

POSITION DUTY STATEMENT

PM-0924 (REV 01/2022)

CLASSIFICATION TITLE Senior Environmental Scientist (Sup)	OFFICE/BRANCH/SECTION D2/Planning/Local Assistance	
WORKING TITLE Local Assistance Environmental Branch Lead	POSITION NUMBER 902-800-0764-	REVISION DATE

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 Deputy District Director, Planning and Local Assistance, and in collaboration with the District Local Assistance Engineer (DLAE) and the Local Assistance Program Manager, the incumbent is responsible for the leadership and supervision of a multi-disciplinary team of environmental professionals working to review and coordinate applicable environmental aspects of local assistance projects (local agency transportation projects on local roads funded by state or federal transportation funds). These projects require Environmental Documents to be written, circulated for review, and finalized by the local agency or their consultant, before being transmitted to Caltrans (as the NEPA lead agency) for approval. As a Senior Supervisor, the incumbent will be responsible for the final approval of the environmental documents and specific technical studies. The incumbent will supervise Local Assistance environmental staff and work with the DLAE, Local Assistance Program Manager, Local Assistance Engineers, other Caltrans environmental staff, and local agency staff to resolve problems and act on issues pertaining to local projects. The incumbent will analyze and interpret federal and state statutes, policies, and programs that involve federal-aid environmental clearance, and will coordinate with Headquarters (HQ) Local Assistance, the Division of Environmental Analysis, and resource agencies regarding policy and programmatic decisions. The incumbent will create and work in a team environment to deliver the Local Assistance Program and provide quality service to local agencies.

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, Strengthen Stewardship and Drive Efficiency - Innovation)
- **Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Integrity)
- **Continuous Professional Development:** Seeks to obtain knowledge and improve performance while supporting others in doing the same. (Cultivate Excellence - Engagement, Innovation, Pride)
- **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 - Engagement, Integrity)
- **Teamwork/Partnership:** Develops, maintains, and strengthens partnerships with others inside or outside of the organization through effective communication and collaboration. (Advance Equity and Livability in all Communities - Engagement, Equity, Integrity)
- **Customer Focus:** Considers, prioritizes, and takes action on the needs of both internal and external customers. (Strengthen Stewardship and Drive Efficiency, Advance Equity and Livability in all Communities - Engagement, Equity, 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, Advance Equity and Livability in all Communities - 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. (Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Innovation, Integrity)
- **Managing Performance:** Responsible for employee performance, setting clear goals and expectations, tracking progress against departmental and unit goals, providing feedback, and addressing performance issues promptly. (Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Engagement, Integrity, Pride)

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TYPICAL DUTIES:

Percentage		Job Description
Essential (E)/Marginal (M) ¹		
40%	E	Direct and supervise environmental staff working in District 2 Local Assistance responsible for reviewing local agencies' Preliminary Environmental Studies (PES) and environmental technical reports as they relate to the National Environmental Policy Act (NEPA) for accuracy, timeliness, completeness, and adequacy. Determine appropriate action needed to complete NEPA compliance for local agency projects. Verify the need and process for the local agency to obtain permits, clearances, and/or waivers from various other governmental agencies. Ensure that local agency projects are in compliance with environmental commitments, permits, and laws. Coordinate with North Region and HQ environmental subject matter experts for project reviews and guidance as needed. Oversee management of District 2 Local Assistance environmental project files.
20%	E	Communicate and collaborate with local agencies regarding all environmental aspects of their Federal Aid projects. Assist local agencies in proactively identifying risks, impacts, and environmental strategies. Actively communicate requirements, deadlines, and processes to local agencies. Assign staff to attend meetings and field reviews for local agency projects, and participate directly in complex projects and issues.
10%	E	Provide guidance and direction to staff to coordinate and negotiate with state and federal agencies regarding environmental impacts, identified mitigation requirements, permit requirements, and other related issues. Agencies may include California Department of Fish and Game, US Fish and Wildlife Service, National Marine Fisheries Service, and US Environmental Protection Agency. Lead coordination efforts when necessary for complex projects or issues.
10%	E	Represent D2 Local Assistance Environmental in statewide discussions. Review and provide feedback on policy, guidance, and process updates. Advocate for D2 and local agency perspectives and needs in discussions with HQ, other districts, and other agencies.
10%	E	Responsible for planning, monitoring, and balancing workload with staff; perform staff development activities that include but are not limited to personnel evaluations, mentoring, training, safety meetings, and resolving work-related issues.
5%	E	Remain updated on environmental regulations, rulings, orders, and resource agency practices through continuous education, training, and communication with resource agencies. Regularly share pertinent updates with staff.
5%	M	Coordinate various meetings; sponsor classes for local agencies and staff; make public presentations; participate in strategic planning; respond to public, internal, and various government agency inquiries.

