

POSITION DUTY STATEMENT

PM-0924 (REV 01/2022)

CLASSIFICATION TITLE Senior Environmental Scientist (Specialist)	OFFICE/BRANCH/SECTION Advanced and Complex Mitigation Specialist	
WORKING TITLE Advanced and Complex Mitigation Specialist	POSITION NUMBER 905-156-0765-XXX	REVISION DATE 07/27/2022

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 Supervising Senior Environmental Scientist, the Senior Environmental Scientist Specialist is responsible for completing duties related to off-site biological mitigation, including but not limited to the following: species mitigation under CESA and ESA; waters, wetlands, and riparian mitigation under 401, 404, 1600, and CDP permits; and biological CEQA mitigation. Additionally, the incumbent is responsible for taking the lead on District 5's advanced mitigation projects within Caltrans' HQ's Advanced Mitigation Program. The incumbent is responsible for working with Project Biologists and Aquatic Resource Biologists (Environmental Scientists) to identify, develop, and complete timely mitigation within the Caltrans' Project Delivery Process. The incumbent is responsible for coordinating mitigation actions internally with various departments, high level management, and Executive Staff. The Senior Environmental Scientist Specialist works to build and maintain relationships with resource agencies, non-profits, Resource Conservation Districts, local and regional governments, and private landowners to create new and creative opportunities for mitigation. As a representative of the Department, strong communication and interpersonal skills are essential for engaging with the wide variety of potential stakeholders mitigation work involves. Occasional travel and overnight stays may be required.

CORE COMPETENCIES:

As a Senior Environmental Scientist (Specialist), 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 - Engagement)
- **Dealing with Ambiguity (Risk):** Can comfortably handle risk and uncertainty, as well as make decisions to act without having the total picture. (Strengthen Stewardship and Drive Efficiency - Innovation)
- **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. (Safety First - 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. (Cultivate Excellence - Integrity)
- **Relationship Building:** The ability to develop and maintain internal and external trust and professional relationships, which includes listening and understanding to build rapport. (Lead Climate Action - Engagement)
- **Customer Focus:** Considers, prioritizes, and takes action on the needs of both internal and external customers. (Cultivate Excellence - 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. (Advance Equity and Livability in all Communities - Equity)
- **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 - Innovation)
- **Technical Expertise:** Depth of knowledge and skill in a technical area. (Strengthen Stewardship and Drive Efficiency - Pride)

TYPICAL DUTIES:

Percentage	Job Description
Essential (E)/Marginal (M) ¹	

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35%	E	The Senior Environmental Scientist (ES) Specialist, also referred to as the Mitigation Specialist, serves as the point person for the District in developing complex and advanced mitigation solutions. The incumbent collaborates with Project Biologists (PB) and Aquatic Resource Biologists (ARB) to identify, develop, and implement off-site mitigation for threatened and endangered species, aquatic resources, and other natural resources required by various permits and CEQA. Work with ES Supervisors, PBs and ARBs to analyze different mitigation opportunities, including weighing of risks and opportunities. Assist the PB and ARB in communicating and negotiating mitigation commitments with resources agencies. Work with management and staff from various Caltrans' departments to determine cost, scope and schedule of mitigation projects, including assistance in developing split-off projects. Participate as a departmental representative on environmental issues at meetings. Participate in Project Development Team (PDT) meetings when there is complex or advanced mitigation on a project.
35%	E	Build and maintain relationships with local Resource Conservation Districts (RCD), universities, non-profits, and local government partners to create mitigation opportunities through collaboration. Develop cooperative agreements and contracts on behalf of the Department for the purposes of designing and implementing restoration projects. Prepare land protection instruments (i.e. conservation easement), land transfer packages, and capital and endowment costs for protected lands. Knowledge of real estate transaction processes through right-of-way (ROW) and necessary steps for appraisals and acquisitions, including survey requests. Develop on-call task orders for restoration design. Responsible for mitigation credit purchases and Request For Proposals through Department of Procurements and Contracts.
15%	E	This positions serves as the primary contact for Caltrans' HQ's Advanced Mitigation Program (AMP) and is responsible for implementing the D5 Regional Advanced Mitigation Needs Assessment (RAMNA). The incumbent utilizes the Statewide Advanced Mitigation Needs Assessment (SAMNA) to model future mitigation needs in order to initiate and complete advanced mitigation projects with respect to District 5's priorities. Work with local government partners with Resource Conservation Investment Strategies (RCISs) to develop Mitigation Credit Agreements for future mitigation needs. In coordination with HQ's AMP, the mitigation specialist is responsible for tracking District use of advanced mitigation using STEVE database. Attend HQ's Advanced Mitigation Program meetings on quarterly basis.
10%	E	Develop efficiencies, streamlining, and innovative ways in which Caltrans can meet it's mitigation obligations. Create and document workflow processes and guidelines specific to District 5. Implement opportunities to cross-train others in mitigation processes to build a strong District 5 Environmental team.
5%	M	Assist Project Biologist PBs and ARBs with updating Standard Tracking and Exchange Vehicle for Environmental (STEVE), specifically in relation to estimating costs for off-site mitigation and mitigation bank or in-lieu fee credit purchases. Instruct and assist PB and ARB on request and use of advanced mitigation credits through STEVE. Update STEVE regularly with details of off-site mitigation development and implementation.

