

**POSITION DUTY STATEMENT**

PM-0924 (REV 01/2022)

CLASSIFICATION TITLE Associate Environmental Planner, NS	OFFICE/BRANCH/SECTION Materials and Infrastructure/Environmental Influences	
WORKING TITLE Associate Environmental Planner (Natural Sciences)	POSITION NUMBER 913-155-4680-913	REVISION DATE 05/07/2024

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 Branch Chief, Senior Transportation Engineer, Office of Materials and Infrastructure (M&I) Research, the Associate Environmental Planner (Natural Sciences) is responsible for assisting in the management of research projects in the area of Environmental Impact Mitigation Research, which includes research in the areas of biological resource conservation, wildlife crossing, fish passage, cultural factors, air quality, storm-water management, climate change, and sustainability. Provides essential support to the senior staff in performing contract management duties and monitoring research activities to assist in ensuring the efficient execution and oversight of research contracts and activities.

**CORE COMPETENCIES:**

As an Associate Environmental Planner, NS, 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.

- **Learning on the Fly:** Learns quickly, is open to change, experiments, and is flexible. (Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Engagement)
- **Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Engagement, Integrity)
- **Ethics and Integrity:** Demonstrated concern to be perceived as responsible, reliable, and trustworthy. Respects the confidentiality of information or concern shared by others. Honest and forthright. Conforms to accepted standards of conduct. (Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Engagement, Integrity)
- **Problem-solving and Decision-making :** Identifies problems and uses logical analysis to find information, understand causes, and evaluate and select or recommend best possible courses of action. (Cultivate Excellence - Engagement)
- **Teamwork and Collaboration:** Sets team structure. Organizes, leads, and facilitates team activities. Promotes team cooperation and encourages participation. Capable of cross functionality and working well with others on a team to achieve personal goals, team goals, and organizational goals. Takes responsibility for individual actions in order to achieve consistent results. (Cultivate Excellence - Engagement)
- **Customer Focus:** Considers, prioritizes, and takes action on the needs of both internal and external customers. (Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Engagement, Equity)
- **Communication:** Expresses oneself clearly in all forms of communication. Gives feedback and is receptive to feedback received. Knows that listening is essential. Keeps others in the Division and other functional units informed as appropriate. (Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Engagement)
- **Analytical Skills:** Approaches problems using a logical, systematic, and sequential approach. Weighs priorities and recognizes underlying issues. (Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Engagement, Innovation, Pride)
- **Technical Expertise:** Depth of knowledge and skill in a technical area. (Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Engagement, Innovation, Pride)

**TYPICAL DUTIES:**

Percentage	Job Description
Essential (E)/Marginal (M) <sup>1</sup>	

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40%	E	Assists the senior environmental planner in the development of project concepts, which includes consultation with Department Programs, Districts, academia, other State DOTs, and private industry to ensure comprehensive input and alignment with project objectives. Supports Department Programs and Districts in various aspects of research project management. Prepares research proposals and research request forms to articulate project needs and objectives. Supports the senior staff in the identification and selection of researchers or research teams through a comprehensive search process, ensuring the chosen experts are well-suited to meet project requirements. Collaborates on the development and review of project scope of work and budgets to ensure feasibility, accuracy, and alignment with program goals and funding constraints. Conducts day-to-day management of research projects by monitoring research timelines, tracking progress, and ensuring timely delivery of project deliverables.
20%	E	Provides assistance to senior staff in representing headquarters and the Office of Materials and Infrastructure in projects related to environmental research which involves a multifaceted role that bridges various departments, stakeholders, and initiatives. Attends meetings, workshops, and conferences to provide input, share insights, and assist in ensuring alignment with organizational goals and priorities. Facilitates communication and collaboration between engineers, planners, environmental scientists, and other stakeholders involved in project planning and execution. Collaborates with engineers, planners, and environmental scientists in headquarters and districts. Contributes to the development of comprehensive work plans for environmental research projects.
20%	E	Supports the senior staff in designing, developing, and implementing technology transfer of research results within the Department. Facilitates the effective dissemination and utilization of research findings. Researches best practices, analyzes departmental needs, and drafts policy documents which outline procedures for intellectual property protection, licensing agreements, and commercialization strategies.
10%	E	Ensures the efficient execution and oversight of research contracts and activities. Manages contracts related to environmental research under the University Transportation Center (UTC) research portfolio, which involves a range of responsibilities to ensure smooth operations, compliance, and successful outcomes.
5%	M	Assists the senior staff in providing program management support for the Environmental Impact Mitigation Research Program, which includes developing research work plans and roadmaps, creating research project budgets, and aiding in the formulation of the program's business and strategic plans.
5%	M	Performs other job related duties within the scope of the classification as assigned.

