

**POSITION DUTY STATEMENT**

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE Supervising Environmental Planner	OFFICE/BRANCH/SECTION 07/Division of Environmental Planning	
WORKING TITLE Environmental Focal Point - Interstates 710, 5 and 605	POSITION NUMBER 907-170-4719- 911	EFFECTIVE DATE

As a valued member of the Caltrans team, you make it possible for the Department to provide a safe, sustainable, integrated, and efficient transportation system to enhance California's economy and livability. Caltrans is a performance-driven, transparent, and accountable organization that values its people, resources and partners, and meets new challenges through leadership, innovation and teamwork.

**GENERAL STATEMENT:**

Under the general direction of the Director, District Director, Chief Deputy District Director and the Deputy District Director, Environmental Planning, the incumbent serves as Environmental Focal Point (EFP) for the most complex and controversial projects that are in the most critical stages of the environmental process, including, but not limited to projects on and around Interstate/State Route 710, and Interstates 5 and 605. In this capacity, the incumbent will: coordinate at high levels with federal, state, and local elected officials and their staff; be delegated, as needed to speak for the Department and Agency; participate in public forums and speak to the press and other media outlets; and supervise no more than five Senior Environmental Planner groups, including, but not limited to the Gateway Corridors, Cultural Resources, and Contract Management Groups. Responsibilities include, but are not limited to:

**TYPICAL DUTIES:**

Percentage	Essential (E)/Marginal (M) <sup>1</sup>	Job Description
35%	E	Plans, organizes and attends meetings with federal, state, and local elected officials and their staff. Directs staff to gather information and prepare materials needed to clearly brief elected officials and their staff on the Department's policies and position on issues directly related to their needs and the needs of their constituents. Coordinates with Deputy District Directors from other divisions to ensure timely delivery of information and products directly related to external partners. Works closely with various public agencies, Councils of Governments (COGs) and stakeholder groups to provide clear and concise information related to complex and controversial projects.
30%	E	Plans, organizes and directs transportation projects on Route 710 and other routes in urban Los Angeles County, identifying environmental impacts. Coordinates and directs staff to prepare the appropriate environmental documents and develop, implement and monitor natural science and cultural studies, as well as environmental permits and mitigation. Oversees the reviews of all technical environmental documents and PS&E packages to determine accuracy and compliance with local, state and federal laws.
15%	E	Oversees the development of mitigation measures to minimize the environmental impacts of transportation projects. Streamlines project delivery. Provides assistance to environmental coordinators to ensure compliance with local, state and federal laws throughout the construction process. Advises senior district management on environmental and permit use issues and strategies for mitigation on major transportation projects. Ensures compliance with cultural and biological mitigation requirements as appropriate.
15%	E	Oversees and directs staff in the environmental review and coordination of Local Assistance projects in District 7. Coordinates with local entities to ensure the timely delivery of their environmentally sound transportation projects. Ensures Local Assistance projects are in compliance with local, state and federal environmental laws.
5%	M	Organization and staffing, project management, budgets and fiscal management, training, employee relations and other miscellaneous management activities.

<sup>1</sup>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**

The Supervising Environmental Planner, Single Focal Point, supervises and directs no more than six Senior Environmental Planner groups, including, but not limited to the Gateway Corridors, Cultural Resources, and Contract Management groups.

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### **KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS**

