

**POSITION DUTY STATEMENT**

PM-0924 (REV 04/2021)

CLASSIFICATION TITLE Senior Environmental Scientist (Specialist)	OFFICE/BRANCH/SECTION Office of Environmental Program/Project Management	
WORKING TITLE Senior Environmental Scientist (Specialist)	POSITION NUMBER 904-136-0765	EFFECTIVE DATE 03/15/2023

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:**

This is an advanced journey level position. Under the general direction of the Project Delivery Branch Chief, within the Office of Environmental Program/ Project Management (EPPM), the lead Senior Environmental Scientist (Specialist) is an interdisciplinary team member performing the most complex environmental tasks to facilitate timely delivery of transportation projects. The incumbent is responsible for coordinating the management of the cost, scope and schedule of transportation projects to ensure the Division meets its project delivery commitments under the Annual Delivery Plan (ADP), Contract for Delivery (CFD) in addition to delivery commitments of local transportation agency oversight projects. The incumbent is responsible for the analysis of complex technical environmental studies and reports in compliance with California Environmental Quality Act (CEQA), the National Environmental Policy Act (NEPA) and numerous state and federal environmental resource laws and regulations; regulatory permits; and mitigation commitments to determine risks to program/project delivery. The incumbent takes a lead role in the research, review and analysis of data, technical studies and report. The incumbent leads the preparation of oral and written reports and executive summaries related to natural resources, water resources, air quality, hazardous waste, and cultural resources. The incumbent shall apply scientific methods and principles in the identification, research, consultation, and analysis of the environmental impacts of transportation projects; required state, federal, and local regulatory agency permits; and mitigation commitments related to riparian habitat; protected, threatened, or endangered species; wetlands and watersheds, and water resources.

**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, Strengthen Stewardship and Drive Efficiency - Innovation, Integrity)
- **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, 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. (Strengthen Stewardship and Drive Efficiency - 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, Integrity)
- **Teamwork/Partnership**: Develops, maintains, and strengthens partnerships with others inside or outside of the organization through effective communication and collaboration. (Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Engagement, Equity)
- **Organizational Awareness**: Contributes to the organization by understanding and aligning actions with the organization's strategic plan, including the mission, vision, goals, core functions, and values. (Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Engagement, 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 - 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 - Integrity)
- **Thoroughness**: Ensures that work and information is complete and accurate. Ensures that assignment goals, objectives, and completion dates are met. Documents and reports on work progress. (Cultivate Excellence - Integrity, Pride)

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**TYPICAL DUTIES:**

Percentage		Job Description
Essential (E)/Marginal (M) <sup>1</sup>		
30%	E	Lead research and analysis of data, reports, regulatory permits, mitigation commitments and other information related to natural resources, water resources, air quality, hazardous waste, cultural resources, other technical documents related to CEQA/NEPA, climate change, sea level rise, vehicle miles traveled analysis under CEQA and effects of multi-modal facilities, hydroacoustic impacts analyses, biological permitting and complex mitigation strategies, cumulative impacts analyses, growth-related indirect impacts, wildfire reduction analyses, analyses of environmental impacts for non-transportation projects such as the Broadband initiative.
25%	E	Prepare complex technical documents, certificates, reports, and executive summaries of the above analyses. Articulate and convey critical path items, key environmental issues, and program/project delivery risks. Review and analyze complex technical environmental studies and reports in compliance with California Environmental Quality Act (CEQA), the National Environmental Policy Act (NEPA) and numerous state and federal environmental resource laws and regulations; regulatory permits; and mitigation commitments to determine risks to program/project delivery.
20%	E	Document updates in the Division Status Database, Standard Tracking and Exchange Vehicle for Environmental (STEVE) and Project Resourcing and Schedule Management (PRSM) when applicable. Work with staff, supervisors and managers within the 6 Offices in the Division of EPE to obtain, track and report the most recent project information to ensure the Division meets its project delivery commitments under the Annual Delivery Plan (ADP) and Contract for Delivery (CFD).
15%	E	Coordinate with staff, supervisors and managers within the Division of EPE; other Divisions within District 4; Headquarters; Districts statewide; state, federal and local regulatory agencies; local transportation agencies and municipalities; and the public regarding the collection, review, analysis and preparation of scientific data, field surveys, technical documents and reports, regulatory permits, long-term mitigation commitments. Analyze and evaluate federal and state resource agency permit priorities for various federal, state and local environmental resource agencies in accordance with the District's project delivery commitments and priorities.
10%	M	Lead technical coordination meetings with Caltrans, state, federal and local regulatory agencies, local transportation agencies and partners and the public.

