

POSITION DUTY STATEMENT

PM-0924 (REV 01/2022)

CLASSIFICATION TITLE Environmental Scientist	OFFICE/BRANCH/SECTION Maintenance Engineering	
WORKING TITLE Environmental Scientist	POSITION NUMBER 910-600-0762-918	REVISION DATE 05/12/2023

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:

This position works under the general direction of the Vegetation Management Program (VMP) Manager (a Senior Landscape Architect). The Environmental Scientist (ES) is responsible for assisting with the transition from the Integrated Pest Management (IPM) program to a Sustainable Pest Management (SPM) program and develops a transition plan to support the transition from IPM to SPM to increase in pace and scale of vegetation management in the highway right of way to achieve Division and Department strategic and climate adaptation goals. In addition, the ES is responsible for developing various contracts (Interagency Agreements, A&E On Call Environmental Contract, Sole Source, and other non-IT Service Contracts) to support the VMP Manager in meeting deliverables and program goals. This requires frequent coordination with HQ Division of Environmental Analysis (DEA) and District Maintenance and Environmental management and staff to ensure the Division of Maintenance Vegetation Management Program is in compliance with the California Environmental Quality Act (CEQA), the National Environmental Policy Act (NEPA), as well as State and Federal iterations of the Endangered Species Act, Clean Air Act, Clean Water Act, and over a hundred other State and Federal laws, policies, and regulations. In addition, the incumbent has an understand of current maintenance practices and with the 1992 Caltrans Vegetation Control PEIR and the 2019 California Vegetation Treatment Program PEIR.

The Environmental Scientist assists with developing best management practices (BMP) to allow for a range of vegetation treatment by Caltrans Maintenance crews, Service Contracts or other local, State or Federal agencies under encroachment permit or agreement. BMPs should include the responsibilities described by the C, E and G families, and the methods of manual treatment with hand tools, mechanical treatment with equipment, chemical treatment with herbicides, herbivory treatment by grazing and outsourcing of controlled burns to certified prescribed fire crews. Serves as a team member applying scientific methods and principles to identify and resolve biotic problems, conducting scientific investigations into problems and delivering environmentally responsible planning solutions to achieve the Department's goals for safety, wildfire adaptation and environmental stewardship. Performs a variety of duties including updating policy, procedures and guidance for effective vegetation management, planning, professional response to inquiries, protection of important habitat and species, regulatory compliance and guidance, program improvement and sustainability, continuing education sponsorship and general support for field maintenance.

The incumbent is also responsible for annual review of District Vegetation Control Plans, District Vegetation Management Plans, encroachment permit applications for vegetation management and working with other units within the Department. Assists, prepares, processes, and reviews the most difficult and complex environmental studies as part of project delivery, including Environmental Impact Reports and Environmental Impact Statements. Identifies problems, develops courses of action, and contributes to developing solutions to project-related environmental issues with project development teams and the districts to ensure compliance with the California Environmental Quality Act (CEQA), the National Environmental Policy Act (NEPA), as well as State and Federal iterations of the Endangered Species Act, Clean Air Act, Clean Water Act, and over a hundred other State and Federal laws, policies, and regulations. The incumbent takes a role in significance determinations for greenhouse gas (GHG) emissions, community impacts, traffic impacts, potential fire hazard impacts, among other environmental areas; assists with the development and application of departmental environmental policy, guidance, and practices; assists with special projects and program areas, providing analytic, scientific, and technical expertise; helps administer department policies, procedures, performance and quality standards relating to the highest level environmental products; coordinates with and may advise Federal, State, and Regional agencies on environmental activities and studies for projects; and presents project-related information and results to the public.

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.

