

POSITION DUTY STATEMENT

DOT PM-0924 (REV 08/2024)

CLASSIFICATION TITLE Senior Environmental Scientist (Sup)	OFFICE/BRANCH/SECTION District 09 - Local Assistance	
WORKING TITLE Branch Chief - DLAE	POSITION NUMBER 909-101-0764-xxx	REVISION DATE 10/16/2024

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 general direction of the Deputy District Director for Planning and Environmental or an Office Chief, the incumbent is responsible for the leadership of a multi-disciplinary team of environmental scientists, engineering geologists, transportation planners and other staff for Local Assistance. This position includes hiring, staff development and performance reviews. As the Branch Chief, the incumbent is responsible for the accuracy and quality of a broad range of technical documents being prepared in their branch or by local agencies. In addition, the incumbent is responsible to plan, organize and direct the timely completion of the required documents. This position manages project schedules, resources and risks. The Senior Environmental Scientist works to coordinate management level interaction with local and regional agencies, federal and state resource agencies, elected officials, project stakeholders and the general public on matters pertaining to project development and compliance with environmental laws, regulations and policies.

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.

- **Flexibility and Managing Uncertainty** : Adjusts thinking and behavior in order to adapt to changes in the job and work environment. (Cultivate Excellence - Engagement)
- **Decision Making**: Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Strengthen Stewardship and Drive Efficiency - Innovation)
- **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. (Enhance and Connect the Multimodal Transportation Network - 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. (Strengthen Stewardship and Drive Efficiency - Engagement)
- **Teamwork/Partnership**: Develops, maintains, and strengthens partnerships with others inside or outside of the organization through effective communication and collaboration. (Cultivate Excellence - Engagement)
- **Customer Focus**: Considers, prioritizes, and takes action on the needs of both internal and external customers. (Strengthen Stewardship and Drive Efficiency - Engagement)
- **Negotiation**: Negotiates in a manner that results in positive business outcomes, while maintaining strong relations with the other negotiating member. (Cultivate Excellence - Innovation)
- **Workforce Management**: Hires and retains appropriate staff. Conducts workforce and succession planning. Provides feedback on performance. Addresses employee issues in a timely manner. (Cultivate Excellence - Integrity)
- **Commitment/Results Oriented**: Dedicated to public service and strives for excellence and customer satisfaction. Ensures results in their organization. (Cultivate Excellence - Innovation)

TYPICAL DUTIES:

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

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30%	E	The Senior Environmental Scientist supervisor, also referred to as a branch chief, manages a multi functional team of various classifications and establishes work priorities, assigns projects, manages schedules, monitors resources and milestones to produce optimum results in an efficient and qualitative manner. The incumbent is responsible for performance management and conducts annual staff reviews, evaluates staff's skill sets and works with staff to create an individual professional development plan. This position is responsible for the branch's data management and ensures that staff are following best practices for securing data and that studies are filed appropriately in the project file and that required databases are maintained with current information. The incumbent ensures that staff are following all appropriate charging practices.
25%	E	The incumbent will develop, administer, evaluate, and monitor transportation plans, programs, and projects with regard to consultant contracts and grant program funding provided to Local Agencies under the Caltrans Local Assistance Program as well as Monitor the various phases of grant programs to local agencies to ensure timely use of funds and prevent loss of funding. Coordinate with Headquarters Division of Local Assistance, the Federal Highway Administration (FHWA), local agencies, and other agencies and organizations as required.
25%	E	The branch chief will oversee a large workload of diverse local agency projects. These projects may include but are not limited to infrastructure, safety, paving, culvert replacement, mitigation, fuel reduction, wildlife connectivity, etc. Each of these projects may be in a different phase of project delivery and in an environment with unique environmental resources. Management of the staff and oversight of local agencies to ensure that these tasks are delivered on time and within budget is critical to their success. In order to ensure successful delivery this position is responsible for providing technical guidance on a multitude of scientific and research based analytical reports that are summarized into the CEQA/NEPA documents and as such is responsible for understanding the various protocols used for appropriate and defensible field studies. All products must demonstrate that transportation projects are being analyzed in accordance with state and federal laws, regulations, policies and guidelines. The Senior Environmental Scientist supervisor is responsible for ensuring that their staff working with the best available guidance and information.
15%	E	The incumbent will meet with local officials, local agencies, RTPAs, Caltrans District, Caltrans Regional, and Caltrans Headquarters, permitting agencies and FHWA staff regarding environmental, planning, administration, evaluation, programming, and development of grant administered projects to ensure conformance with State and Federal environmental laws and FHWA regulations.
5%	M	The incumbent is responsible for following all safety protocols including quarterly safety meetings, mandated trainings and all required supervisory trainings and refresher courses.

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

Directly supervises a branch made up of various professionals that may include but is not limited to environmental scientists, transportation planners, engineering geologists and others.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Knowledge of various phases of transportation planning and the environmental process, including project management concepts, grant administration, transportation economics and financing, planning processes, and system planning, knowledge of the State highway regional transportation programming processes; Federal and State laws and regulations; and Federal and State public transportation funding programs. Knowledge of environmental and right-of-way processes, procedures, and documents.

Ability to professionally represent Caltrans through the District Local Assistance Office by providing exceptional customer service, working cooperatively with and building partnerships internally among, Caltrans' District, Regional, and Corporate Headquarters staff as well as with Caltrans' external customers, including city and county staff, the Federal Highway Administration, and regional and inter-regional planning agencies.

Ability to interpret and implement FHWA, Local Agency, and State laws, requirements, policies, standards, and practices. Must have knowledge of general ecology or general principles behind planning for the conservation and preservation of natural resources; general principles and techniques of research and statistical analysis; communication skills for purposes of data gathering; techniques and methods of evaluating environmental impacts; state and federal environmental laws, regulations, policies, procedures and guidelines; state, local and regional governmental organizations responsible for environmental and transportation regulation planning; principles and techniques of supervision and personnel management, budget development and resource management. Must be able to oversee analysis of environmental situations accurately, gather and analyze data,

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prepare written reports, work effectively with others as an interdisciplinary team member, conduct interviews for data gathering, and apply general techniques for ensuring public participation in the planning process.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Responsible to plan, organize and direct timely completion of all local agency clearances for transportation projects which often includes making difficult, complex and technical environmental planning and administrative decisions; errors in judgment regarding the application of federal and state laws, rules and regulations could cause a loss of funding and project failure; detailed supervision which includes making decisions and providing advice as an interdisciplinary team member in planning and developing transportation planning systems. Failure to manage allocated budget resources could adversely affect management performance and program delivery.

PUBLIC AND INTERNAL CONTACTS

Responsible for providing technical advice on all matters relating to the Local Assistance process to both Headquarters and Region Managers, as well as staff from 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. Must have the ability to multi-task, adapt to changes in priorities, and complete tasks or projects on short notice. Must be able to develop and maintain cooperative relationships and be able to gain and maintain the confidence of internal and external contacts. Must be able to demonstrate a sense of responsibility and commitment to public service. May need to occasionally attend field visits in a highway setting.

WORK ENVIRONMENT

The office climate is controlled 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 to offices and field locations, including during winter months when snow and ice may be present on the roadway.

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