

POSITION DUTY STATEMENT

DOT PM-0924 (REV 08/2024)

CLASSIFICATION TITLE Senior Environmental Scientist (Specialist)	OFFICE/BRANCH/SECTION Environmental	
WORKING TITLE Cultural Resource Specialist	POSITION NUMBER 910-156-0765-XXX	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:

This position is under the general direction of the Office Chief of the Environmental Specialist Office, the incumbent is responsible lead worker overseeing the work of archaeological and Native American coordination performed by environmental planners, associate environmental planners, and environmental scientists, in support of project compliance with Section 106 of the National Historic Preservation Act and other applicable state and federal regulations, such as Public Resources Code 5024. The Senior Environmental Scientist (Specialist) will be responsible for advising the Office Chief and Branch Chief on Cultural-related policy-related issues in the District. The position focuses on the most complex projects in District 10, and the incumbent may be assigned stand-alone Caltrans or locally-sponsored long lead projects and technical studies related to Cultural risk assessments. Beyond special projects, the position may focus on interfacing with the Headquarters Office of Cultural Studies, external agencies, Native American Tribes, community and historical preservation groups, and Contractors. The incumbent is expected to work in an independent capacity both within and outside Caltrans and within programs that may have significant consequences for Caltrans and its constituents.

CORE COMPETENCIES:

As a Senior Environmental Scientist (Specialist), 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, Strengthen Stewardship and Drive Efficiency - Engagement, Innovation, Integrity)
- **Dealing with Ambiguity (Risk)**: Can comfortably handle risk and uncertainty, as well as make decisions to act without having the total picture. (Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Engagement, Innovation)
- **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, Equity)
- **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, Innovation)
- **Teamwork/Partnership**: Develops, maintains, and strengthens partnerships with others inside or outside of the organization through effective communication and collaboration. (Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Engagement, Innovation)
- **Customer Focus**: Considers, prioritizes, and takes action on the needs of both internal and external customers. (Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Engagement, 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, Strengthen Stewardship and Drive Efficiency - Engagement, Equity, Innovation, Integrity)
- **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. (Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Engagement, Innovation)
- **Technical Expertise**: Depth of knowledge and skill in a technical area. (Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Engagement, Innovation, Integrity)

TYPICAL DUTIES:

Percentage	Job Description
Essential (E)/Marginal (M) ¹	

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50%	E	The incumbent performs themselves and also oversees the field and office work of Environmental Scientist and Environmental Planners responsible for the completion and implementation of the most complex study methodologies to ensure cultural resource compliance with Federal and California environmental laws, rules, regulations and requirements. This includes the authoring and review of scientific reports completed by in-house staff, consultant and local agencies for content, scientific competence, comprehensiveness, and sound conclusions in compliance with Section 106 of the National Historic Preservation Act and Public Resource Code 5024, NEPA, CEQA and other Federal or California environmental laws, rules, regulations and requirements needed to ensure successful project delivery. As a technical expert, the incumbent engages in high-level negotiations with state and federal resource agencies, various project stakeholders, with Native American tribes as the District Native American Coordinator (DNAC), sponsors, interested parties and the public as necessary to meet project scheduling commitments and project delivery goals.
30%	E	Work with District staff and managers to resolve Cultural issues of district-wide importance. Work and coordinate with District and agency and other external personnel to resolve issues with implementing environmental commitments, inconsistencies in policy, or environmental constraints as they arise in Project Delivery. Coordinate with Supervising Environmental Planner, Environmental Program Manager, or Senior Environmental Scientist (Supervisory). Serve as lead in furthering the Planning and Environmental Linkages program at Caltrans, particularly as it relates to finding ways to incorporate Cultural and Tribal considerations into project scopes and designs; coordinate primarily with the Headquarters Division of Environmental Analysis (DEA) in bringing forward ideas for reducing the environmental impacts of proposed transportation projects and programs. Work with the Headquarters Cultural Studies Office on environmental challenges and policy issues to ensure consistency with and implement federal and state regulations, such as AB 52 and AB 275.
15%	E	Using scientific knowledge and background the incumbent participates in interdisciplinary teams in the planning of proposed projects, including those that analyze and address cultural resource and Tribal issues for transportation projects as well as non-transportation projects such as Clean California and the Broadband Initiative. The incumbent works with Caltrans District staff and local agencies by providing technical expertise and information to ensure that project's comply with applicable Federal and California environmental laws rules, regulations and requirements.
5%	M	Conducts administrative duties necessary for maintaining the environmental administrative record, environmental database (STEVE), Caltrans Cultural Resource Database (CCRD), and resourcing database (PRSM), attends and participates in Environmental Program Project Management (EPPM) Status meetings as needed to ensure the OCRS participation, as well as other identified as delivery-critical and coordination of projects. Serves as Acting Branch Chief from time to time.

