

POSITION DUTY STATEMENT

DOT PM-0924 (REV 08/2024)

CLASSIFICATION TITLE Environmental Scientist	OFFICE/BRANCH/SECTION District 9 Planning and Environmental	
WORKING TITLE Environmental Scientist	POSITION NUMBER 909-156-0762-004	REVISION DATE 09/24/2024

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 Environmental Branch Chief, the incumbent is an interdisciplinary team member who will be responsible for preparing and reviewing complex environmental documents, technical studies, and analytical reports to ensure compliance with the California Environmental Quality Act (CEQA), the National Environmental Policy Act (NEPA) and numerous state and federal environmental resource laws and regulations. The incumbent provides consultation recommendations; identifies and analyzes the environmental impacts of transportation systems, corridors and projects on environmental resources and formulates, calculates and quantifies measures to mitigate biological, cultural, and community and land use impacts. This position also provides guidance to consultants carrying out environmental document preparation and technical work; works with confidential and privileged information; and is the responsible charge with managing cost, scope, schedule and project resources within their purview. The incumbent must establish and maintain a professional working relationship with internal project delivery partners, various local partners and interested parties involved with Caltrans' projects. The incumbent must be solution oriented and will need to investigate innovative solutions to meet deliverables. The incumbent must be able to demonstrate knowledge of the transportation project development process through construction; be able to complete job-related and job-required training as needed, and respond to customer service inquiries. This work requires strong oral and written skills with the specific ability to prepare technical reports as well as written and verbal correspondence. This position may require site visits, sometimes to remote areas, which may require driving a personal or state vehicle on public roadways or on uneven terrain. The successful candidate may be assigned to one or more of the task areas described below. A final duty statement will be completed upon appointment.

CORE COMPETENCIES:

As an Environmental Scientist, 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.

- **Flexibility and Managing Uncertainty** : Adjusts thinking and behavior in order to adapt to changes in the job and work environment. (Cultivate Excellence - Innovation)
- **Dealing with Ambiguity (Risk)**: Can comfortably handle risk and uncertainty, as well as make decisions to act without having the total picture. (Strengthen Stewardship and Drive Efficiency - Engagement)
- **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 - 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. (Enhance and Connect the Multimodal Transportation Network - Integrity)
- **Interpersonal Savvy/Partnering**: Builds constructive and effective relationships, using diplomacy and tact. Is able to relate to a diverse set of individuals. (Cultivate Excellence - Engagement)
- **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. (Enhance and Connect the Multimodal Transportation Network - Engagement)
- **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 - Engagement)
- **Planning and Results Oriented**: Organizes and executes work to meet organizational goals and objectives while meeting quality standards, following organizational processes, and demonstrating continuous commitment. (Strengthen Stewardship and Drive Efficiency - Integrity)
- **Commitment/Results Oriented**: Dedicated to public service and strives for excellence and customer satisfaction. Ensures results in their organization. (Cultivate Excellence - Engagement)

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TYPICAL DUTIES:

Percentage	Essential (E)/Marginal (M) ¹	Job Description
40%	E	<p>Field Analysis and Methodology Preparation: The incumbent will research, prepare, and analyze technical resource studies in compliance with various environmental/cultural laws and regulations, geared towards either Generalist, Biologist, Cultural Resources or a combination of studies. Examples include:</p> <p>Generalist: Compliance with CEQA/NEPA and all other environmental laws and regulations in the analysis of community impacts; Environmental Justice and Equity; Section 4(f); application of basic project management skills; knowledge of construction methods and be able analyze traffic data, hazardous waste, air quality, VMT/GHG and water quality analysis as well as all other technical studies as they relate to transportation infrastructure projects.</p> <p>Biologist: Compliance with CEQA/NEPA, CESA/FESA and Section 7 as well as many biologically related state and federal laws and regulations as they pertain to transportation projects. The incumbent must be able to lead and conduct protocol level field surveys for a variety of plant, animal and natural resources and to provide technical data for the biological analysis. This position requires GIS skills to prepare maps and conduct additional impact calculations. The incumbent will work as a liaison with federal, State, and local regulatory entities, including Regulatory agencies such as USFWS, CDFW, NMFS, USFS and USACE for coordination, consultation and compliance with various environmental and biological regulations.</p> <p>Cultural Resources: Compliance with various laws and regulations such as Assembly Bill 52, Section 106 of the NHPA, CEQA/NEPA, Public Resource Code 5024, and Section 4(f) as well as many other laws, policies, and regulations. The incumbent will conduct research, consult with knowledgeable groups and individuals including tribes, identify cultural resources, assesses effects and carry out mitigation. Incumbent will prepare, review, and approve ethnographic and cultural resource reports, and other in-house developed documents, in compliance with federal, state, and local laws and regulations. Incumbent will lead and conduct field surveys, prepare and review studies and evaluate cultural resources for National Register of Historic Places and California Register of Historical Resource eligibility.</p>
30%	E	<p>Document Preparation: Preparation of Environmental Documents and technical analysis which require a high degree of competency in one or more of the areas described above (Generalist, Biologist, Cultural Resources). The incumbent must be able to apply analytical and organizational skills; collaborate with various transportation and resource agency partners; maintain regular and predictable attendance, and exercise good judgment. In addition, the incumbent must have a high-level of experience with federal, State and local environmental laws and regulations and their application in transportation project delivery and have a good working relationship with other governmental agencies and interest groups. Strong written and verbal communication skills and be ability to apply those to technical reports, public facing environmental impact disclosures, general and complex correspondence as well as organizing and leading meetings internally and externally.</p>
20%	E	<p>Mitigation Analysis: Conduct complex field surveys, compile data and conduct a resource analysis for inclusion into technical revegetation, mitigation and conservation planning reports cultural resources MOAs, Air and Water Quality, Hazardous Waste, Vehicle Miles Traveled or other mitigation documents. The incumbent must be able to plan and execute field work, identify and secure resources, develop and manage all aspects of contracts and track completion of environmental mitigation obligations. The incumbent will conduct oversight and review of technical studies for encroachment permits, review of local agency documents and be able to identify and articulate impacts and evaluate recommended environmental mitigation measures. The incumbent will work with federal, state, and local regulatory entities, including Regulatory agencies such as USFWS, CDFW, NMFS, USFS, RWQCB and USACE, SHPO, ACHP, Tribes, DTSC and other agencies for coordination, consultation and compliance with various environmental and mitigation regulations.</p>

