

POSITION DUTY STATEMENT

PM-0924 (REV 02/2021)

CLASSIFICATION TITLE Associate Environmental Planner, NS	OFFICE/BRANCH/SECTION North Regional Environmental Planning / Stewardship Branch	
WORKING TITLE Stewardship Coordinator	POSITION NUMBER 927-801-4680-xxx	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 a Senior Environmental Planner or Senior Environmental Scientist, the incumbent supports the development and delivery of biological mitigation for multiple transportation projects. Incumbent performs assigned tasks for the function of the North Region Office of Environmental Stewardship, including: development and management of task orders, service contracts, and inter-agency agreements; project tracking (scope, schedule and cost), report writing, document review, inter agency coordination, and other duties related to securing and implementing biological mitigation. Incumbent makes recommendations to the project development team, including District and North Region management, for the appropriate courses of action for compliance with the California Environmental Quality Act (CEQA), the National Environmental Policy Act (NEPA) and a multitude of other state and federal laws.

Travel may be required, including over-night stays. Possession of a valid California Drivers License is required when operating a state owned or leased vehicle.

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.

- **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, Strengthen Stewardship and Drive Efficiency, Lead Climate Action Advance Equity and Livability in all Communities - Equity, Innovation)
- **Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Safety First, Strengthen Stewardship and Drive Efficiency - Innovation, Integrity)
- **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. (Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Engagement, Innovation)
- **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, Strengthen Stewardship and Drive Efficiency - Engagement, Equity)
- **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. (Safety First, Cultivate Excellence - Engagement, Equity)
- **Organizational Awareness:** Contributes to the organization by understanding and aligning actions with the organization's strategic plan, including the mission, vision, goals, core functions, and values. (Cultivate Excellence - Engagement)
- **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. (Safety First, Cultivate Excellence - Engagement, Integrity)
- **Analytical Skills:** Approaches problems using a logical, systematic, and sequential approach. Weighs priorities and recognizes underlying issues. (Cultivate Excellence, Strengthen Stewardship and Drive Efficiency Advance Equity and Livability in all Communities - Engagement)
- **Thoroughness:** Ensures that work and information is complete and accurate. Ensures that assignment goals, objectives, and completion dates are met. Documents and reports on work progress. (Cultivate Excellence - Engagement, Innovation)

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TYPICAL DUTIES:

Percentage	Job Description
Essential (E)/Marginal (M) ¹	
35% E	Assist North Region Mitigation Specialists, Advance Planning, and Caltrans HQ in the development of projects to secure advance mitigation credits through the Department's Advance Mitigation Program. Prepare environmental documents and permits for compliance with the California Environmental Quality Act (CEQA), the National Environmental Policy Act (NEPA) and other state and federal laws for Caltrans mitigation projects. Develop and manage project specific habitat mitigation and monitoring plans in coordination with other team members such as Environmental Management, Landscape, Project Engineers, Project Management and external agencies. Provide input on cost, scope, and schedule associated with recommendations for mitigation actions. Prepare draft monitoring reports, including data collection, entry, and management; creating maps and figures; and developing text to document monitoring methods, results and conclusions. Assist in quantitative evaluation of monitoring data to determine if regulatory permit requirements are fulfilled.
25% E	Prepare task orders, service agreements, cooperative agreements, and inter-agency agreements for mitigation. Develop cost estimates, scope of work, implementation and maintenance schedules, secure and track funding, prepare and submit requests for contracts to the Division of Procurement and Contracts (DPAC) and the Department's electronic accounting system. Process invoices, track expenditures, manage/oversee compliance with contract requirements, and request contract extensions when needed.
30% E	Maintain project-related files and miscellaneous databases for District use. Upload mitigation/re-vegetation reports and resource agency approvals to the Caltrans Environmental Division's database (STEVE Tool), and provide regular project updates to the STEVE Tool database. Track project schedules and resources. Schedule meetings and represent the Caltrans Stewardship Program in project delivery and other internal meetings. Develop and maintain report templates. Develop presentation materials to facilitate coordination with resources agencies, general public, and private groups. Assist Environmental Planning teams with annual and mid-year resource reviews, and project close-out. Assist Caltrans Right of Way with disposal of excess lands. Work with Caltrans GIS specialists to maintain and manage Stewardship's geo-spatial databases for tracking mitigation projects.
10% M	Assist Revegetation and Mitigation Specialists with field reviews to assess potential mitigation opportunities and to quantify the impacts of transportation projects on biological resources, including wetlands and other aquatic resources, fisheries and special status flora and fauna and their habitats. Direct service contract crews to weed, irrigate, and complete planting as necessary.