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 incumbent will act in a lead capacity on a daily basis. The incumbent will have no direct supervisory responsibilities but will be expected to guide and oversee the work of Environmental Scientists and Planners in the Branch on a 25% basis.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

The Senior Environmental Scientist (Specialist) must be able to analyze situations rapidly and accurately and propose effective courses of action for the work in coordination with one's Office Chief and outside agencies. This includes the ability to make intelligent, risk-based decisions. One must have ability and knowledge to recommend final approval of technical studies and mitigation commitments; to ascertain compliance with Federal and California environmental laws, rules, regulations, ordinances and policies.

The incumbent must have the ability to apply or modify scientific methods and principles; collect data; analyze and evaluate data and reach sound conclusions; review, check and interpret environmental reports; analyze situations and take appropriate actions; establish and maintain cooperative relations; communicate effectively; prepare clear, complete and technically accurate reports; work with professionals from a variety of disciplines within and outside State government. The incumbent should have experience with Caltrans cultural resource survey, evaluation, effects determinations and cultural mitigation implementation, including development of construction contract special provisions, construction monitoring, photographic records, and report production.

The incumbent must be able to communicate clearly and effectively, verbally and in writing with other Caltrans employees, local agencies, the Federal Highway Administration, environmental consultants, representatives of resource agencies and the public. The incumbent must have the ability to prepare and make oral presentations, to oversee and prepare comprehensive reports and

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concise written materials. The incumbent must have the ability to work well with people at all levels within Caltrans and have a thorough knowledge of Office, Division, and organization-wide, protocols, procedures, and etiquette.

The incumbent must be able to perform the duties of a Principal Investigator in accordance with The Secretary of Interior's Standards For the Treatment Of Historic Properties, and the duties of a Principal Investigator in at least one area of specialization in accordance with Caltrans Programmatic Agreements and/or Memoranda of Agreement regarding cultural resources.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The Senior Environmental Scientist (Specialist) will be responsible for the completion of cultural resource technical reports to achieve project approval. The incumbent will make decisions about development and sequencing of tasks, and identifying other functional unit dependencies. The consequences for error can include unanticipated project delay, contract disputes, incomplete mitigation, impacts on inter-agency coordination, and project cost overruns. The incumbents decisions must be logical and defensible from potential challenges from preservation, community and environmental interest groups.

PUBLIC AND INTERNAL CONTACTS

The Senior Environmental Scientist (Specialist) leads the most complex parts of public outreach with the general public, stakeholders and regulatory agencies. Leads and/or facilitates public meetings. The incumbent establishes and maintains working relationships with the district's other Offices/Branches, Headquarters, and local agencies for project activities relating to Cultural Resource Studies. The incumbent attends, participates in, and represents the Department in a professional manner at meetings with Federal, State and local agencies consultants, stakeholders, interested groups, individuals.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

This position may require sitting for prolonged periods of time for report writing, research, or in meetings. Incumbent must have the physical mobility for survey and mitigation field work in occasionally rough terrain. Field work may also require standing or walking for prolonged periods. Travel for external meetings or for field work might require driving or riding in a car for prolonged periods. Mental requirements may include sustained mental activity needed for report writing and analyses. Emotional requirement may include the ability to develop and maintain cooperative working relationships in an interdisciplinary setting, respond appropriately to difficult situations, recognize emotionally charged issues and problems, with others in a cooperative manner, respect cultural diversity, individual differences and acknowledge the various responses.

WORK ENVIRONMENT

The incumbent will work in a climate-controlled environment in a cubicle-based office setting; in a home office as part of an approved telework agreement between the incumbent and the employer; and in the field in locations ranging from office buildings to locations on/or adjacent to the State Highway System. These situations may expose the incumbent to potentially unsafe situations, and the incumbent will be required to take mandated trainings and adhere to safe work and field practices. The incumbent may be exposed to extreme weather conditions during field reviews.

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

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