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- **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. (Safety First, Cultivate Excellence - Engagement, Integrity)
- **Ethics and Integrity**: Demonstrated concern to be perceived as responsible, reliable, and trustworthy. Respects the confidentiality of information or concern shared by others. Honest and forthright. Conforms to accepted standards of conduct. (Strengthen Stewardship and Drive Efficiency, Advance Equity and Livability in all Communities - Equity, 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 - Integrity)
- **Teamwork/Partnership**: Develops, maintains, and strengthens partnerships with others inside or outside of the organization through effective communication and collaboration. (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)
- **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, 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, Cultivate Excellence - Innovation, Integrity)
- **Commitment/Results Oriented**: Dedicated to public service and strives for excellence and customer satisfaction. Ensures results in their organization. (Cultivate Excellence - Integrity)

TYPICAL DUTIES:

Percentage		Job Description
Essential (E)/Marginal (M) ¹		
40%	E	As a member of an interdisciplinary team, incumbent takes the lead on coordinating the analysis of environmental team members to assess project-related environmental impacts for the most complex transportation and transportation-related projects. Prepares, comments on, and incorporates complex studies, in-house and consultant developed, into environmental documents for conformance with over a hundred local, state, and federal laws, regulations, and policies, and assesses the full range of environmental impacts, including natural, cultural, socioeconomic, storm water, visual, sound, hazardous waste, water quality, and greenhouse gas. Conducts field surveys and reviews and develops measures to mitigate and manage environmental impacts and performs all duties, including reading, reviewing, typing, to write and prepares large regulatory compliance documents, including Environmental Impact Reports and Environmental Impact Statements under CEQA and NEPA, respectively.
30%	E	Performs liaison work with State, Federal, and Local agencies; citizen conservation groups; the academic community; and the broader public concerning difficult and complex environmental resource management issues. Prepares routine and specialized correspondence and coordinates with these groups to meet, present, confer, and gather data on and analyze complex environmental issues to assess project impacts on the environment as well as to develop project alternatives and appropriate mitigation. Determines necessary procedures to follow under State and Federal law on complex projects and must understand and keep current on changes in the legal, regulatory, and policy environment.
10%	E	Develops, determines scope of work for, conducts oversight on, and manages consultant task orders and contracts, ensuring best practices, scientific methodologies, and contract deliverables are adhered to and met. Offers technical guidance, acts as a mentor to, and reviews the work of entry level Environmental Scientists.
10%	E	Responds to internal and external inquiries and provides interpretation of various laws and regulations and their application to departmental projects, programs, and activities.
5%	M	Performs special assignments and studies as the need arises.

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5%	M	Participates in and develops staff development activities, including trainings and developing written guidance.
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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

Offers technical guidance, acts as a mentor to, and reviews the work of entry level Environmental Scientists. May act at the Environmental Scientist (Supervisory) level for periods of time but does not supervise.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

- **Knowledge:** Must possess a broad-based and detailed knowledge of ecology and the general principles of conservation, and understand their relationship to water quality, cultural resources, biological resources, and a host of other environmental sciences and topics; techniques for research and gathering pertinent data and information; communication and leadership skills needed for gathering data and working with internal and external partners; principles of technical writing; environmental laws and their relation to the evaluation of project alternatives and developing mitigation; trends in Federal, State and Local environmental laws; and the steps required to prepare all types of environmental documents and other pertinent products to deliver Caltrans projects. Must have a detailed knowledge of Caltrans as an organization, its departmental policies and procedures, including all phases of project development, as well as organizational relationships and functions, both within and outside Caltrans that pertain to the programming, design, construction, operation and maintenance of transportation facilities. Must have a detailed knowledge of computer applications including but not limited to: the Internet; E-Mail; Microsoft Word, Access, Excel; and Standard Tracking and Exchange Vehicle for Environmental (STEVE) or other database data entry. Knowledge required to effectively perform the duties described above.
 - **Abilities:** Must have the ability to exercise good judgment in matters relating to the environmental analysis of transportation projects and must have the ability to assimilate technical and procedural input from a variety sources and technical specialties. Must evaluate, analyze, and summarize that input, develop alternative courses of action, and make objective recommendations on critical issues affecting project delivery and the environment. Must have an understanding of the practical application of applied studies versus theoretical research and be able to communicate them to colleagues, external partners, and the public.
 - **Analytical Requirements:** Strong analytical skills are required. The incumbent will perform a wide range of general environmental and project delivery duties. The candidate must have a sound comprehension of basic scientific and analytical methods, and the ability to analyze and synthesize complex data from a variety of disciplines.
 - This position is responsible for independent action and initiative in carrying out the duties of the position. Must be able to handle multiple tasks simultaneously, adapt to changing requirements, complete tasks and projects in a short notice and work with others in a cooperative manner.
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RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

