

POSITION DUTY STATEMENT

PM-0924 (REV 04/2021)

CLASSIFICATION TITLE Senior Environmental Scientist (Specialist)	OFFICE/BRANCH/SECTION District 10 Environmental	
WORKING TITLE Senior Mitigation Specialist	POSITION NUMBER 910-156-0765-XXX	EFFECTIVE 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:

Under general direction of the Senior Environmental Scientist (Supervisor), the Senior Environmental Scientist (Mitigation) Specialist is responsible for completing duties related to biological resource mitigation. The Senior Specialist will be responsible for advising the Office Chief and Branch Chiefs on mitigation development and policy-related issues in the District. The position focuses on the most complex projects in District 10. Beyond mitigation projects, the position may focus on interfacing with the Planning Division in the preparation of the Preliminary Environmental Assessment Report and Advance Mitigation Strategies for Caltrans District 10 projects. 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 with regard to implementation to biological resource mitigation. A valid driver's license is desired.

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.

- **Creativity and Innovation:** Thinks beyond the confines of traditional models to recognize opportunities, seek creative solutions and take intelligent risks. (Enhance and Connect the Multimodal Transportation Network, Lead Climate Action - 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)
- **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 - Engagement)
- **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. (Strengthen Stewardship and Drive Efficiency - Integrity, Pride)
- **Fostering Diversity:** Capable of working with a diverse work group, including but not limited to differences in race, nationality, culture, age, gender, and differently able. Makes everyone feel valuable regardless of diversity in personality, culture, or background. Fosters a diverse culture to create best solutions. (Cultivate Excellence, Advance Equity and Livability in all Communities - Engagement)
- **Customer Focus:** Considers, prioritizes, and takes action on the needs of both internal and external customers. (Safety First, Cultivate Excellence - Pride)
- **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. (Strengthen Stewardship and Drive Efficiency - Engagement, Integrity)
- **Analytical Skills:** Approaches problems using a logical, systematic, and sequential approach. Weighs priorities and recognizes underlying issues. (Enhance and Connect the Multimodal Transportation Network, Lead Climate Action, Advance Equity and Livability in all Communities - Innovation)
- **Technical Expertise:** Depth of knowledge and skill in a technical area. (Enhance and Connect the Multimodal Transportation Network - Innovation, Pride)

TYPICAL DUTIES:

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

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50%	E	Serve as the oversight and point-person for the District in identifying mitigation needs and opportunities and developing and implementing mitigation projects such as advance mitigation, permittee responsible mitigation, in-lieu fee programs, and mitigation banks. Takes the lead, in coordination with project team members, in refining concepts and developing solutions to complex mitigation and restoration projects. Serve as the primary contact with resource agencies regarding options, development, completion, implementation, and record keeping for complex mitigation requirements. Acts on behalf of the Department in negotiating mitigation commitments with external, regulatory, and resource agencies. Work with staff and management to analyze environmental situations accurately and formulate alternative mitigation measures. Coordinate with Headquarters Divisions of Environmental Analysis and Legal with implementation and tracking of biological mitigation compliance and successfully monitor and track all complex biological mitigation projects and tasks.
25%	E	Consult with regulatory and resource agencies and experts on the development of programmatic agreements, in-lieu fee programs, and mitigation strategies. Obtain public input and attend public meetings as appropriate. Incorporate the input of interested parties into the environmental planning process. Work effectively with others as an interdisciplinary team member. Responsible for the implementation and completion of Mitigation Monitoring Reports, Restoration Plans, and completion of post reporting compliance commitments as required. Managing and addressing Land Transfer issues: Property title issues, and California Transportation Commission agenda for the land transfer and child projects. Conduct planning for use of Task Orders for field work and report writing including: Annual Monitoring Reports, Habitat Development Plans, Long-Term Management Plans.
15%	E	Work with resource agencies and other external agencies as needed to develop advanced and programmatic mitigation opportunities. Standard Tracking and Exchange Vehicle for Environmental (STEVE) and Project Resource & Schedule Management (PRSM). STEVE: Keep current on all District projects that have complex mitigation, specifically off-site mitigation. Analyze, maintain and enter data regarding project off-site mitigation needs in coordination with the project Generalist. PRSM: Monitor fiscal health of projects assigned or needing complex, off-site or advanced mitigation. Coordinate with Project or Task Managers to insure project is accurately resourced for the necessary off-site or advanced mitigation work. Monitor project schedules and risks related to complex, off-site or advanced mitigation needs. Maintain relationships with Non-Profit entities including Land Trusts, and also Resource Conservation Districts, representatives of publicly owned land.
5%	E	Participate as a departmental representative on environmental issues at meetings and hearings. Assist in the coordination of and participate in public presentations. Develop work plans and Individual Development Plans in conjunction with supervisor; implement Individual Development Plan objectives; maintain professional qualifications by attending Caltrans and non-Caltrans sponsored trainings and conferences. Provide presentations to Office following conference attendance. Prepare and submit weekly time and activity reports and expense claims as required.
5%	M	Develop policies, procedures, and processes specific to biological mitigation for District 10. Provide support 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 Environmental Planners in the Office on a 25% basis.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Knowledge of: Basic principles of ecology; natural resource management; hydrology; statistical methods; California and federal environmental laws - namely CEQA and NEPA - and policies; concepts of environmental planning and multi-modal programs, economics, and resource management; and geographical information systems and related software applications. The incumbent must possess an in-depth knowledge of the regulatory processes and procedures that govern Caltrans Project Delivery, including the SER and annotated outlines. The incumbent must possess an in-depth knowledge of current environmental policies and mitigation planning trends in California and at the federal level.