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

None. May act in a lead capacity and provide functional guidance to various departmental staff.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Ability to gather, analyze, review and interpret a variety of data and other information from a wide spectrum of sources; to present information and ideas effectively both orally and in writing; to lead work crews, instruct crews in proper site preparation, planting techniques and safety practices; work effectively with others as an interdisciplinary team member; use a variety of analytical techniques to propose solutions to or provide information regarding environmental issues or problems; establish and maintain effective and cooperative working relationships with those contacted during the course of the work; use Word, Excel, and other computer programs, and learn how to use new programs and/or databases, if requested; use the Internet for work-related needs; perform basic mathematical calculations using calculators and computer software; work independently, and collaboratively in a team environment, to carry out assignments; understand and clearly express complex issues to non-specialist staff. Preference given for knowledge of California native plants, sensitive natural communities, common non-native invasive plants, and ability to use floristic keys.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Failure to adequately plan and implement mitigation requirements of Caltrans projects could lead to legal actions against the State, loss of credibility with other agencies, delays in the project development, permitting and/or construction

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activities.

PUBLIC AND INTERNAL CONTACTS

Daily interaction with other members of the Department as a part of a multi-disciplinary team, both within and outside of the immediate work area. Occasional contact with the public and resource/regulatory agency staff as a representative of the Department.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Physical Requirements:

Physically traverse variable terrain in the field under adverse weather conditions. Safely lift objects up to 30 pounds, twist, stretch, bend, stoop, kneel, climb stairs, walk, and safely operate hand tools. Stay alert due to safety issues involving public traffic. Sit for long periods of time using a keyboard, mouse, and video display terminal or while driving or traveling in a vehicle.

Mental Requirements:

Communicate effectively and as often as necessary, both verbally and in writing, to ensure that efficient coordination and decision-making occurs. Work independently and/or collaboratively, effectively, and efficiently to coordinate multiple assignments and tasks. Work collaboratively and respectfully with all members of the Department and others encountered during the work day. Work within noisy and distracting environments. Work simultaneously on multiple assignments and/or deadlines. Analyze and prioritize work situations and take effective action to resolve problems encountered regarding work assignments.

Emotional Requirements:

Be calm and respectful under all circumstances. Resolve emotionally charged issues reasonably and diplomatically. Develop and maintain cooperative working relationships with all contacts. Be receptive to frequent change and new requirements, requests, information, and situations. Overtime may be required on rare occasions, and vacations may be restricted during peak times and fiscal year-end closing.

WORK ENVIRONMENT

Will work in a climate-controlled office under artificial lighting at least 50% of the time. When in the field, fluctuating temperatures can be expected, generally varying from 20 to 115 degrees Fahrenheit. The incumbent would be exposed to dust/dirt; airborne particles, including pollen; uneven surfaces; extreme weather; great heights; the traveling public; loud noise from traffic and construction sites; and numerous potential environmental hazards including, but not limited to, snakes, ticks, spiders, scorpions, poison oak, dogs, wild animals, and stinging/biting insects including bees, wasps, and mosquitos. Travel may be required, including overnight stay for intermittent periods of time.

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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.)

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

PROOF COPY
RETURN TO HQ FORMS

OK X _____
DATE _____

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