

**POSITION DUTY STATEMENT**

DOT PM-0924 (REV 08/2024)

CLASSIFICATION TITLE Associate Environmental Planner, ARCH	OFFICE/BRANCH/SECTION D43/Environmental Analysis/Cultural Studies	
WORKING TITLE Associate Environmental Planner (Archaeology)	POSITION NUMBER 913-140-4634-911	REVISION DATE 09/05/2024

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 direction of the Section 106 Coordination Branch Chief in the Cultural Studies Office, the incumbent acts as a journey-level staff expert of prehistoric archaeology and reviews cultural resources management reports for statewide consistency with the Section 106 Programmatic Agreement and the Public Resources Code (PRC) 5024 Memorandum of Understanding. Working independently or as a member of an interdisciplinary team, the incumbent is responsible for carrying out a wide variety of reporting and planning activities designed to support the department's missions and to satisfy state and federal historic preservation laws and regulations as applied to transportation projects and programs. The incumbent works closely with historical archaeologists, architectural historians, Senior Environmental Planners, and other environmental staff; provides direct assistance to other units; reviews or assists in creation of environmental compliance documents; provides guidance to the regions and districts on technical and compliance issues.

**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. (Cultivate Excellence, Strengthen Stewardship and Drive Efficiency, Advance Equity and Livability in all Communities - Innovation, Pride)
- **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, Innovation, 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. (Cultivate Excellence, Advance Equity and Livability in all Communities - Integrity)
- **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. (Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Engagement, Innovation, 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, Pride)
- **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, Pride)
- **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, Pride)
- **Analytical Skills:** Approaches problems using a logical, systematic, and sequential approach. Weighs priorities and recognizes underlying issues. (Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Innovation, Integrity, Pride)
- **Technical Expertise:** Depth of knowledge and skill in a technical area. (Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Engagement, Innovation, Integrity, Pride)

**TYPICAL DUTIES:**

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

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45%	E	Reviews archaeological reports, eligibility and effect determinations, environmental documents, and other reports or documents for consistency with the 2014 Section 106 Programmatic Agreement, California Environmental Quality Act (CEQA), and Public Resource Code (PRC) 5024 Memorandum of Understanding (MOU), primarily for the Middle-Mile Broadband Initiative projects.
30%	E	Provides expert advice and consultation to district staff on archaeological and compliance issues, including evaluation of project alternatives and effects on archaeological properties.
20%	E	Provides general administrative support to the Cultural Studies Office (CSO) by general records management and coordination with the Division of Environmental Analysis. Works individually or as a team member to develop manuals, handbooks, or policy memoranda, and to provide advice, technical assistance, training, and workshops on archaeology. Assists with maintenance of the Standard Environmental Reference Vol. 2: Cultural Studies.
5%	M	May act temporarily for the Section 106 Coordination Branch Chief, in his/her absence

<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 is a non-supervisory position. On individual projects, the incumbent may serve in a lead capacity over other Caltrans staff, consultants, or student research assistants.

**KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS**

The incumbent must be Professionally Qualified Staff (PQS)-level Principal Investigator in prehistoric archaeology.

The incumbent must possess technical knowledge of prehistoric archaeological method and theory; experience with historical archaeology would be beneficial. The incumbent must have knowledge of the primary federal and state laws and regulations that pertain to Caltrans' historic properties procedures, especially Section 106 of the National Historic Preservation Act, and experience completing and/or managing environmental technical studies or environmental documents in compliance with these laws and regulations. The incumbent must have familiarity with archaeological collections management issues and curation guidelines. Knowledge of California's prehistory, ethnography, cultural materials, and technologies is essential. Must have a working knowledge of trends in environmental assessment and mitigation for archaeological resources. Must have an understanding of the timing and relationship of cultural resources management-related studies and documents and how best to integrate them into the overall environmental compliance process and project delivery framework.

Based on experience and expertise, the incumbent must be able to exercise good judgment in matters relating to the interpretation of federal and state cultural resource laws and regulations and in recommending appropriate studies and mitigation; and communicate effectively both orally and in writing. Must be able to work effectively with others as an interdisciplinary team member, and be able to communicate effectively both orally and in written form with management and employees in Headquarters, Regions/Districts, and people outside the Department.

**RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR**

The incumbent is responsible for independent action in carrying out the assigned duties. Based on experience and expertise, incumbent must be able to provide accurate and timely recommendations to Regions/Districts on various archaeological compliance issues. Failure to carry out these responsibilities could result in:

- Additional effort required to provide measures to avoid or minimize environmental impacts.
- Extensive delays to projects or activities.
- Litigation that could delay and/or add substantial cost to essential projects or activities.
- Loss of public confidence in Caltrans as a responsible public agency and first-rate engineering and environmentally sensitive organization.
- Loss of partnering agencies' confidence in Caltrans as a good steward of the environment.
- Loss or degradation of significant heritage resources.

**PUBLIC AND INTERNAL CONTACTS**

The incumbent must establish and maintain good working relationships with Caltrans District Environmental Branch Managers, District Data Stewards, District Archaeologists and other specialist staff in the Districts and Headquarters. The incumbent may attend or participate in meetings with other governmental agencies such as the Office of Historic Preservation, the Federal Highway Administration, and the Advisory Council on Historic Preservation, as well as local public works agencies, Native American communities or tribal governments, local and statewide prehistoric archaeology societies and preservation groups, and with other environmental and community advocacy groups. The incumbent may also meet the public in the course of information gathering for proposed projects.

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**PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS**

Incumbent must be able to effectively communicate to individuals and groups and may be required to make presentations, participate in workshops, and serve on teams. The incumbent must be able to sustain the mental acumen needed to conduct the necessary research, analysis, and synthesis of issues, and make well-reasoned recommendations to management. Must be capable of translating between engineering, transportation, planning and archaeological language and common language. The workload is subject to frequent and unexpected changes that could affect the scheduling or completion of assignments. As a result, the incumbent must often be able to handle multiple tasks, adapt to changes in priorities, and complete tasks or projects with short notice and work with others in a cooperative manner. Incumbent must deal effectively with varying amount of pressure, maintain focus, and intensity. The incumbent behaves in a fair and ethical manner toward others and demonstrates a sense of responsibility and commitment to public service. The incumbent also values cultural diversity and other individual differences in the workforce.

**WORK ENVIRONMENT**

The work environment will include both field and office environments. In the field the incumbent may experience all climatic conditions, including rain, and sometimes extreme heat. Incumbent may be required to visit project sites, where the environmental conditions may vary considerably. While at their base of operation, the employee will work in a climate-controlled office, mostly under artificial light. The incumbent may be required to sit for extended periods of time while attending meetings or when responding to electronic mail or writing reports. The incumbent will be using a laptop, keyboard/mouse and video display monitor.

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. 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.

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.

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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