

POSITION DUTY STATEMENT

DOT PM-0924 (REV 08/2024)

CLASSIFICATION TITLE Senior Environmental Scientist (Specialist)	OFFICE/BRANCH/SECTION 43/DEA/Environmental Management Office	
WORKING TITLE CTC and Legislative Affairs Liaison	POSITION NUMBER 913-140-0765-006	REVISION DATE 11/20/2024

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 Office Chief, Environmental Management Office, the incumbent serves as Division of Environmental Analysis's (DEA) liaison to the California Transportation Commission (CTC) and Legislative Affairs. The incumbent is responsible for project and other submissions to the CTC. Incumbent coordinates with CTC, district, and Headquarters division staff to facilitate the CTC approval process pursuant to the California Environmental Quality Act (CEQA), and provides documentation and describes environmental impacts and mitigation in doing so. Additionally, the incumbent serves as a Legislative Affairs liaison and coordinates and develops legislative and other analysis that examines proposed environmental laws, regulations, policies, and practices. Incumbent may develop statewide procedures and instructions related to environmental requirements for project planning, programming, and delivery with a focus on National Environmental Policy Act (NEPA), CEQA, project initiation document scoping, and sustainable transportation initiatives as well. In this capacity, the incumbent researches national trends and cutting-edge practices in the environmental sciences and prepares statewide policy guidance for the analysis.

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.

- **Flexibility and Managing Uncertainty** : Adjusts thinking and behavior in order to adapt to changes in the job and work environment. (Cultivate Excellence, Enhance and Connect the Multimodal Transportation Network, Strengthen Stewardship and Drive Efficiency, Lead Climate Action, Advance Equity and Livability in all Communities - Engagement, Equity, Innovation, Integrity)
- **Dealing with Ambiguity (Risk)**: Can comfortably handle risk and uncertainty, as well as make decisions to act without having the total picture. (Cultivate Excellence, Enhance and Connect the Multimodal Transportation Network, Strengthen Stewardship and Drive Efficiency, Lead Climate Action, Advance Equity and Livability in all Communities - Engagement, Equity, Innovation, Integrity)
- **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. (Cultivate Excellence, Enhance and Connect the Multimodal Transportation Network, Strengthen Stewardship and Drive Efficiency, Lead Climate Action, Advance Equity and Livability in all Communities - Engagement, Equity, Innovation, 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, Enhance and Connect the Multimodal Transportation Network, Strengthen Stewardship and Drive Efficiency, Lead Climate Action, Advance Equity and Livability in all Communities - Engagement, Equity, Innovation, Integrity)
- **Teamwork/Partnership**: Develops, maintains, and strengthens partnerships with others inside or outside of the organization through effective communication and collaboration. (Cultivate Excellence, Enhance and Connect the Multimodal Transportation Network, Strengthen Stewardship and Drive Efficiency, Lead Climate Action, Advance Equity and Livability in all Communities - Engagement, Equity, Innovation, Integrity)
- **Customer Focus**: Considers, prioritizes, and takes action on the needs of both internal and external customers. (Cultivate Excellence, Enhance and Connect the Multimodal Transportation Network, Strengthen Stewardship and Drive Efficiency, Lead Climate Action, Advance Equity and Livability in all Communities - Engagement, Equity, Innovation, 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, Enhance and Connect the Multimodal Transportation Network, Strengthen Stewardship and Drive Efficiency, Lead Climate Action, Advance Equity and Livability in all Communities - Engagement, Equity, Innovation, Integrity)
- **Analytical Skills**: Approaches problems using a logical, systematic, and sequential approach. Weighs priorities and recognizes underlying issues. (Cultivate Excellence, Enhance and Connect the Multimodal Transportation Network, Strengthen Stewardship and Drive Efficiency, Lead Climate Action, Advance Equity and Livability in all Communities - Engagement, Equity, Innovation, Integrity)

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- **Technical Expertise:** Depth of knowledge and skill in a technical area. (Cultivate Excellence, Enhance and Connect the Multimodal Transportation Network, Strengthen Stewardship and Drive Efficiency, Lead Climate Action, Advance Equity and Livability in all Communities - Engagement, Equity, Innovation, Integrity)

TYPICAL DUTIES:

Percentage	Essential (E)/Marginal (M) ¹	Job Description
40%	E	Serve as the Division's liaison to the California Transportation Commission. This includes the development and updates of submittal guidance and review of CEQA documents submitted by the Districts for consideration by the CTC for their approval as a responsible agency under CEQA. Prepare agenda and book items for CTC staff and the Commissioners. This position requires the ability to independently recognize potential areas of concern on projects going before the CTC, particularly as they relate to the analysis of vehicle miles traveled and other environmental topics of concern as they arise.
35%	E	Serves as DEA's primary contact and liaison to Legislative Affairs for bill analysis. Reviews, analyzes, and tracks proposed environmental legislation or legislation that may effect Caltrans project delivery and environmental compliance procedures. Coordinates analysis with other DEA offices and Department divisions on topics such as greenhouse gas emissions, air quality, and vehicle miles traveled, among others. Responsible for apprising the Office Chief and other DEA managers on bills that may impact existing environmental analysis and project delivery processes as they emerge.
15%	E	Under the direction of the Office Chief, develop and assist in the analysis of regulatory updates as they pertain to NEPA, CEQA, and other environmental laws and regulations. Independently research federal and state laws, regulations, and scientific sources related to new or changing topics that may emerge, including but not limited to greenhouse gas emissions, Vehicle Miles Traveled (VMT), and others. Analyze and synthesize data in fact sheets, coordinator's updates, and other guidance documents for use by environmental staff statewide.
5%	E	Participate in Department-wide and interdepartmental or inter-agency teams and committees on a variety of potential topics, including VMT, greenhouse gas emissions, and/or air quality among others, including working with external agency partners. Partners may include the Governor's Office of Land Use and Climate Innovation, the U.S. Environmental Protection Agency, California Air Resources Board, and others as needed.
5%	M	Independently, or as part of a team, completes special assignments as requested by the Office Chief or Division Chief. These are wide-ranging assignments, (e.g. gathering and analyzing project or program data for responses to legislative, judicial, public inquiries, or drafting policy memos) which frequently require fast review and resolution and involve high profile/complex issues where knowledge, thoroughness, and accuracy are critical.

