

POSITION DUTY STATEMENT

PM-0924 (REV 01/2022)

CLASSIFICATION TITLE Senior Environmental Planner	OFFICE/BRANCH/SECTION Air Quality and Climate Change	
WORKING TITLE Climate Change Specialist	POSITION NUMBER 900-074-4713-921	REVISION DATE

As a valued member of the Caltrans leadership team, you make it possible for the Department to provide a safe and reliable transportation network that serves all people and respects the environment.

GENERAL STATEMENT:

Under the general direction of the Office Chief for Air Quality and Climate Change, the incumbent will assist the office and Division of Transportation Planning (DOTP) in implementing new climate change programs established as a result of the Federal Infrastructure Investment and Jobs Act (IIJA), and any additional programs established by the State Legislature. These include, but are not limited to, the PROTECT Program and Carbon Reduction Program. The incumbent will broadly provide leadership and be responsible for accelerating implementation of climate initiatives relating to subject areas including but not limited: greenhouse gas (GHG) emissions reduction and vehicle miles traveled (VMT), climate adaptation and resiliency, and climate and environmental justice. The Climate Change Specialist will develop recommendations and lead complex, cross-functional work in partnership with Caltrans Headquarters Divisions and Districts to implement climate action commitments and new programs, in alignment with the Global Warming Solutions Act (AB 32, SB 32); the Climate Action Plan for Transportation Infrastructure (CAPTI); the Caltrans 2020-24 Strategic Management Plan; and other Caltrans' policies and California Executive Orders.

The work of this office requires strong outreach and engagement, maintaining a network of active stakeholders, and establishing collaboration with internal programs and with state, local, and regional and non-governmental organizations, including under-represented and disadvantaged communities. The work requires strong leadership, communication, flexibility, partnership, and strategic thinking skills, as well as a deep commitment to the Department's strategic vision, mission, values, and goals, to provide excellent customer service, and to advance equity meaningfully through all efforts.

CORE COMPETENCIES:

As a Senior Environmental Planner, the incumbent is expected to become proficient in the following competencies as described below in order to successfully perform the essential functions of the job, while adhering to and promoting the Department's Mission, Vision, Values, Strategic Imperatives and Goals. Effective development of the identified Core Competencies fosters the advancement of the following Leadership Competencies: Change Commitment, Risk Appetite, Self-Development/Growth, Conflict Management, Relationship Building, Organizational Awareness, Communication, Strategic Perspective, and Results Driven.

- **Change Leadership:** Develops new and innovative approaches needed to improve effectiveness and efficiency of work products. Encourages others to value change. Considers impact and recommends changes. (Cultivate Excellence, Enhance and Connect the Multimodal Transportation Network, Lead Climate Action, Advance Equity and Livability in all Communities - Engagement, Equity, Innovation, Integrity)
- **Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Lead Climate Action, Advance Equity and Livability in all Communities - Engagement, Equity, Innovation)
- **Initiative:** Ability to identify what needs to be done and doing it before being asked or required by the situation. Seeks out others involved in a situation to learn their perspectives. (Lead Climate Action, Advance Equity and Livability in all Communities - Engagement, Equity, Innovation, Integrity)
- **Conflict Management:** Recognizes differences in opinions and encourages open discussion. Uses appropriate interpersonal styles. Finds agreement on issues as appropriate. Deals effectively with others in conflict situation. (Cultivate Excellence - Integrity)
- **Teamwork/Partnership:** Develops, maintains, and strengthens partnerships with others inside or outside of the organization through effective communication and collaboration. (Cultivate Excellence, Lead Climate Action, Advance Equity and Livability in all Communities - Engagement, Equity, Integrity)
- **Customer Focus:** Considers, prioritizes, and takes action on the needs of both internal and external customers. (Lead Climate Action, Advance Equity and Livability in all Communities - Engagement, Equity, Innovation, Integrity)
- **Interpersonal Effectiveness :** Effectively and appropriately interacts and communicates with others to build positive, constructive, professional relationships. Tailors communication style based on the audience. Provides and is receptive to feedback. (Cultivate Excellence, Lead Climate Action, Advance Equity and Livability in all Communities - Engagement, Equity, Innovation, Integrity)
- **Analytical Skills:** Approaches problems using a logical, systematic, and sequential approach. Weighs priorities and recognizes underlying issues. (Lead Climate Action, Advance Equity and Livability in all Communities - Equity, Innovation)

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- **Technical Expertise:** Depth of knowledge and skill in a technical area. (Enhance and Connect the Multimodal Transportation Network, Lead Climate Action, Advance Equity and Livability in all Communities - Equity, Innovation)

TYPICAL DUTIES:

Percentage		Job Description
Essential (E)/Marginal (M) ¹		
40%	E	Lead and partner with Caltrans' Office of Sustainability, as well as other functional units in Caltrans including but not limited to Division of Environmental Analysis, Asset Management, and Division of Design, on various climate initiatives, including (but not limited to) initiatives related to IJA program development and implementation within DOTP and Caltrans Districts, development of climate change expertise in other Divisions, development of the Caltrans Climate Action Plan, and other efforts. Proactively collaborate and advocate for initiatives or projects that may be needed. Provide leadership and support to mainstream climate adaptation practices into Caltrans business operations and assure a comprehensive and coordinated approach on climate change implementation.
35%	E	Provide support to DOTP's development and oversight of the climate change adaptation planning program, including but not limited to coordination and partnership with other divisions in Caltrans, development of guidance and tools, and providing subject matter expertise to Department-wide policies and documents. This work may also involve projects or initiatives to improve DOTP's efforts related to reducing the transportation GHG footprint. Conduct policy and program research, writing, analysis, and otherwise provide technical contributions to initiatives, including the development of tools and guidance, as a subject matter expert. Develop recommendations for DOTP to implement policy and program changes that advance climate action, sustainability, and equity, including but not limited to implementation of new federal programs, the California Air Resources Board Climate Change Scoping Plan, and climate adaptation guidance from the Governor's Office of Planning & Research.
15%	E	The incumbent is responsible for gathering, analyzing information, and serving as a subject matter expert on climate change (greenhouse gas emissions, adaptation and resilience). These topics include knowledge of policies, procedures, guidance, and the latest science. The incumbent is also responsible for maintaining a working knowledge of the most current research, regulations, and approaches for addressing these topics in California Environmental Quality Act (CEQA) and National Environmental Policy Act (NEPA) environmental documentation.
10%	M	As related to duties above, organize meetings, working groups, use project management software, and participate in working groups; other tasks as assigned.

¹ESSENTIAL 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

This position does not directly supervise others, but will act as a project manager and may oversee the work of team members on specific projects. These may be staff, or student assistants.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Climate change expertise in the areas of adaptation and resilience, and greenhouse gas reductions. Knowledge of environmental and transportation planning, project development and programming processes; the Department's mission, visions, goals, and organization, policies and procedures; Federal and State laws and regulations with a focus on those related to the mission of the office (climate change, environmental, air quality); program and project management skills; key concepts and application of transportation and climate equity.

Ability to:

Effectively communicate (both orally and written) with management, technical, and non-technical personnel. Ability to implement programs and projects and supporting activities; analyze, interpret, and apply analytical techniques; work independently and as a core member on complex projects; and develop and work with databases as required. Implement and coordinate as required to develop programs, policies, and plans, with awareness and sensitivity to political, economic, and environmental issues.

Additional Desirable Qualifications:

Ability to develop and maintain effective relationships internally and externally for successful on-going interaction; knowledge of planning work done by Caltrans and its role in providing an effective multi-modal transportation system; effective multi-disciplinary project management expertise; strong interpersonal and presentation skills; ability to develop innovative and effective solutions

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and strategies for transportation problems and implement them; and computer skills, including the use of word processing, spreadsheets, and presentation software.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Climate Change and Air Quality functions are critical and sensitive, and are responsible for high priority state and federal requirements and executive orders, impacting many internal programs as well as partner agencies at local, regional, and federal levels. Errors in guidance, implementation, coordination, and carrying out state and federal law, regulations, and policies could have negative impacts on the Department's ability to lead, provide guidance, build partnership and resolve issues.

PUBLIC AND INTERNAL CONTACTS

Routine internal contacts with the Director's Office, DOTP offices, other Headquarters Divisions, California Transportation Commission staff, and others. Involvement with District Planning and climate change activities, local/regional agencies, stakeholders, advocacy groups, Tribal governments, and the public.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Develop and maintain cooperative working relationships. Must deal effectively with pressure; maintain focus and intensity yet remain optimistic and persistent, even under adversity. Support a work environment that encourages creative thinking and innovation. Develop new insights into situations and apply innovative solutions to make organizational improvements. Act in a fair and ethical manner, demonstrate commitment to public service, develop organizational improvements, foster a creative and innovative work environment, be willing to take intelligent risks, and value equity and diversity in the workforce. Adjust rapidly to new situations warranting attention and resolution.

WORK ENVIRONMENT

The incumbent works in front of a dual-monitor computer system under artificial light in an office setting with long periods of working in a sitting or standing position. The incumbent may be required to travel in state and out-of-state, to meet with customers, districts, and/or attend meetings and conferences.

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)

Leah Fisher

SUPERVISOR (Signature)

DATE