The knowledge of the various issues important to the federal, state, and local elected officials and their constituents.  
The ability to communicate, at the highest levels, the policies and positions of the Department and Agency on the various issues important to the elected officials and agencies involved in complex and controversial projects.  
The knowledge of methods of planning, organizing, directing and controlling major statewide programs.  
The knowledge of principles and techniques of supervision and personnel management.  
Knowledge of methods of administering projects.  
Knowledge of differences in and use of, multimodal forms of transportation, state, local and regional government organizations.  
The ability to direct a unit in carrying out various environmental planning activities including the preparation of comprehensive reports.  
The knowledge of the principles and techniques of supervision and personnel management.  
The knowledge of methods of administering environmental projects and programs.  
The knowledge of environmental legislation, such as the California Environmental Quality Act and the National Environmental Policy Act.  
Knowledge of trends and new developments in federal, state and local environmental planning, assessment and mitigation techniques.  
Knowledge of principles and techniques behind planning for the conservation and preservation of natural resources.  
Knowledge of principles and techniques for application of social or behavioral sciences or environmental design arts.  
The ability to provide imaginative and creative leadership in the area of environmental planning, assessment methods, and mitigation techniques.  
The ability to supervise and direct the activities of others.  
The ability to analyze the relationship between transportation and environmental quality.  
The ability to write clearly and to present a position orally. Written and verbal communication skills necessary to collect and convey data and information, and to establish and maintain cooperative relationships with city, county and regional agencies.  
The ability to participate in public presentations.  
The ability to solicit outside expertise on a short-term basis on specific environmental studies or phases of studies.  
The ability to devise environmental study designs and work plans to accomplish the above.  
Possess knowledge of basic principles of computer use including Windows, Microsoft Office and Outlook programs.  
The ability to travel and work in the field or on construction sites which would require a valid driver's license.  
The incumbent must be able to analyze situations rapidly and accurately and propose effective course of actions for the work as described above. In addition, the incumbent must be able to analyze environmental documents prepared in the district, or by outside agencies, to ascertain compliance with the California Environmental Quality Act, National Environmental Policy Act, Coastal Act of 1976, Federal Highway Act of 1968.

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### **RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR**

The Supervising Environmental Planner, Single Focal Point, Division of Environmental Planning, prepares complete, comprehensive reports, then makes recommendations based on the findings of such reports; determines that all local, state and federal environmental regulations are met for planning and implementation of transportation projects, determines that all reasonable alternatives have been explored before decisions are made; develops staffing plans, office budget and training plan; schedules projects. Decisions and recommendations will have a direct impact on the ability of the District to achieve its construction and maintenance goals. If plans and project proposals are developed without input from Environmental Planning and their significance is not analyzed, the results could do irreparable harm to existing resources. This would result in violations of State and Federal laws such as the California Environmental Quality Act, National Environmental Policy Act, Coastal Act of 1976, Federal Highway Act of 1968, and other environmental laws and could result in tort liability and discredit to the department and ultimately jeopardize a project's funding.

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### **PUBLIC AND INTERNAL CONTACTS**

In effectively carrying out the specific job assignments, the Supervising Environmental Planner, Environmental Focal Point, must be able to interact with a wide range of people from different cultures and socio-economic backgrounds. The incumbent will participate in public meetings/hearings, provide counsel to federal, state, and local elected officials, city and county engineering and planning agencies, and various stakeholder groups respond to environmental document preparation and processing, coordinate with state, federal, and local agency contacts and, work closely with project engineers, other departmental units, private consultants and local agencies.

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### **PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS**

At their base of operation, employees could experience building temperature fluctuation due to permanent problems with the heating and air conditioning. Most employees will work, in workstations within shared cubicles. Working hours will be

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set sometime between 6:00 a.m. and 6:00p.m.

Overtime may be required, and vacations may be restricted, during peak times and fiscal year end closing. Employees may be required to travel in state.

Employees may be required to sit for long periods of time using a keyboard and video display terminal. Must be able to organize and prioritize large volumes of varied documents. Employees may also be required to move large or cumbersome reports from one location to another.

Most of the jobs in the Division require interaction with many people. It is important that employees work with others in a cooperative manner. The ability to handle irate citizens in a calm manner and to resolve emotionally charged issues reasonably and diplomatically is required. The employee must demonstrate a sense of responsibility and commitment to public service.

The employee must deal effectively with pressure, maintain focus and intensity yet remain optimistic and persistent, even under adversity.

The employee must be able to develop and maintain cooperative working relationships, considering and responding appropriately to the needs, feelings, and capabilities of different people in different situations, and treating others with respect. The employee must value cultural diversity and other individual differences in the workforce.

The employee must have the ability to multi-task, adapt to changes in priorities, and complete tasks or projects with short notice. Employees must be able to concentrate in order to review and create documents and meet strict deadlines at times.

## WORK ENVIRONMENT

While at their base of operation, employees will work, in a climate-controlled office under artificial light. Employees will be required to travel and work outdoors and may be exposed to dirt, noise, brush and/or extreme heat or cold temperatures. Most employees will work in workstations within shared cubicles.

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)

Ron Kosinski

SUPERVISOR (Signature)

DATE