

**POSITION DUTY STATEMENT**

PM-0924 (REV 04/2021)

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| CLASSIFICATION TITLE<br>Senior Environmental Scientist (Sup) | OFFICE/BRANCH/SECTION<br>D4/Environmental Analysis |                              |
| WORKING TITLE<br>Environmental Analysis Branch Chief         | POSITION NUMBER<br>904-131-0764-xxx                | EFFECTIVE DATE<br>01/19/2022 |

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:**

The Senior Environmental Branch Chief will be a key member of the Division of Environmental Planning and Engineering at Caltrans District 4 (Bay Area) in Oakland, CA. The incumbent will be a critical member of Project Development Teams for the delivery of transportation projects throughout the San Francisco Bay Area. The Branch Chief will be critical in identifying and furthering ways to avoid and minimize environmental impacts and contribute to enhancements within the State Highway System. Under the general direction of an Environmental Program Manager (I), the Branch Chief will supervise a group of 5 to 7 rank-and-file Environmental Scientists and ensure the timely completion of Environmental Documents and work products to support overall Project Delivery in the District. The Branch Chief manages the most difficult and complex environmental studies in their Branch. The incumbent will ensure Caltrans projects comply with myriad environmental federal and state laws, regulations, and policies.

**CORE COMPETENCIES:**

As a Senior Environmental Scientist (Sup), 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. (Cultivate Excellence, Enhance and Connect the Multimodal Transportation Network, Lead Climate Action, Advance Equity and Livability in all Communities - Equity, Innovation)
- **Dealing with Ambiguity (Risk):** Can comfortably handle risk and uncertainty, as well as make decisions to act without having the total picture. (Cultivate Excellence - Integrity, Pride)
- **Continuous Professional Development:** Seeks to obtain knowledge and improve performance while supporting others in doing the same. (Enhance and Connect the Multimodal Transportation Network, Lead Climate Action, Advance Equity and Livability in all Communities - Engagement, Equity, 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. (Safety First, Strengthen Stewardship and Drive Efficiency - Integrity, Pride)
- **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 - Engagement, Integrity, Pride)
- **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, Lead Climate Action, Advance Equity and Livability in all Communities - Innovation, Integrity, Pride)
- **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. (Safety First, Strengthen Stewardship and Drive Efficiency - Integrity, Pride)
- **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. (Enhance and Connect the Multimodal Transportation Network - Engagement, Equity, Innovation)
- **Thoroughness:** Ensures that work and information is complete and accurate. Ensures that assignment goals, objectives, and completion dates are met. Documents and reports on work progress. (Cultivate Excellence - Integrity, Pride)

**TYPICAL DUTIES:**

| Percentage                              | Job Description |
|---|-----------------|
| Essential (E)/Marginal (M) <sup>1</sup> |                 |

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| 25% | E | Plan, organize, direct, and supervise the work of a multi-disciplinary staff conducting comprehensive environmental studies and documents. Oversee the preparation of environmental documents, including Environmental Impact Reports/Statements; Initial Studies/Environmental Assessments; Categorical Exemptions/Exclusions prepared pursuant to the California Environmental Quality Act (CEQA) and National Environmental Policy Act (NEPA). Represent the Department and interface with federal and state regulatory staff during regulatory actions and issuance of environmental permits. Review staff work to ensure work products are consistent with standards and requirements specified under CEQA and NEPA and the Caltrans Standard Environmental Reference (SER). Oversee staff engaged in preparing coastal development permits within the California Coastal Zone and Bay Conservation and Development Commission jurisdiction. Review draft permits, guide development of templates and guidelines, and track completion of staff work. Coordinate with other Department Branches, Functional Units, and Caltrans Districts/Regions, the Bay Area Legal Office, and other Program units and Branch programs on implementation of federal and state environmental laws and policies. Conduct senior reviews of environmental documents. |
| 20% | E | Direct staff conducting comprehensive technical environmental studies used to determine the environmental impacts of transportation projects. Oversee preparation of technical studies and analyses related to sea level rise, greenhouse gas emissions, climate change, ecological and human health, and equity. Implement Senate Bill 743 on transportation projects, including review of traffic modeling analyses and identification of mitigation opportunities related to projects that have increases in vehicle miles traveled. Advise PDT regarding significance determinations made pursuant to CEQA and NEPA. Conduct senior reviews of technical reports to assess and evaluate the significance of impacts to environmental resource areas. Participate in inter-agency meetings and helps foster positive relationships between regulatory agencies, local jurisdictions, and Caltrans. Simultaneously manage multiple projects and adapt to changing priorities.   |
| 15% | E | Foster relationships with CEQA Responsible Agencies and NEPA Cooperating Agencies and project sponsors for the development of mutually agreeable environmental documents prepared pursuant to CEQA and NEPA, respectively. Coordinate early reviews of Caltrans-prepared environmental documents primarily with the California Department of Fish and Wildlife and California Coastal Commission. Participate in multi-Agency working groups and committees with federal, state, or local agencies, tribal governments, and public groups for the development of conservation strategies and environmental mitigation opportunities related to the Department's activities. Engage in the development of statewide work practices and initiatives related to AB 1282 Task Force and its findings. Participate in Branch and Statewide working groups for the development of Department policy and guidance. Oversee Department implementation of NEPA Assignment and the Standard Environmental Reference.  |
| 15% | E | Leads the most complex parts of public outreach with the general public and regulatory agencies. Represents the Department at public meetings and coordination meetings with elected officials and county representatives. Lead and/or facilitates public meetings and meetings with elected officials and other stakeholders. Guide staff in preparing public notices and presentations. Provide information on the Department's policies to federal, state, or local agencies, tribal governments, and public groups or individuals requesting guidance and information. Lead or participate in meetings and negotiations with local, state, and federal agencies, tribal governments, non-profit organizations, and the private sector.  |
| 10% | E | Manage completion of field and office research, including interviews with key stakeholders, to identify and evaluate community and environmental effects of various transportation alternatives for the preparation of environmental documents. Identifies programmatic mitigation opportunities to contribute to region-wide conservation objectives while streamlining project delivery. Oversee application of Federal Highway Administration Initiatives to Streamline Project Delivery, including Planning and Environmental Linkages (PEL). Integrate PEL practices into System Planning, Advance Planning, and Project Delivery. Coordinate with other Offices and Divisions within the Department to further the integration of environmental considerations into project scopes and designs.   |