Ability to: Apply or modify scientific methods and principles; collect environmental data; analyze and evaluate data and reach sound conclusions; review, check, and interpret scientific and environmental reports; analyze situations and take appropriate actions; establish and maintain cooperative relations with all persons contacted; communicate effectively; prepare clear,

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complete, and technically accurate reports; apply laws, rules, regulations, policies, and requirements of California and federal environmental protection and regulation; assess the impact of proposed state and federal environmental legislation and regulations on transportation programs; understand principles of risk assessment and risk management; work with professionals from a variety of disciplines within and outside of state government; and review and understand technical research reports on emerging environmental issues.

In addition to the above, the Senior Environmental Environmental Scientist Specialist must have the capacity to develop procedures, guidelines, reference materials, planning and regulatory documents, and other innovative solutions for critical and/or sensitive environmental management problems; independently plan environmental studies; provide input on important projects concerning public health, agricultural productivity, and environmental protection; develop techniques for handling and analyzing a large variety of detailed data; communicate the results and implications of studies to nonspecialists; act as an expert witness in court or at legislative or quasi-judicial hearings; provide leadership in accomplishing basic functions and objectives in assigned programs; and inspire confidence and effective working relationships with employees, managers, and leaders in government and industry.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

This position is responsible for independent action and initiative in carrying out the assigned duties. As a technical expert, the incumbent is expected to routinely make final decisions on questions raised regarding biological resource mitigation and the environmental impacts of transportation projects on environmental resources. Failure to carry out these responsibilities could result in additional effort to provide measures to avoid or minimize environmental impacts; delays to projects or activities; litigation that could delay and/or add substantial cost to essential projects or activities; loss of mitigation opportunities; and loss of public confidence in Caltrans as an environmentally sensitive organization. Effective coordination and communication with others will minimize chances of error.

PUBLIC AND INTERNAL CONTACTS

The Senior Environmental Scientist Specialist will have frequent internal and external contacts, including professionals in the Divisions of Environmental, Project Management, Construction, and Project Delivery and other Caltrans Divisions; elected officials; the general public. The incumbent will be expected to maintain open lines of communication and positive working relationships with all contacts while on the job.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Must have the ability to develop and maintain cooperative working relationships; respond appropriately to difficult situations; recognize emotionally charged issues or problems and acknowledge the various responses without escalating tensions. Must be capable of translating between engineering, transportation, planning and biological terminology and common language. Must be able to effectively communicate in English and may be required to make presentations, lead workshops, and serve on multi-disciplinary teams.

The incumbent must be able to sit for prolonged periods of time while using a keyboard/mouse and video display monitor, to read, review or prepare documents. Must be capable of sustained mental activity needed for report writing, auditing, problem solving, analysis and reasoning. The workload may be subject to frequent, substantial and unexpected changes that could affect the scheduling or completion of assignments.

The incumbent must have the ability to adapt to changes in priorities, and complete tasks or projects with short notice. Must deal effectively with pressure, maintain focus, and intensity yet remain optimistic and persistent, even under adversity. The incumbent must have the ability to foster diversity in the workplace and uphold equitable values.

The incumbent must be able to traverse uneven terrain and work outside in the field under a variety of conditions. The incumbent must have the ability to recognize unsafe situations and exercise good judgment to avoid such situations. Field conditions may vary depending upon the season, lighting, and time of day/night. This position requires occasional bending, stooping, kneeling, and carrying of field equipment up to 25 pounds. Common safety requirements may include good hearing, good vision, and an ability to focus on safety and fieldwork simultaneously. Common field dangers include but are not limited to traffic, sunlight, people, plants and animals, and weather. Must be capable of recognizing and avoiding dangers in or adjacent to the highway, in both rural and urban settings.

The incumbent behaves in a fair and ethical manner toward others and demonstrates a sense of responsibility and commitment to public service. The incumbent values cultural diversity and other individual differences in the workforce.

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WORK ENVIRONMENT

The person must have the ability to work independently and effectively at the District 10 office and in a home office setting as part of Caltrans' Telework Program. The work environment is fast-paced, busy and requires considerable flexibility in managing time, priorities, and assignments. It can be demanding and/or stressful. The incumbent may be required to travel to other District offices and Headquarters or other meeting facilities, and/or to the sites of proposed projects. In the field the incumbent may experience all climatic conditions, including rain. While at their base of operation, employees will work in climate-controlled office under artificial light. However, climatic conditions may fluctuate. The incumbent must be able to use a computer keyboard several hours a day. Involves sitting most of the time, but may involve walking or standing for brief periods. Attends lengthy meetings in-person and via conference calls; Occasional travel and overnight stays may be required; and field work may be required.

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