

**CALIFORNIA DEPARTMENT OF TRANSPORTATION  
DIVISION OF TRANSPORTATION PLANNING  
DUTY STATEMENT**

<b>CLASSIFICATION TITLE</b> Transportation Engineer	<b>DISTRICT/DIVISION/OFFICE</b> Division of Transportation Planning/ Office of Regional Planning	
<b>WORKING TITLE</b> Air Quality Specialist	<b>POSITION NUMBER</b> 900-074-3135-xxx	<b>EFFECTIVE</b> December, 2014

**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, by: being innovative and flexible; reporting to work regularly and on time; 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 supervision of the Chief of the Air Quality and Environmental Planning Branch, in the Office of Regional Planning (ORP), the incumbent is a staff specialist providing technical coordination and guidance on air quality issues to staff of Caltrans' Districts and Headquarters Divisions; the Federal Highway Administration; the Federal Transit Administration; U.S. EPA; the California Air Resources Board; and California's Regional Air Districts.

The incumbent is responsible for completed staff work including: assisting in development and review of regional conformity and project-level air quality analysis guidance; assisting Districts and Headquarters regarding quality control for air quality studies; liaison and coordination with regional planning and environmental staff regarding air quality conformity issues in regional planning and project delivery; identifying issues and proposing technical recommendations; and performing contract management duties for work performed by consultants or universities.

**TYPICAL DUTIES:**

**Percentage Duties**

40% Under supervision, conduct quality control activities for air quality technical studies and engineering review of project plans and specifications. Assist Caltrans Districts to develop technical solutions to project and planning level air quality challenges. Maintain close coordination between the air quality units in the Division of Transportation Planning and the Division of Environmental Analysis in support of the Department's air quality analysis program. Develop and provide air quality program guidance and engineering tools to Caltrans Districts, state agencies, metropolitan planning organizations, regional air districts, and other external agencies. Assist with maintaining statewide consistency in the Department's air quality activities.

- 30% Coordinate closely with other agencies and entities that develop and maintain air quality modeling tools. Attend interagency air quality conformity meetings to discuss conformity requirements for Caltrans projects. Attend other air quality meetings as required. Provide technical assistance to Caltrans Districts and partner agencies regarding application of air quality analysis tools.
- 20% Manage air quality consultant and university contract tasks within budget. Develop and manage contract task orders. Review technical studies prepared by consultants. Develop and manage air quality focused technical research studies.
- 5% Coordinate resolution of interdisciplinary concerns relating to other Departmental functional areas, such as hazardous waste, that are affected by air quality issues.
- 5% Prepare and deliver special assignments, briefings, reports and presentations as assigned. Serve as back-up to Branch Chief in meetings, teleconferences and related coordination with other Caltrans staff and external partners. Meet with responsible individuals to identify and resolve issues.

### ***SUPERVISION EXERCISED OVER OTHERS***

The incumbent does not supervise, but may be a lead worker on special projects and manage complex projects and multi-disciplinary local, state, and federal teams.

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

The incumbent must have knowledge and understanding of: air quality laws and regulations, and how they affect regional planning and project development procedures and products; and organizational relationships and environmental functions within and outside Caltrans that pertain to air quality in the planning, environmental analysis, design, construction, operation, and maintenance of transportation facilities.

The incumbent must be able to reason logically and creatively; exercise good judgment; take action independently; prioritize competing assignments; and travel as required. The incumbent must be able to consult and advise managers, make recommendations, and resolve problems. The incumbent must be able to establish and maintain cooperative relationships with tact and persuasion; communicate effectively both orally and in writing; and possess good technical report writing and presentation capabilities.

The incumbent must be able to use databases, information, and word-processing systems.

### ***CONSEQUENCE OF ERROR/RESPONSIBILITY FOR DECISIONS***

The incumbent has a major responsibility to help ensure that the Department's air quality conformity responsibilities are fulfilled in accordance with the Department's mission and Federal and State laws and regulations. Errors could result in loss of credibility with