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

This position is a supervisory role over a multi-disciplinary team of environmental professionals, which may include Senior Environmental Scientists (Specialist), Environmental Scientists, and Environmental Planners performing work related to natural resources, water resources, cultural resources, air quality, and hazardous waste. Incumbent is expected to prepare annual employee development plans and performance reports, develop and maintain positive working relationships with staff, clearly communicate expectations to staff, recognize employee accomplishments, and help develop and improve employee abilities and breadth and depth of knowledge.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Knowledge of: Federal, State, and local laws, rules, regulations, ordinances, and executive orders that govern the field of environmental planning. Must know and understand the Department's mission, vision, goals, and objectives, as well as the Department's organizational structure, policies, directives, and business practices. Must understand general principles of ecology and planning for the conservation of natural resources along with a general understanding of highway design and construction principles. Must understand methods of evaluating environmental impacts and trends in Federal, State, and local environmental assessment and environmental impact mitigation techniques. Must understand the requirements of NEPA Assignment and be familiar with Federal Highway Administration (FHWA) audits and required procedures. Must have a good working knowledge of computer applications and databases. The incumbent must have a general knowledge of the Local Assistance Program, Local Assistance database LP2000, the federal-aid project development process, programming and statutes related to the funding of transportation capital improvements.

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Ability to: Plan, organize and schedule work to accomplish the District Local Assistance Program mission, goals, and objectives; use own initiative to take the appropriate action as dictated by schedule or receipt of information; and reason and analyze data from technical reports. Must be able to develop and present ideas and information effectively, both orally and in writing. Must have the ability to prepare and follow through to the final approval of various environmental documents as required with a minimum of supervision. Ability to develop, evaluate, and formulate solutions to complex problems. Good verbal and writing communication skills are necessary.

Must be able to read and interpret documents such as Department Directives, policies, procedure manuals, and statutes. Must be able to understand and use project management and project development practices in order to monitor the progress of Local Assistance programs and projects for reporting purposes.

Must be able to establish and maintain positive cooperative working relationships in an office environment with co-workers and employees of local agencies. Must be able to travel to various locations, occasionally requiring an overnight stay for meetings, field reviews, or training purposes.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Mismanagement and poor guidance to local officials can significantly effect the development and implementation of projects. The consequences of incomplete, inaccurate, or untimely environmental documentation for local agency projects can cause delays of advertisement, award, and construction dates. Local governments can lose financing for projects if they are improperly advised. Projects can be delayed and project costs may rise if not provided with appropriate information and guidance. Errors or poor decisions can also result in harm to relationships with our partners and the public.

PUBLIC AND INTERNAL CONTACTS

Communicates within the division, other district divisions, and HQ. Has frequent contact with Tribes and state, county, city, and other local agencies on transportation project environmental matters. The incumbent needs to be able to get along with others to maintain good working relationships with local government, and encourage a full exchange of information between Caltrans and local officials. Contact is by telephone, email, and in person. Represents the Caltrans at various meetings involving local governments and allied agencies.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Awareness and sensitivity to social, economic, and environmental conditions that affect transportation projects, and the ability to inspire confidence and respect of partners and staff. Incumbent must be open to change and new information and adapt behavior and work methods in response to new information, changing conditions, or unexpected obstacles, often with short deadlines. Values cultural diversity and other individual differences in the workplace.

WORK ENVIRONMENT

While at their base of operation, employees will work in a climate-controlled office under artificial lighting. Employee will be required to spend significant time working on a computer. Incumbent will be required to travel which will occasionally require overnight stay. Incumbent will also field review projects, visit active construction sites, and have other field work responsibilities.

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.

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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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