

POSITION DUTY STATEMENT

DOT PM-0924 (REV 08/2024)

CLASSIFICATION TITLE Associate Environmental Planner, ARCH	OFFICE/BRANCH/SECTION Environmental / Cultural Resources Branch	
WORKING TITLE Associate Environmental Planner (Archeology)	POSITION NUMBER 910-156-4634-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:

Under the general direction of a Senior Environmental Scientist, the incumbent plans, develops, and performs a variety of complex archeology related environmental studies to assess the effect of transportation projects on Historic Properties and Historical Resources. Responsibilities may include leading a team in support of these activities. Occasional travel and overnight stays may be required. A valid driver's license is desired.

CORE COMPETENCIES:

As an Associate Environmental Planner, ARCH, 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. (Strengthen Stewardship and Drive Efficiency - Engagement, Innovation)
- **Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Cultivate Excellence - Engagement, Equity, Pride)
- **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, Advance Equity and Livability in all Communities - Engagement)
- **Conflict Management:** Recognizes differences in opinions and encourages open discussion. Uses appropriate interpersonal styles. Finds agreement on issues as appropriate. Deals effectively with others in conflict situation. (Advance Equity and Livability in all Communities - Engagement, Equity, Integrity)
- **Interpersonal Savvy/Partnering:** Builds constructive and effective relationships, using diplomacy and tact. Is able to relate to a diverse set of individuals. (Advance Equity and Livability in all Communities - Engagement, Equity)
- **Customer Focus:** Considers, prioritizes, and takes action on the needs of both internal and external customers. (Safety First, Enhance and Connect the Multimodal Transportation Network, Lead Climate Action - 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, 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. (Safety First, Enhance and Connect the Multimodal Transportation Network, Lead Climate Action, Advance Equity and Livability in all Communities - Innovation, Integrity, Pride)
- **Commitment/Results Oriented:** Dedicated to public service and strives for excellence and customer satisfaction. Ensures results in their organization. (Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Engagement, Integrity, Pride)

TYPICAL DUTIES:

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

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30%	E	Incumbent conducts archeological pedestrian field surveys, archeological field excavations, and archaeological site evaluations. Collects and evaluates archeological data and assesses the effects of transportation projects on archeological sites that are Historic Properties and Historical Resources. Develops and prepares Archeological Survey Reports, archeological excavation reports, needed correspondence, Memorandums of Agreement, Programmatic Agreements, and other written materials. Prepares clear visual displays, such as maps, graphs, and other illustrations. Assists management in consultation with outside agencies, the public, and consulting parties to obtain compliance with CEQA and the National Historic Preservation Act. May serve as an Excavation Crew Chief/Field Director, Principal Investigator (Phase 2 studies), and Construction Monitor. In role as contract manager, will oversee and review Phase 2 studies, Phase 3 studies, public outreach, and all mitigation requirements. The incumbent coordinates with other Planners, Project Managers, engineers, and technical staff during the environmental analysis process. Must review plans, specifications, and estimates (PS&E) to ensure all environmental commitments are included or have been addressed. Required to conduct constructibility reviews for projects in PS&E. Review and prepare non-standard specifications.
30%	E	Develops and prepares scopes of work and cost estimates for contracts and task orders to procure cultural resources services. Monitors work under task orders and contracts to ensure compliance with State and Federal laws and regulations; Caltrans policies; and contract/task order requirements. Coordinates with contractors and facilitates any needed changes during the life of the contract or task order. Ensures goals of task orders are met in a timely manner. Reviews and approves draft and final reports prepared by consultants. Makes decisions regarding consultant recommendations as to site significance and project impacts on significant archaeological properties.
20%	E	Facilitates the completion of archeological technical documents. Writes Historic Property Survey Reports and Historical Resource Compliance Reports. In most cases, incumbent compiles all the cultural documents required for compliance and puts together the package to be presented to consulting parties.
15%	E	Coordinates with outside agencies, organizations, Native American communities, and the general public to complete compliance with Section 106 of the National Historic Preservation Act and other environmental laws and regulations required for significant archaeological resources. Responds to oral and written comments, questions, and complaints. Provides counsel to city and county engineering and planning staff regarding cultural resources compliance. Assists Native American communities, county agencies, state agencies, and federal agencies with issues regarding compliance with Section 106 of the National Historic Preservation Act. Coordinates with other members of the multidisciplinary team contributing to environmental studies.
5%	M	Implements project management techniques, tracking methods, and data input for assigned duties and projects. This includes the STEVE and CCRD databases.

