

**POSITION DUTY STATEMENT**

PM-0924 (REV 01/2022)

|                                                 |                                                                             |                             |
|-------------------------------------------------|-----------------------------------------------------------------------------|-----------------------------|
| CLASSIFICATION TITLE<br>Environmental Scientist | OFFICE/BRANCH/SECTION<br>Office of Environmental Compliance and Stewardship |                             |
| WORKING TITLE<br>Biologist                      | POSITION NUMBER<br>904-132-0762-xxx                                         | REVISION DATE<br>07/10/2023 |

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 supervision of a Branch Chief, Senior Environmental Scientist (Supervisory), the District Biologist will perform a wide variety of scientific and technical investigations from the office and field throughout the nine-county Bay Area. The Biologist is a key member of the District 4 Division of Environmental Planning and Engineering and Caltrans Project Development Team and is responsible for ensuring environmental compliance on transportation projects through the preparation of technical reports; obtaining permits from state and federal regulatory agencies; conducting construction compliance and implementing mitigation activities. The Biologist conducts biological surveys and habitat assessments; gathers data on natural resources; identifies and analyzes the impacts of transportation projects on biological resources; and develops measures to avoid, minimize, and mitigate those impacts. The team member will also have an opportunity to contribute to environmental resource protection, such as through the development of fish and wildlife crossing projects. The Biologist will work under one of two functions within the Office of Environmental Compliance and Stewardship: Construction Compliance or Mitigation Planning.

**CORE COMPETENCIES:**

As an Environmental Scientist, 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.

- **Flexibility and Managing Uncertainty** : Adjusts thinking and behavior in order to adapt to changes in the job and work environment. (Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Engagement, 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 - Engagement, Pride)
- **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. (Safety First, Strengthen Stewardship and Drive Efficiency - Engagement, Pride)
- **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, Lead Climate Action - Innovation)
- **Relationship Building**: The ability to develop and maintain internal and external trust and professional relationships, which includes listening and understanding to build rapport. (Enhance and Connect the Multimodal Transportation Network, Lead Climate Action, Advance Equity and Livability in all Communities - Equity, Innovation)
- **Customer Focus**: Considers, prioritizes, and takes action on the needs of both internal and external customers. (Enhance and Connect the Multimodal Transportation Network - Engagement, Equity)
- **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, Advance Equity and Livability in all Communities - Engagement, Integrity)
- **Analytical Skills**: Approaches problems using a logical, systematic, and sequential approach. Weighs priorities and recognizes underlying issues. (Cultivate Excellence, Lead Climate Action - Integrity, Pride)
- **Technical Expertise**: Depth of knowledge and skill in a technical area. (Strengthen Stewardship and Drive Efficiency - Innovation, Pride)