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| 10% | E | Estimate resources for projects in the upcoming fiscal years, and create schedules for environmental compliance that are on the baseline contract and contract for delivery in coordination with Environmental Program and Project Management. Perform other administrative duties such as establishing monthly workload meetings with manager, review expenditure reports, and process travel expense claims. Complete annual Individual Development Plans, Annual Performance Reviews, and annual work plans with staff. Conduct administrative duties not limited to maintaining the environmental administrative record, environmental database (STEVE), and attending bi-monthly Division status meetings. Review project change requests and project reports for consistency. Review and submit invoices, track spending, and compile annual reports. Coordinate training for Office of Environmental Analysis staff and stakeholders regarding topics related to Project Delivery and environmental compliance. |
| 5%  | M | Maintain professional qualifications through training, seminars, and workshops, and reviewing current scientific literature. Increases and maintains field and regulatory expertise by conducting on-site assessments, such as sea level rise modeling and analyses in coordination with Department staff, local coordinated resource management groups, and other organizations.  |

<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**

The Senior Environmental Scientist (Supervisory) will supervise a branch comprised of Environmental Planners and Environmental Scientists. The Branch Chief may be asked to act for the EPM (1) during periods of leave.

**KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS**

The Senior Environmental Scientist (Supervisory) must be able to communicate clearly both verbally and in writing and have the ability to work on multiple projects at once. Using their background in environmental science, the incumbent must be able to review complex environmental documents and technical reports and provide critical feedback to direct reports as needed. The incumbent must possess strong interpersonal skills to be able to work collaboratively and positively with multiple functional units and stakeholders. The incumbent will be expected to conduct interviews of the public; and understand and interpret a multitude of federal and state environmental laws and regulations.

Knowledge of: Knowledge of multi-modal forms of transportation and their environmental impacts including methods of research and technical analyses. Knowledge of federal and state environmental laws and regulations, as well as the Department's policies, standards, guidelines relevant to Project Delivery and environmental protection. Knowledge of Caltrans Directives and Policies, as well as Caltrans' Supervisory Handbook. The candidate should also have excellent negotiation and collaboration skills and be able to diffuse tough situations. Basic principles of environmental science, conservation, and natural resource management; principles of ecology; hydrology and geology; land use practices with reference to their general effect on natural resources, and the environment; California and federal environmental laws, rules, regulations, and requirements; California and federal environmental regulatory and resource management; techniques for dispute resolution, principles and techniques of personnel management and supervision; budgeting and other administrative functions; and supervisor's role in the Affirmative Action and Equal Employment Opportunity Program and the processes available to meet affirmative action and equal employment opportunity objectives.

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, complete, and technically accurate reports; apply laws, rules, regulations, policies, and requirements of California and federal environmental laws; assess the impact of proposed state and federal environmental legislation and regulations on Department programs and projects; work with professionals from a variety of disciplines within and outside of state government; 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; inspire confidence and effective working relationships with employees, managers, and leaders in government and industry; plan, organize, and direct the work of others; perceive the alternatives available in the solution of management problems and select realistic courses of action; and effectively contribute to the employer's affirmative action and equal employment opportunity objectives.

**RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR**

Prompt and thorough decision-making of the Senior Environmental Planner is vital to the timely completion of environmental documents and the project delivery process. Good judgment is critical to monitoring progress and making course corrections or requesting additional resources when necessary. An error in reviewing environmental documents and results of technical studies

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could delay the preparation and approval of project environmental documents. Errors and delays may negatively impact a project's cost, scope and schedule, which could ultimately result in a loss of project funding, or construction delays to critical transportation projects. The incumbent must also act professionally when working with the public and internal and external contacts; not doing so could erode Caltrans' image with the public and partners.

**PUBLIC AND INTERNAL CONTACTS**

The Senior Environmental Scientist (Supervisory) has frequent internal and external public contacts. The Branch Chief represents the Department at public meetings and is the first level manager responsible to handle issues elevated by our partners. The incumbent serves as intergovernmental liaison with various governmental agencies' planning staffs; arranges, attends, and participates in meetings with local, state, regional, and federal agencies as well as interested groups and individuals. The Branch Chief represents the Department on technical advisory committees and at local partnership activities. The incumbent participates as a member of the PDT and interacts with multi-disciplinary staff from other Offices.

**PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS**

This position may require sitting for prolonged periods of time, including while reviewing reports and during meetings. Field work may 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 reviewing reports and technical analyses. Emotional requirements 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, and acknowledge the various responses. The Branch Chief must be able to maintain positive morale among staff, recognize emotionally charged issues, and respond appropriately to difficult situations. The Branch Chief may encounter periods of mental stress while ensuring completed staff work and conducting annual and performance reviews.

**WORK ENVIRONMENT**

The incumbent will work in a climate-controlled environment in a cubicle-based office and home-based office setting; 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. The Branch Chief must be familiar with appropriate ergonomic actions and safe work practices in the field to prevent personal and staff injury. Must be comfortable and adept at teleworking and able to direct the work of staff in a remote setting. The position will require a balance of working at home and in the office.

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

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