – manage, coach, and direct subordinate staff • Identify performance expectations utilizing Individual Development Plans and convey expectations to the employee via written and verbal communication/direction. • Monitor performance through various production documents, personal observations, and by following-up with employee to ensure that performance expectations are being met. • Provide feedback to employees on performance noting exceptional performance as well as areas of improvement through regular discussions. • Sustain employee performance using the departmental progressive discipline principles and processes.
15%	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.
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.

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SUPERVISION OR GUIDANCE EXERCISED OVER OTHERS

Supervised staff from Student Assistant to Associate Environmental Planner

KNOWLEDGE, ABILITIES AND ANALYTICAL REQUIREMENTS

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

Analytical Skill:

- Performing increasingly responsible and varied assignments under decreasing degrees of supervision
- Understanding and applying those aspects of federal, state and local laws, regulations, policies, procedures, standards, and numerous agency guidelines pertaining to the planning process
- Interpreting maps, site and building plans and specifications, graphs and statistical data
- Researching, analyzing and summarizing planning data both manually and with basic computer programs
- Preparing clear visual displays, such as maps, graphs, and illustrations
- 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

Where law, regulation and Department or District policy allow latitude, the Senior Environmental Planner decides the scope and detail of environmental studies. The senior also proposes negotiation proposals to outside agencies, and mitigation plans to the Project Manager and District Management for approval, and allocates branch resources. Errors in these responsibilities could result in great financial loss, civil and criminal liability, and the destruction of irreplaceable resources.

Lack of understanding of responsibilities could result in the delay of projects.

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. It is expected that the Senior Environmental Planner will represent the office in a professional and cooperative manner.

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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.
- The Senior Environmental Planner 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.

SUPERVISOR (Print)

SUPERVISOR (Signature)	DATE