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

No direct supervision, but may perform in an acting capacity.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Must have knowledge of complex mitigation options such as in-lieu fee programs, mitigation and conservation banks, NFWF aquatic and species accounts, and permittee-responsible mitigation.

Knowledge of legal requirements related to land use and land protection instruments such as conservation easements, deed restrictions, long-term management plans, and endowments

Technical knowledge of wildlife management, required technical surveys for threatened and endangered animal and plant species, and endangered species consultation processes

Technical knowledge of aquatic resource delineation, water laws and regulation, permitting process, and typical permit requirements and constraints

Understanding project management as it relates to developing appropriate funding, child EA's, and cost, scope and schedule of restoration and mitigation projects

State, local and regional governmental organizations as they relate to environmental planning

State and Federal laws and regulations relating to the environment

Trends in Federal, State and local environmental assessment and mitigation reports, impact statements, and/or negative declarations; and environmental, urban and regional planning

ADA Notice

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General principals and techniques of research and statistical analysis
Methods and techniques of evaluation of environmental impacts

Ability to:

Set priorities, set schedules and problem solve solutions to achieve complex and advanced mitigation solutions for the Department's capital project delivery program

Analyze the Department's capital project delivery program to identify mitigation needs in various geographic areas

Be creative in identifying opportunities and overcoming challenges to find successful mitigation outcomes

Work with regulatory agencies to identify and implement potential programmatic solutions

Work effectively with others as an interdisciplinary team member.

Use interpersonal skills and communicate effectively to work with private landowners, non-profits, RCDs, resource agencies, and local and regional governmental partner agencies.

Establish and maintain cooperative relationships within the District and the department, and with the public and outside agencies

Resolve inter-agency conflicts and negotiate mutually agreeable outcomes using conflict resolution and negotiation techniques

Coordinate mitigation planning, research, and analysis of proposed projects

Make an assessment of an existing environment

Prepare written reports

Deal effectively with pressure, maintain focus and intensity, yet remain optimistic and persistent

Respect cultural diversity and other individual differences in the workforce and treat all with equity and respect.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Where law, regulation and Department or District policy allow latitude, the Senior Environmental Scientist Specialist determines the mitigation opportunity to pursue and develop, utilizing District 5 capital funding or HQ's advanced mitigation program funding. The senior specialist also proposes mitigation plans to the Environmental Office Chief, Project Manager and District Management for approval and negotiates mitigation with outside agencies. Errors in judgment could result in loss of funding and project failure. Failure to manage allocated budget resources could adversely affect management performance and program delivery. Incumbent is responsible for his/her 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 policies, procedures and guidelines could lead to adverse action and possible termination.

PUBLIC AND INTERNAL CONTACTS

Responsible for providing technical advice on all matters relating to biological mitigation to District 5 Management and Headquarters, as well as to staff and management of local, regional, state and federal agencies. May be asked to represent the Department with external partners, elected officials and the public.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Employees may be required to sit for long periods of time using a keyboard and video display terminal. Also must have the ability to conduct field analysis and surveys in a highway setting.

Must have the ability to simultaneously manage multiple tasks, adapt to changes in priorities, and complete tasks or projects on short notice. Must be open to change and new information; adapt behavior and work methods in response to new information, changing conditions, or unexpected obstacles.

Must be able to develop and maintain cooperative working relationships; be tactful and treat others with equity and respect. Must be able to gain and maintain the confidence of internal and external partners. Must be able to demonstrate a sense of responsibility and commitment to public service.

WORK ENVIRONMENT

While at your base of operation, incumbent will work in a climate-controlled office with artificial lighting. The office environment requires conduct appropriate for a small office setting with modular office cubicles. Awareness and consideration of other office employees is essential. The employee may have to occasionally travel for meetings to offices and field locations in a variety of climatic, topographic, and geographical conditions, within District 5, and occasionally outside of the District as well. 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 headquarterd location as needed to meet operational needs. Business travel may be required, and reimbursement considers an employee's designated headquarterd location, primary residence, and may be subject to CalHR regulations or applicable bargaining unit contract provisions. All commute expenses to the headquarterd

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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