**TYPICAL DUTIES:**

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

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| 30% | E | Participate in meetings as an interdisciplinary member of the the Project Development Team (PDT) and serve as the biological subject matter expert on assigned projects. Research, write, review, and analyze complex technical reports for compliance with the California Environmental Quality Act and National Environmental Policy Act; California Endangered Species Act; section 7 of the federal Endangered Species Act; Sections 401 and 404 of the Clean Water Act and other biologically related state and federal regulations as they pertain to transportation projects. Complete biological analyses for an array of transportation projects. Provide detailed information on vegetation, wildlife, and special habitats in the development and review of project alternatives.       |
| 30% | E | Research scientific literature; plan and conduct field surveys and investigations; and compile data to inform resource analyses and technical reports. Specialized analyses may address topics such as habitat restoration; mitigation and conservation planning; fish passage assessments, stream assessments and longitudinal surveys; and wildlife connectivity analyses; and more. Lead and conduct protocol-level field surveys for a variety of plant, animal, and natural resources (e.g., wetland delineations). Use GIS to prepare maps and conduct impact calculations and to develop mitigation needs estimates. Conduct and lead completion of field surveys and inventories for a variety of purposes, including baseline habitat assessments and construction compliance activities. |
| 15% | E | Liaise with federal, state, and local regulatory entities to obtain permits for environmental compliance. Prepare and review permit applications pursuant to California Fish and Game Code; California and federal Endangered Species Acts; Clean Water Act; and more. Lead and facilitate negotiations with resource agencies to develop terms and conditions; avoidance and minimization measures; and mitigation commitments. Coordinate across Caltrans functional units to develop feasible environmental commitments.                                                                                                                                                                                                                                                                        |
| 10% | E | Develop and track environmental commitments and specifications throughout project delivery. Identify and develop mitigation measures to fulfill permit requirements. Research and investigate potential mitigation and advance mitigation opportunities for a variety of species and habitats. Prepare and review habitat mitigation monitoring plans. Facilitate development of mitigation projects and regional conservation strategies in coordination with Caltrans staff, private landowners, nonprofits, and resource agencies.                                                                                                                                                                                                                                                              |
| 10% | E | Provide general updates on projects and track project milestones using internal databases and via written and oral communication to other functional units. Maintain and organize files for the administrative record. Provide updates to the Office of Environmental Program and Project Management on the status of permits and regulatory consultations for projects on a weekly basis. Review consultant work products and reports to ensure they meet Caltrans standards.                                                                                                                                                                                                                                                                                                                     |
| 5%  | M | Maintain professional expertise and qualifications through regular participation in Caltrans and external trainings. Participate on statewide committees or task forces to address sea level rise, wildfire risk reduction, resiliency, and biological resource protection.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |

<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**

This position does not supervise but may act in a lead capacity and oversee work of consultant contractors. May occasionally act for Branch Chief during brief periods of absence or lead the work of less experienced staff.

**KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS**

Incumbent must meet the minimum qualifications of the Environmental Scientist classification. The incumbent should also have a working knowledge of conducting land, water, fish, wildlife, and other natural resources research; principles of ecology; California and federal environmental laws, rules, regulations, and requirements; environmental planning; geolocation and geo-referencing software applications; environmental mitigation measures; resource conservation programs and implementation strategies.

Ability to: Apply or modify scientific methods and principles; collect environmental data; conduct surveys; analyze and evaluate data and reach sound conclusions; review, check, and interpret scientific and environmental reports and studies; analyze situations and take appropriate actions; communicate effectively both in writing and verbally; prepare clear, complete, and technically accurate documents and permit applications; 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.

**RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR**

Errors in researching and evaluating biological data on the various transportation alternatives for a proposed project could delay the preparation and approval of environmental documents and increase project costs. Errors in evaluating impacts could delay

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implementation or loss of mitigation opportunities.

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### PUBLIC AND INTERNAL CONTACTS

The incumbent works with various engineering groups, environmental, right of way, and transportation planning staff members; liaises with governmental agency staff members; may arrange, attend, and participate in meetings with local, state, and federal agencies, interested groups and individuals.

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### PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

This position requires working under a variety of conditions, including sitting for long periods of time during meetings or while using a monitor and keyboard for report writing. The incumbent should be able to effectively conduct or direct fieldwork and construction monitoring under adverse weather or terrain conditions, or in close proximity to live traffic and/or construction equipment. The incumbent will work in a fast-paced environment, sometimes with shifting priorities. The incumbent values cultural diversity and other individual differences in the workforce.

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### WORK ENVIRONMENT

The position will require work to be conducted from both the office (home office and District 4 Headquarters) and the field. The position may require participation in meetings and trainings at other District offices; other agency headquarters; and with consultants and members of the public. Periodic attendance at public meetings during evening hours may be required. The incumbent may be exposed to uneven terrain, adverse weather conditions, and roadside hazards. The incumbent will be expected to take safety training and be familiar with Caltrans' Safety Manual before conducting field work. The position is eligible for part-time telework.

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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

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