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 does not directly supervise others but may act in a lead capacity over consultants and Research/Student Assistants.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Knowledge: Requires knowledge of project delivery of transportation infrastructure projects, as well as federal and state environmental laws, regulations, Executive Orders, and procedures. Incumbent must be able to independently judge the adequacy and validity of environmental documents and associated scientific technical analyses required to ensure that appropriate measures are taken to avoid or minimize and/or mitigate environmental impacts, including those related to VMT, greenhouse gas emissions, and air quality. Must have extensive knowledge of NEPA, CEQA, and other state and federal environmental compliance requirements and practices. Must have a high degree of competency in environmental and project delivery processes. The incumbent is also responsible for independently maintaining a working knowledge of environmental topics and scientific information.

Abilities: Based on broad environmental experience and expertise, the incumbent must be able to reason logically and creatively using a wide variety of analytical and problem-solving techniques to resolve or provide information regarding complex environmental issues. Must be able to act independently and organize work priorities. Must be able to establish and maintain cooperative relationships, dealing with tact and persuasion with District and Headquarters' counterparts and environmental resource regulatory agencies; and be able to communicate effectively both orally and in writing. The ability to research new information is imperative. Incumbent must be able to conduct literature and web research, analyze regulations, and assess

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approaches to develop and guide environmental documentation as well as technical analyses. Strong interpersonal skills are essential. Must have the ability to effectively use personal computers and the Internet to conduct research, write memos, letters, procedures, guidance and develop graphs, charts or other illustrative materials in order to summarize complex scientific issues in a manner understandable to others, including the general public.

Analytic Requirements: The work and responsibilities assigned to this position require the ability to assimilate scientific, environmental, technical, and procedural input from various sources to evaluate that input, develop alternative courses of action, and to make objective recommendations on all critical issues related to transportation infrastructure projects. The incumbent must be able to listen to and understand customer intent, effectively balance intent against appropriate constraints and guidance, provide written and verbal assistance. Must reason logically and creatively using a variety of analytical and problem-solving techniques. May be required to create or interpret spreadsheets, use databases and/or Geographic Information System (GIS) applications, and create presentations.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

This position is responsible for independent action and initiative in carrying out the assigned duties. As a technical expert, the incumbent is expected to develop policy on environmental issues, performance measures, and documentation for transportation proposals and activities.

Failure to carry out these responsibilities could result in:

- additional effort 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 the Department as a responsible public agency and first-rate engineering and environmentally sensitive organization.

PUBLIC AND INTERNAL CONTACTS

Must establish and maintain working relationships on a regular basis with Caltrans District/Region staff; with other disciplines in the DEA; and with other divisions in Headquarters, including HQ Sustainability Office, California Transportation Commission, Transportation Planning, and Legal. On an as-needed basis, the incumbent may need to establish and maintain cooperative and collaborative relationships with management and staff of state and federal environmental resource and regulatory agencies, and transportation planning entities, among others.

Arranges for, attends, participates in, and where appropriate, represents the Department at meetings with interest groups, individuals, local, regional, state, and federal agencies in regard to environmental performance measures, issues and mitigation matters for projects and programs.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

The incumbent may be required to sit for long periods of time using a keyboard/mouse and/or video display monitor while attending meetings.

Must be able to use fine manipulation and/or simple grasping during the course of their workday. Some walking and standing may be required. The incumbent will be required to effectively communicate and may be required to make presentations, lead workshops, and serve on teams. The incumbent must be able to sustain the mental activity needed to conduct necessary research, analysis, and synthesis of issues and make well-reasoned recommendations to management. Must be able to organize and prioritize large volumes of varied documents. The workload is subject to frequent substantial and unexpected changes that could affect the scheduling or completion of assignments.

Must 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. The incumbent must have the ability to develop and maintain cooperative, collaborative working relationships and recognize difficult, emotionally charged and/or sensitive situations and handle them effectively and appropriately. Must deal effectively with pressure, maintain focus, and intensity yet remain optimistic and persistent, even under adversity.

The incumbent behaves in a fair and ethical manner toward others and demonstrates a sense of responsibility and commitment to public service. The incumbent values cultural diversity and other individual differences in the workforce.

WORK ENVIRONMENT

The work is fast-paced, busy, and requires considerable flexibility in managing one's time, priorities, and assignments. The incumbent may be required to travel to district offices or other meeting facilities. While traveling, the incumbent may experience all climatic conditions, including rain. While at the base of operation, the work place is an antiquated state office building with constraints on space. It is climate controlled and the office is illuminated with both natural and artificial (fluorescent) lighting.

This position may be eligible for telework. The amount of telework is at the discretion of the Department and based on Caltrans's

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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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