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5%	M	<p>Environmental Project Management: Manage the cost, scope and schedule of transportation projects within the position's purview. Articulate the critical path environmental deliverables. Analyze, manage, and report program information including records required to substantiate compliance with CEQA/NEPA and other environmental regulations, laws, and policies. Create and maintain electronic records and program databases such as STEVE, CCRD, UFS etc. consistent with internal procedures. Implement program performance measures and report on progress by summarizing relevant data. Perform administrative work as directed, write draft and final reports, prepare technical correspondence, and provide any needed technical guidance as directed by the Environmental Branch Chief.</p>
5%	M	<p>Agency Coordination and contracting: Participate in technical and coordination meetings, including periodic coordination meetings with Caltrans and state and federal agency partners. Prepares, negotiates and reviews consultant services contracts, task orders, scopes of work, inter-agency agreements, cooperative agreements, Tribal contracts etc.. Serves as contract manager responsible for contract administration, task order issuance, payment issues, oversight of consultant's work performance, and document review. Perform other job-related duties as required.</p>

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

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

For NEPA/CEQA analysts:

Must have a high degree of competency in environmental and land use management; knowledge and experience with natural resources management; community impact assessments; Environmental Justice and Equity analysis; 4(f) evaluations and application of basic project management skills; knowledge of construction methods and be able to analyze traffic data, hazardous waste, air quality, VMT/GHG and water quality reports as well as all other technical studies as they relate to transportation infrastructure projects.

For Cultural Resource analysts:

The incumbent must have the knowledge, experience and skills to identify and evaluate cultural resources, to prepare reports based on that evaluation and to consult with local agencies, tribes and other stakeholders on the environmental process. The incumbent must be able to conduct oversight approval for encroachment permits and consultant prepared documents. The incumbent must have knowledge of how to manage cultural resources during highway construction.

For Biological analysts:

The incumbent must have knowledge of how to manage biological resources during highway construction. The incumbent must have knowledge of conducting protocol level field surveys for a variety of plant, animal and natural resources and to provide technical data for the biological analysis. This position requires compliance with biologically related state and federal laws and regulations as they pertain to transportation projects.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Consequences of poor performance and/or judgment errors can result in the following:

- Delay of project – This results when coordination with State and Federal regulatory agencies or the private sector breaks down and controversies develop over impact assessment and appropriate mitigation measures.
- Increased costs – Delays to projects have the effect of increasing project costs due to inflation and/or inappropriate planning. Further, should delays occur after the contract is let, the cost of possible contractor claims could incur.
- Litigation – Failure to comply with environmental laws leaves Caltrans vulnerable to legal action to force compliance. Litigation leads to delay and cost effects described above.
- Loss of credibility – Failure to produce adequate studies, follow procedures correctly, or ensure that commitments are kept in a timely manner could lead to damaging relationships and credibility with external agencies having review and approval functions.
- High cost solutions – Poor judgment in the selection of mitigation measures could result in excessive project costs.

PUBLIC AND INTERNAL CONTACTS

Arranges for, attends and participates in meetings with State, Federal and local agencies, Department staff, and consultants in regard to environmental impacts and mitigation. Direct internal communication with supervisor is required on a regular basis, but in particular on an immediate basis when there is a need to elevate issues.

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PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

You may be required to sit for long periods of time using a keyboard and video display terminal. Also must have the ability to conduct field analysis and surveys.

Must have the ability to deal with multiple tasks, adapt to changes in priorities and complete tasks with short notice; be open to change and new information; adapt behavior and work methods in response to new information, changing conditions, or unexpected obstacles. Must be able to adhere to established deadlines.

Must be able to develop and maintain cooperative working relationships; be tactful and treat others with respect. Must value cultural diversity and other individual differences in the workforce. Behave in a fair and ethical manner towards others and demonstrates a sense of responsibility and commitment to public service.

WORK ENVIRONMENT

While at your base of operation, you will work in a climate-controlled office under artificial lighting in a office. Frequent travel and field work are required within the Region. Some fieldwork requires the ability to work in a variety of climatic and geographical conditions. You may be required to travel to offices and field locations, as well as occasional travel outside of the Region.

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.)

I agree that by providing my electronic signature for this form, I agree to conduct business transactions by electronic means and that my electronic signature is the legal binding equivalent to my handwritten signature. I hereby agree that my electronic signature represents my execution or authentication of this form, and my intent to be bound by it.

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