

**POSITION DUTY STATEMENT**

DOT PM-0924 (REV 08/2024)

CLASSIFICATION TITLE Associate Environmental Planner, ARCH	OFFICE/BRANCH/SECTION 10/Division of Planning, Local Assistance, & Environmental	
WORKING TITLE Associate Archaeologist	POSITION NUMBER 916-168-4634-xxx	REVISION DATE 09/27/2024

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 Senior Environmental Scientist (Supervisory), the incumbent plans, develops, and performs a variety of complex archaeological analyses to assess the effects of transportation improvement projects on Historic Properties and Historical Resources. In support of District 10 Local Assistance, Maintenance, Emergency, Encroachment Permit, and Planning Programs, the incumbent ensures project compliance with federal, state, and local environmental laws and regulations, such as the National Environmental Policy Act (NEPA) and California Environmental Quality Act (CEQA). The incumbent conducts archaeological surveys, research, identification, consultation, evaluation, and prepares and reviews technical documents. The incumbent is responsible for risk assessment, project pathway development, communication of predicted/identified cultural resource impacts, and delivery timelines. The incumbent may manage consultant contracts for environmental studies and efforts associated with the project development process. The incumbent works within a multi-disciplinary team and will regularly work with various internal and external partners. The incumbent will be required to work in both the field and in an office setting. Occasional overtime, travel, and overnight stays will 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, Advance Equity and Livability in all Communities - Engagement, Equity, Innovation)
- **Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Safety First, Cultivate Excellence - Innovation, 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, Enhance and Connect the Multimodal Transportation Network, Strengthen Stewardship and Drive Efficiency - Engagement, Innovation)
- **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. (Strengthen Stewardship and Drive Efficiency, 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, Advance Equity and Livability in all Communities - Engagement, Equity, Innovation)
- **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. (Lead Climate Action, Advance Equity and Livability in all Communities - 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. (Cultivate Excellence, Enhance and Connect the Multimodal Transportation Network, Strengthen Stewardship and Drive Efficiency - Innovation, Pride)
- **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, Enhance and Connect the Multimodal Transportation Network, Strengthen Stewardship and Drive Efficiency - Engagement, Innovation, Pride)

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**TYPICAL DUTIES:**

Percentage	Essential (E)/Marginal (M) <sup>1</sup>	Job Description
45%	E	The incumbent identifies the appropriate level of effort and cultural studies required for compliance with CEQA, NEPA, Section 106 of the National Historic Preservation Act, Public Resources Code (PRC) 5024, and Assembly Bill (AB) 52. Leads and/or conducts routine and complex research, surveys, site evaluations, field excavations, and analysis of data, reports, regulatory permits, mitigation commitments, and other information related to cultural resources. Collects and analyzes data for the assessment of historic and prehistoric archaeological sites to determine if they are Historic Properties and Historical Resources and determines how transportation improvement projects may impact those resources. Develops and prepares technical documents, and reviews documents prepared by others, such as Area of Potential Effects Maps, Project Area Limit Maps, Extended Phase I proposals and studies, Archaeological Survey Reports, Environmentally Sensitive Area Action Plans, Effects Findings, Archaeological Monitoring Plans, Historic Property Survey Reports, Historical Resource Compliance Reports, and agreement documents. Reviews Environmental Documents such as Categorical Exemptions and Exclusions, Initial Studies (Negative Declarations/Mitigated Negative Declarations), Environmental Impact Reports, Routine and Complex Environmental Assessments and Environmental Impact Statement to ensure they are compliant with federal, state, and local environmental laws and regulations, as well as Department policy and standards.
20%	E	The incumbent advises and directs various internal and external stakeholders regarding cultural resource compliance and environmental laws and regulations. Coordinates with internal and external stakeholders which include other environmental professionals, engineers, construction contractors, local agencies and their consultants, architectural historians, Native American Tribes, the District Native American Coordinator, Caltrans Cultural Studies Office, and the public through telephone, email, in-person meetings, video conferences, and site visits. Responds to verbal and written comments, questions, and complaints. Assists Native American communities with issues regarding environmental compliance and management of cultural resources. The incumbent is responsible for preparing consultation with the following agencies: California Office of Historic Preservation, Advisory Council on Historic Preservation, Federal Highway Administration, and other federal, state, and local agencies.
15%	E	The incumbent works with a multidisciplinary team and uses technical expertise and data to make recommendations for alternative project designs and construction methods to reduce and avoid impacts to cultural resources. Develops wide-ranging and complex mitigation strategies. Reviews and prepares Standard and non-Standard Special Provisions. Ensures environmental commitments are properly included in project Plans, Specifications, and Estimates (PS&E) package and the construction contract. Monitors progress of projects and ensures archaeological avoidance, minimization, and mitigation measures are properly implemented through final design and construction. Attend pre-construction meetings and monitor construction activities in the field as necessary.
10%	E	The incumbent provides archaeological technical oversight and/or analysis for Encroachment Permit applications and Local Development Reviews. Ensures projects proposed in Caltrans Right of Way are compliant with all applicable federal, state, and local environmental laws and regulations, as well as Department policy and standards. Reviews and provides comments on General and Specific Plans. Provides responses to applicants and project proponents, citing applicable environmental laws and regulations and departmental policies, as necessary.
5%	M	Develop and prepare scopes of work and cost estimates for contracts and task orders to procure cultural resources services for construction monitoring, document preparation, consultation efforts, and more. Coordinate with contractors and facilitate any needed changes during the life of the contract or task order. Ensure goals of task orders are met in a timely manner. Review and approve draft and final reports prepared by consultants. Make decisions regarding consultant recommendations as to site significance and project impacts on significant archaeological properties. May serve as an Excavation Crew Chief/Field Director, Principal Investigator (Phase 2 studies), and archaeological monitor during construction. In role as contract manager, will oversee and review Phase 2 studies, Phase 3 studies, public outreach, and all mitigation requirements.

