

**POSITION DUTY STATEMENT**

PM-0924 (REV 01/2022)

CLASSIFICATION TITLE Senior Environmental Planner	OFFICE/BRANCH/SECTION D43/Environmental Analysis/Biological Studies
WORKING TITLE Senior Biologist and Botanical Coordinator	POSITION NUMBER 913-140-4713-003
	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 the Chief of the Biological Studies Office, the Senior Environmental Planner coordinates and negotiates with state and federal environmental agencies regarding permits and agreements related to biological resources and provides direction to District staff and consultants on specialty biological studies and contracts. Acts as an in-house expert and troubleshooter on the more difficult and complex biological issues, particularly botanical and invasive species.

**CORE COMPETENCIES:**

As a Senior 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.

- **Managing Change:** Demonstrating support for organizational changes needed to improve the department's effectiveness; supporting, initiating, sponsoring and implementing change. (Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Engagement, Integrity)
- **Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Engagement, 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. (Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Engagement, Integrity)
- **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. (Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Engagement, 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. (Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Engagement, Integrity)
- **Customer Focus:** Considers, prioritizes, and takes action on the needs of both internal and external customers. (Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Engagement, 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. (Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Engagement, Integrity)
- **Analytical Skills:** Approaches problems using a logical, systematic, and sequential approach. Weighs priorities and recognizes underlying issues. (Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Engagement, Integrity)
- **Organizational Skills:** Keeps work prioritized and organized. Logically approaches situations. (Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Engagement, Integrity)

**TYPICAL DUTIES:**

Percentage	Job Description
Essential (E)/Marginal (M) <sup>1</sup>	
25% E	Manages contracts within the Office and provides direction to Districts on biological contract issues; oversees contracted expert services by universities, consultants on complex biological studies; serves on contractor selection committees and negotiation boards.

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20%	E	Establishes and implements policy, handbook, guidelines and directives in the biological studies area for environmental issues; identifies training needs for District staff and coordinates with the Skills Development group to develop the training plan; coordinates exam preparation and implementation for Environmental Planner-Natural Science series, including serving on exam panels.
15%	E	Reviews and comments on state and federal legislation and regulation concerning biological resources; coordinates other functional units, agencies and state transportation departments on issues of statewide or national importance; works with districts to identify alternative actions to avoid project slippage; recommends appropriate studies and project mitigation to district environmental branches; alerts management to major biological issues affecting project delivery.
15%	E	Prepares budget estimates, tracks expenditures and coordinates with budget, contract and program staff.
10%	E	Coordinates and negotiates with state and federal agencies on biological issues of statewide significance, particularly on botanical and invasive species issues.
5%	E	Review and prepare draft comments on the botanical resource sections and the natural environment sections of the district prepared California Environmental Quality Act (CEQA) and National Environmental Policy Act (NEPA) documents, resource agency documents and other Department project/program documents.
5%	M	Serve as a liaison between district staff and Headquarters' for biological issues providing clarification of policies and procedures to project delivery and operations.
5%	M	Serves as Acting Office Chief for the Office of Biological Studies, in the absence of the Office Chief. Initiates or participates in other partnering efforts with resource agencies such as training, to help meet project acceleration goals. Initiates or participates in programmatic activities that include policy analysis or development, strategic planning issues, and various other duties related to interagency partnering, as assigned by the Office Chief. Participates in various working groups and steering committees such as the Biological Consultancy Group.

<sup>1</sup>ESSENTIAL 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**

Incumbent does not have direct subordinate staff but may act in a lead capacity. Provides technical direction to district environmental staff involved in project studies.

**KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS**

Knowledge: Methods of planning, organizing, directing, and controlling major statewide programs; state and federal environmental laws and regulations; effective communication, report writing and correspondence; trends in environmental assessment and spatial analysis for environmental resources; Caltrans project delivery and programming process; methods of administering environmental projects and programs; Department Equal Opportunity program; principles and techniques of supervision and personnel management; and Caltrans organization and policies. Strong interpersonal and leadership skills, as well as authoritative knowledge of environmental compliance requirements and practices, are essential. Technical knowledge in the areas of environmental impact assessment, contract management, and biological studies are required.

Abilities: Analyze environmental situations accurately and develop cost-effective strategies for resolving problems; maintain cooperative relationships with state and federal agencies; deal with district counterparts with tact; communicate effectively both orally and in writing. Must demonstrate ability to undertake and complete the most difficult and sensitive environmental studies.

**RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR**

Consequences of poor performance of this part of the environmental program can result in the following adverse effects:

- Delay of Project:

This results when coordination with other state and federal environmental agencies breaks down or information is misapplied to environmental analysis. This position would become involved when statewide issues emerge requiring development of a Caltrans policy or advanced analysis techniques.

- Increased Costs

Delays to projects increase project costs due to inflation. Further, should the delay occur after the construction contract is executed, contractor claims could occur.

- 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.

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- **Loss of Credibility**

Failure to produce adequate studies, follow procedures correctly, maintain cooperative relationships, could lead to loss of credibility with external agencies having review and approval functions, damaging relationships, and slowing processing.

- **High Cost Solutions**

Poor analysis may result in extraordinary costs due to high mitigation or unnecessary project features.

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### PUBLIC AND INTERNAL CONTACTS

Must establish and maintain good working relationships on a day-to-day basis with state and federal agencies such as California Fish and Wildlife, Bay Conservation and Development Commissions, California Coastal Commission, U.S. Fish and Wildlife Service, U.S. Corp of Engineers, and the Federal Highway Administration. Must have good working relationships within Caltrans.

Arranges for, attends, and participates in meetings with state and federal resource agencies, Caltrans districts, local agencies and consultants in regards to biological studies and analysis.

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### 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 quality 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. Must be capable of manipulating small objects to identify and catalog resources and scientific collections.

The incumbent must have the ability to multi-task, adapt to changes in priorities, and complete tasks or projects with short notice. Must have the ability to develop and maintain cooperative, collaborative working relationships and recognize difficult, emotionally charged and/or sensitive situations and handle them effectively and appropriately. Must deal effectively with pressure, maintain focus, and intensity yet remain optimistic and persistent, even under adversity.

The incumbent must be able to traverse rough, wet, slippery, or uneven terrain, while conducting wildlife or other surveys. 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. Must have the ability to shift projects as needed. 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, 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 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 district offices or other meeting facilities, and/or to the sites of proposed projects, statewide. In the field the incumbent may experience all climatic conditions, including rain or snow. While at their base of operation, employees will work in a climate-controlled office under artificial light. However, due to periodic problems with the heating and air conditioning, the building temperature may fluctuate.

This position may be eligible for telework. The amount of telework is at the discretion of the Department and based on Caltrans's current telework policy. While Caltrans supports telework, in-person attendance may be required based on operational needs. Employees are expected to be able to report to their worksite with minimal notification if an urgent need arises, as determined by the Department. The selected candidate may be required to travel to the headquartered location. All expenses to travel to the headquartered location will be the responsibility of the selected candidate.

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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.)

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EMPLOYEE (Print)

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EMPLOYEE (Signature)

DATE

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I have discussed the duties with, and provided a copy of this duty statement to the employee named above.

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SUPERVISOR (Print)

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SUPERVISOR (Signature)

DATE