

POSITION DUTY STATEMENT

PM-0924 (REV 02/2021)

CLASSIFICATION TITLE Associate Environmental Planner	OFFICE/BRANCH/SECTION Air Quality, and Climate Change/Air Quality	
WORKING TITLE Air Quality Planner	POSITION NUMBER 900-074-4711-XXX	EFFECTIVE DATE 09/23/2024

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 Chief of the Air Quality Branch (Senior Environmental Planner), in the Office of Air Quality and Climate Change, the incumbent is responsible for completed staff work including: performing quality assurance reviews of regional and project-level conformity requests, environmental documents and air quality technical studies; organizing and co-leading the Statewide Air Quality Conformity Working Group meetings; contributing to the development and review of regional and project-level air quality guidance and develop training for districts; liaison and coordination with planning and environmental staff regarding air quality conformity issues in planning documents, monitoring and assisting with regional and statewide Interagency Consultation Meetings; assisting in evaluating transportation plans, programs, and projects in relation to the Federal Clean Air Act, the National Environmental Policy Act (NEPA), and the California Environmental Quality Act (CEQA); assisting and coordinating with other units regarding multi-modal transportation, greenhouse gas emissions and research and analysis to support the state highway system.

CORE COMPETENCIES:

As an Associate 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.

- **Creativity and Innovation:** Thinks beyond the confines of traditional models to recognize opportunities, seek creative solutions and take intelligent risks. (Safety First, Cultivate Excellence, Enhance and Connect the Multimodal Transportation Network, Strengthen Stewardship and Drive Efficiency, 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. (Safety First, Cultivate Excellence, Enhance and Connect the Multimodal Transportation Network, Strengthen Stewardship and Drive Efficiency, Lead Climate Action Advance Equity and Livability in all Communities - Engagement, Equity, Innovation, Integrity)
- **Reliability:** Ability to demonstrate dependability in meeting commitments, and providing a consistent work product. Takes responsibility for individual actions in order to meet deadline demands. (Safety First, Cultivate Excellence, Enhance and Connect the Multimodal Transportation Network, Strengthen Stewardship and Drive Efficiency, Lead Climate Action Advance Equity and Livability in all Communities - Engagement, Equity, Innovation, 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. (Safety First, Cultivate Excellence, Enhance and Connect the Multimodal Transportation Network, Strengthen Stewardship and Drive Efficiency, Lead Climate Action Advance Equity and Livability in all Communities - Engagement, Equity, Innovation, Integrity)
- **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, Enhance and Connect the Multimodal Transportation Network, Strengthen Stewardship and Drive Efficiency, Lead Climate Action Advance Equity and Livability in all Communities - Engagement, Equity, Innovation, Integrity)
- **Customer Focus:** Considers, prioritizes, and takes action on the needs of both internal and external customers. (Safety First, Cultivate Excellence, Enhance and Connect the Multimodal Transportation Network, Strengthen Stewardship and Drive Efficiency, Lead Climate Action Advance Equity and Livability in all Communities - Engagement, Equity, Innovation, Integrity)
- **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, Enhance and Connect the Multimodal Transportation Network, Strengthen Stewardship and Drive Efficiency, Lead Climate Action Advance Equity and Livability in all Communities - Engagement, Equity, Innovation, Integrity)

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- **Forward Thinking:** Anticipates the implications and consequences of situations and takes appropriate actions to be prepared for possible contingencies. Anticipates and prepares for future developments. (Safety First, Cultivate Excellence, Enhance and Connect the Multimodal Transportation Network, Strengthen Stewardship and Drive Efficiency, Lead Climate Action Advance Equity and Livability in all Communities - Engagement, Equity, Innovation, Integrity)
- **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. (Safety First, Cultivate Excellence, Enhance and Connect the Multimodal Transportation Network, Strengthen Stewardship and Drive Efficiency, Lead Climate Action Advance Equity and Livability in all Communities - Engagement, Equity, Innovation, Integrity)

TYPICAL DUTIES:

Percentage		Job Description
Essential (E)/Marginal (M) ¹		
25%	E	Organize and assist/lead in organizing Statewide Conformity Working Group meetings. Monitor air quality conformity in Interagency Consultation meetings. Coordinate with other units and external agencies on multidisciplinary activities related to regional and project-level conformity requests from project sponsors. Work with The Division of Environmental Analysis (DEA) to ensure statewide federal project approval.
25%	E	Perform quality assurance reviews of regional and project-level conformity requests, environmental documents, and technical studies for air quality conformity compliance. Follow procedures for review of environmental documents mandated by state and federal laws and regulations. Coordinate with Caltrans Environmental Coordinators in the Division of Environmental Analysis to resolve project delivery concerns related to air quality reviews.
20%	E	Contribute to the development and review of regional conformity and project-level air quality analysis guidance. Liaison and coordinate with Transportation Planning and Environmental staff regarding air quality conformity issues in transportation planning and project delivery. Update air quality web content (e. g., Standard Environmental Reference) for use by Caltrans staff and partners. Assist with maintaining statewide consistency in the Department's air quality activities.
15%	E	Prepare training, workshops, and presentations for district staff to illustrate transportation conformity compliance under the Federal Clean Air Act. Collecting and developing various training materials to be utilized for appropriate analysis, strategy, and policy development.
10%	E	Analyze air quality-related bills, statutes, regulations, and policies in relation to the Department's activities. Prepare briefing materials for management. The incumbent will initiate outreach with internal Divisions and external partners and participate in stakeholder work groups.
5%	M	Prepare and deliver special assignments, briefings, reports, and presentations as assigned. Performs other job-related duties within the scope of the classification 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

The incumbent does not supervise. Incumbent may serve in a lead capacity over other personnel within the scope of particular studies.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Knowledge and understanding of: Federal and State planning and environmental process; planning principles, practices, NEPA and CEQA, and current issues; department policies and procedures. At a minimum, the incumbent should be willing to learn the basic knowledge of NEPA and CEQA processes, air quality conformity, and climate change. The incumbent must be able to reason logically and creatively; recognize evolving issues and trends; exercise good judgment; prioritize competing assignments; and travel as required. The incumbent must be able to make recommendations and resolve problems; establish and maintain cooperative relationships with tact and persuasion; and communicate effectively. The incumbent must be willing to learn and retain detailed information and continue learning to increase skills and expertise.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

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 federal, state, and regional agencies with which the Department interacts. Failure could result in delays and increased costs to the Department and to state and regional partners.

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PUBLIC AND INTERNAL CONTACTS

The incumbent interacts regularly with other staff throughout the Department. The incumbent will have periodic contact with representatives of local, regional, state and federal agencies, consultants and the academic community. Public contact may occur through answering inquiries or attendance at publicly-noticed meetings.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Physical requirements are those usual to an office; use of office equipment (e.g., computers, phone, fax, etc.), accessing information in files and folders, interacting with managers, co-workers, customers and suppliers. Some travel, which may involve overnight stays, is required.

WORK ENVIRONMENT

The incumbent works in a typical fluorescent-lighted, climate-controlled, office environment in an older multi-story state office building. The incumbent must operate usual office equipment. On occasion, the incumbent will need to travel to other locations to attend meetings and training, make presentations, etc., in different offices, conference and convention facilities, and the like. If overnight stays are involved, these would generally be in hotel/motels or in Department facilities (e.g., lodging at Maintenance Stations). Travel would generally be via plane, train, car, public transit, bicycle, or foot. This position may be eligible for telework. The amount of telework is at the discretion of the Department and 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, 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.

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

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