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5%	M	The incumbent is attentive to project workload organization, record keeping, and properly maintains archaeological and historical files, graphics, and other electronic and paper forms of information using the Uniform Filing System. Maintains and updates the Local Assistance LP2000, Standard Tracking Exchange Vehicle for Environmental (STEVE), and California Cultural Resource Databases as necessary. Participates on special teams and projects on issues of statewide importance. Provide internal and external training on environmental issues. Attains and maintains best scientific knowledge regarding pre-historic archaeological research, including identifying current and emerging practices and trends.
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<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.

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**SUPERVISION OR GUIDANCE EXERCISED OVER OTHERS**

None, this is a non-supervisory position. Incumbent may serve as a lead worker on interdisciplinary teams for specific projects and provides guidance to internal staff and external partners.

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**KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS**

The Associate Environmental Planner (Archaeologist) requires: (a) a knowledge of environmental laws, regulations, and processes; (b) the ability to gather, organize, and analyze archaeological data; (c) the ability to find primary research material and interview human sources; (d) the ability to conduct an initial field review at potential project locations; (e) the ability to identify archaeological artifacts, ecofacts, features, and sites in the field; (f) the ability to apply the four National Register criteria to an archaeological site; (g) the knowledge and ability to evaluate the potential for project impacts on significant archaeological resources; (h) the ability to establish and maintain congenial relationships with city, county, regional, state, and federal employees, and members of the Native American community; (k) the ability to clearly and effectively communicate both orally and in writing; and (l) the ability to analyze and interpret field data and data from scientific reports to formulate logical conclusions.

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**RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR**

The Associate Environmental Planner (Archaeologist) 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 unit resources. Failure to identify issues early can result in project delay, resource impact, and/or project cost increases. The incumbent is responsible for his/her/their 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 laws, policies, procedures, and guidelines could lead to adverse action and possible termination.

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**PUBLIC AND INTERNAL CONTACTS**

The Associate Environmental Planner (Archaeologist) has numerous contacts with individuals within and outside of government agencies. The incumbent will work closely with internal environmental staff, project managers, engineers, contractors, Headquarters personnel, and other internal functional units throughout the state. The incumbent will work closely with external partners such as Native American tribal representatives, federal, state, and local agencies, and their consultants. The incumbent acts as a representative of the Department to the public.

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**PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS**

The Associate Environmental Planner (Archaeologist) will need to be able to adapt to a variety of work situations. The incumbent may be required to move large or cumbersome reports and/or equipment. The position requires the ability to sit for prolonged periods of time as well as the ability to maintain sustained mental acuity for report analyses in an office setting. Field and survey work will be conducted on an as-needed basis, which may require standing, bending, kneeling, and/or walking for prolonged periods of time on uneven terrain and/or along active roadways in a range of weather conditions. The workload is subject to substantial and unexpected changes. The incumbent must be able to adapt to changes in priorities and complete complex tasks or projects with short notice. The incumbent may be required to work under stressful situations and be able to respond appropriately to difficult situations both in field and office settings. The incumbent is expected to use good judgment and tact, be professional, logical and use effective negotiating skills. The incumbent is expected to be prompt when reporting to work, and treat others with fairness, honesty, and respect.

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**WORK ENVIRONMENT**

The Associate Environmental Planner (Archaeologist) will work at a climate-controlled environment (District 10 Office Building), but may be exposed to varying weather conditions during field reviews or construction site monitoring. These situations may require conducting survey work adjacent to active roadways or within an active construction zone. Day-to-day work will be located within the the central valley, foothills, and/or sierra mountains within District 10; however, statewide travel may be necessary to attend job-related trainings.

This position may be eligible for telework. The amount of telework is at the discretion of the Department and based on Caltrans's evolving telework policy. Caltrans supports telework, recognizing that in-person attendance may be required based on operational needs. Employees are expected to be able to report to their worksites with minimum notification if an urgent need arises. The selected candidate will be required to commute to the headquartered location as needed to meet operational needs.

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Business travel may be required, and reimbursement considers an employee's designated headquartered location, primary residence, and may be subject to CalHR regulations or applicable bargaining unit contract provisions. All commute expenses 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.)

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.

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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

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