<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**

NONE

**KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS**

Knowledge of environmental research methods and equipment, with experience and knowledge in developing, conducting, administering, and managing research projects and contracts. Knowledge of technical and contract management skills. The ability to communicate effectively, orally and in writing. The ability to analyze environmental situations accurately; gather and analyze data; work effectively with others as an interdisciplinary team member; and conduct interviews for data gathering. The ability to coordinate environmental planning, research, and analysis of proposed projects; assess an existing environment; write environmental documents; plan and carry out complex studies; participate in public presentations; solicit outside expertise on a short-term basis on specific environmental studies or phases of studies; and coordinate environmental investigations of proposed projects.

**RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR**

The incumbent is responsible for developing and completing Environmental Impact Mitigation Research within the approved time frame and budget to comply with Departmental and Federal Highway Administration requirements. Incorrect decisions that delay or preclude the completion of research to solve environmental problems for the Department can result in a loss of resources, funding support, Federal reimbursement, and/or legislative support for the Program.

**PUBLIC AND INTERNAL CONTACTS**

The incumbent has frequent contact with Departmental managers, staff, academic personnel, consultants and public employees. Also, with the federal government, other states, cities and counties, and the general public.

**ADA Notice**

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**PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS**

The incumbent may be required to sit and engage in focused mental activity for long periods using a telephone or a computer, reading reports and other technical documents, or performing technical calculations and compositions. It is important that the incumbents cooperatively work with others. Incumbents should be able to deal effectively with pressure, maintain focus, and intensity yet remain optimistic and persistent, even under adversity. Incumbents must be open to change and new information; adapt behavior and work methods in response to new information, changing conditions, or unexpected obstacles. Incumbents must have the ability to create and sustain an organizational culture, that encourages others to provide quality of service essential to high performance; be open to change and new information; anticipate change and be proactive to address it; and have strong communications and listening skills to identify and communicate customer needs and expectations. Incumbents must behave fairly and ethically toward others and demonstrate a sense of responsibility and commitment to public service. Incumbents must value cultural diversity and other individual differences in the workforce. Incumbents must have the ability to multi-task, adapt to changes in priorities, complete tasks, or projects with short notice, and meet strict deadlines at times. Incumbents must grasp the essence of new information and master new technical and business knowledge that will meet the directives of the Division. Incumbents should understand new and long-range plans and be able to determine how best to position the Division to achieve a competitive advantage in transportation research. When working in the field or lab, the incumbents must stand for long periods as well as walk, push, pull, bend, stoop, and kneel as conditions require to use testing equipment and operate hand and power tools. The incumbents will also be required to lift objects weighing up to 50 pounds at irregular intervals.

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**WORK ENVIRONMENT**

While at the base of operation, the incumbents will primarily work in a climate-controlled office under artificial lighting. Incumbents will occasionally be required to work in a lab and the field. Thus, the incumbents may be exposed to hazardous materials and chemicals, machinery, dirt, noise, uneven surfaces, and/or extreme heat or cold. Incumbents will be required to occasionally travel in-state and out-of-state to attend/participate in or coordinate local/state/national/international meetings/conferences/workshops.

This position may be eligible for telework. The amount of telework is at the discretion of the Department and is based on Caltrans's evolving telework policy. Caltrans supports telework, recognizing that in-person attendance may be required based on operational needs. Employees are expected to be able to report to their worksites with minimum notification if an urgent need arises. The selected candidate will be required to commute to the headquartered location as needed to meet operational needs. Business travel may be required, and reimbursement considers an employee's designated headquartered location, and primary residence, and may be subject to CalHR regulations or applicable bargaining unit contract provisions. All commute expenses to the headquartered location will be the responsibility of the selected candidate.

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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.)

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EMPLOYEE (Print)

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EMPLOYEE (Signature)

DATE

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I have discussed the duties with, and provided a copy of this duty statement to the employee named above.

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SUPERVISOR (Print)

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SUPERVISOR (Signature)

DATE