This position is responsible for independent action and initiative in carrying out the duties related to environmental compliance and project delivery. The incumbent must provide accurate and thorough recommendations on various environmental issues and environmental document production. The incumbent must understand the impacts of environmental policy decisions as they relate to planning, project development, construction, operation and maintenance of transportation facilities. The consequences of not considering all the factors or failure to carry out these responsibilities could result in:

- Inconsistent statewide decisions in the development of transportation facilities
 - Regulatory agency enforcement actions, including fines, against Caltrans
 - Major increases in construction cost, time delays, and inability to construct projects due to insufficient environmental analysis
 - Loss of funding related to the failure to comply with environmental requirements
 - Unacceptable recommendations forwarded to the California Transportation Commission
 - Additional measures to avoid or minimize environmental impacts
 - Litigation that could delay and/or add cost to essential projects and/or activities
 - Loss of public confidence in Caltrans as a responsible public agency and steward of the environment
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PUBLIC AND INTERNAL CONTACTS

The incumbent must maintain good working relationships with all levels of management within Caltrans, and staff in the Division of Environmental Analysis and other functional units such as, Project Management, Construction, Design, Maintenance, and Legal. The incumbent will work with external agencies, Local, State, and Federal entities, elected officials as well as environmental interest groups and the general public in order to provide the necessary analysis and recommendations on

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transportation projects. The incumbent arranges for, attends, participates in, and where appropriate, represents Caltrans at meetings with interest groups, Local, Regional, State, and Federal agencies regarding a variety of environmental issues.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

The incumbent must be able to sit for long periods of time using a keyboard and video display monitor. While performing field reviews, employee may be required to work on uneven terrain, lift, carry, bend, kneel and stoop. Workload is subject to frequent, substantial, and unexpected changes that affect the scheduling and completion of studies. For example, court decisions or survey results may cause shifts in workloads. Additionally, Caltrans policy decisions, fiscal changes, or study findings may cause changes in workload, or changes in projects themselves. Must be cable of sustained mental activity needed for report writing, auditing, problem solving, analysis and reasoning.

The incumbent must be able to organize and prioritize large volumes of varied documents, including confidential materials that may relate to existing lawsuits. The incumbent must be able to understand new information and master new technical knowledge and have the ability to multi-task while adapting to changing priorities. The incumbent creates a work environment that encourages creative thinking and innovation and sustains an organizational culture which encourages others to provide the quality of service essential to high performance. Enables others to acquire the tools and support they need to perform well. He/she must understand the link between administrative competencies and mission needs.

The incumbent must deal effectively with pressure; maintain focus and intensity while remaining optimistic and persistent, even under adversity. Must be able to develop and maintain cooperative working relationships and have the ability to resolve emotionally charged issues reasonably and diplomatically. This position requires the incumbent to be open to change and new information, with the ability to adapt behavior and work methods in response to new information, changing conditions or unexpected obstacles. Incumbent must be capable of translating between engineering, transportation, planning and environmental terminology and common language.

The incumbent must be able to communicate in English and may be required to make presentations, facilitate meetings, lead workshops, and serve on quality teams. The incumbent must behave in a fair and ethical manner toward others and demonstrate a sense of responsibility and commitment to public service. The incumbent must value cultural diversity and other individual difference in the workforce and ensure that the organization builds on these differences and that all employees are treated fairly and equitably.

WORK ENVIRONMENT

The work environment will include office and field environments. The work environment is fast-paced 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 meetings and/or to projects sites. In the field the incumbent may experience all climatic conditions, including sun, wind, rain, snow, ice, or other conditions such as, dust, dirt, construction equipment, traffic, animals, insects, loud noises. While at their base of operation, the employee will work in a climate-controlled office under artificial light.

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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.)

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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