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

Implements project management techniques, tracking methods, and data input for assigned duties and projects. This includes the STEVE and CCRD databases.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Principles and concepts of archeological resources planning, assessment, preservation, recordation, and all aspects of data collection. General principles of planning for the conservation and preservation of historic properties and historical resources; techniques of research and statistical analysis; and methods of evaluating impacts to significant cultural resources. State, Federal, and local general environmental laws, regulations, and processes. Caltrans' cultural resource procedures and Geographic Information Systems.

Ability to: Gather, organize, and analyze archeological information. Prepare written reports that meet professional standards. Work effectively with others as an interdisciplinary team member. Conduct interviews to facilitate data gathering. Field review of potential project locations. Survey for archaeological resources.

Evaluate project impacts on significant archeological resources. Apply general approaches to insuring participation of stakeholders in the environmental process. Coordinate environmental planning, research, and analysis of proposed projects. Make an assessment of an existing environment. Assist management in consultation to achieve environmental compliance. Establish and maintain cooperative relationships within the District and Caltrans, and with public and outside agencies.

Analytical Skill in: Performing varied assignments with little supervision. Understanding and applying those aspects of federal, state, and local laws, regulations, policies, procedures, and standards pertaining to the environmental compliance process.

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Interpreting maps, site and building plans, and specifications, graphs and statistical data. Researching, analyzing, and summarizing data both manually and with basic computer programs. Preparing clear and accurate maps, graphs, illustrations, and other needed visual displays. Making clear and persuasive presentations of ideas; preparing clear, concise, and complete technical documents, reports, correspondence and other written materials in a timely manner. Instructing others in work procedures and direction for specific projects.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The Associate Environmental Planner (Archeology) independently makes decisions relative to the collection and analysis of data and report content. The incumbent makes recommendations regarding scope of study, level of detail, method of impact analysis, impact evaluation factors, mitigation plans, and the commitment of branch resources. Failure to identify issues early and bring these to the attention of the supervisor can result in project delay or cost increases. Such errors may delay project environmental compliance and/or require that work be redone. Incumbent is responsible for his/her actions, decisions, quality of work, and proper use of State time, equipment, and materials. Improper performance of duties and/or failure to adhere to established policies, procedures, and guidelines could lead to adverse action and possible termination.

PUBLIC AND INTERNAL CONTACTS

The incumbent will work closely with other Environmental staff, Project Managers, and engineering staff to ensure timely project delivery. As required, the Incumbent will work with headquarters and other functional units, as well as staff from local, state, and federal agencies. Some contact with the public may be required. In these and all interactions, it is expected that the Incumbent will represent Caltrans in a professional and cooperative manner.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

May be required to sit for long periods of time while using a computer. May be required to move large or cumbersome reports and/or equipment. While performing field reviews, employee may be required to work on uneven terrain, lift objects, carry objects, bend, kneel, and stoop. The workload is subject to frequent, substantial, and unexpected changes. Must be able to organize, prioritize, concentrate for long periods of time, formulate effective strategies, efficiently complete tasks, adapt to changes in priorities, and complete complex tasks or projects with short notice. Must quickly grasp new information and comprehend technical policy and procedural documents.

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. Hard hat, safety vest or approved safety shirt, and eye protection must be worn at all times in the field. Occasional overtime, travel, and overnight stays 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.)

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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