<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 position will not have supervisory responsibility.

**KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS**

Knowledge of: Principles of project planning, programming and development procedures as well as the environmental process; federal and state environmental laws, regulations and requirements; organizational relationships both within and outside Caltrans that pertain to planning, design, construction, operation and maintenance of transportation facilities; basic principles of land, water, fish, wildlife, and other natural resources research; principles of ecology; resource management, hydrology, geology, and waste prevention; statistical methods; land-use practices with reference to their general effect the environment; effects of hazardous and non-hazardous waste material and their interactions on the environment; principles of risk assessment and risk management. Microsoft Office word processing and spreadsheet applications.

Ability to: Apply or modify scientific methods and principles; analyze and evaluate information; review, check, and interpret scientific and environmental reports; analyze situations and take appropriate actions; establish and maintain cooperative relations with all persons contacted; communicate effectively; prepare clear, complete, and technically accurate reports; apply laws, rules, regulations, policies, and requirements of California and Federal environmental protection and resource management programs; assess the impact of proposed State and Federal environmental legislation and regulations; understand principles of risk assessment and risk management; work with professionals from a variety of disciplines within and outside of State government; and review and understand technical research reports on emerging environmental issues.

**RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR**

The incumbent will track and report information on project status, delays and risks. This information will ultimately make its way to highest level of management. Having the most up-to-date and correct information is important. Failure to identify and report risks

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may result in project delivery delays that could have been avoided.

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### PUBLIC AND INTERNAL CONTACTS

Under supervision of the Project Delivery Branch Chief, the incumbent will work closely with the Division of Program Management, and the Division of Design, as well as the offices within the Division of Environmental Planning and Engineering. As required, the incumbent will work with other district offices, branches and headquarters functions concerned with office business. In addition, it may be necessary to interact with various governmental agencies, private industry, and other public members.

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### PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

**Physical:** Employees may be required to sit for long periods of time using a keyboard and video display terminal. Ability to work on a keyboard; manual dexterity; sitting for long periods; develop and maintain cooperative relationships; ability to focus for long periods of time.

**Mental:** Must grasp the essence of new information and master new technical and business knowledge. Must have the ability to multi-task, adapt to changes in priorities, and complete tasks or projects with short notice. Must be able to organize and prioritize large volumes of varied documents. Employees must be able to concentrate in order to review and create documents and meet strict deadlines at times.

**Emotional:** Most of the jobs in the Division require interaction with many people. It is important that employees work with others in a cooperative manner. May have to work in highly intense situations when transportation network failures occur and immediate resumption of services is paramount. Must deal effectively with pressure, maintain focus, and intensity yet remain optimistic and persistent, even under adversity. Must be able to develop and maintain cooperative working relationships. Considering and responding appropriately to the needs, feelings, and capabilities of different people in different situations; is tactful and treats others with respect. Is open to change and new information; adapts behavior and work methods in response to new information, changing conditions, or unexpected obstacles. Adjust rapidly to new situations warranting attention and resolution. Behaves in a fair and ethical manner toward others and demonstrates a sense of responsibility and commitment to public service. Values cultural diversity and other individual differences in the workforce.

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### WORK ENVIRONMENT

The base of operation will be in the District Office. While in the office setting, the incumbent will be working in a climate-controlled environment with artificial lighting. Multi-floor buildings are equipped with elevators and stairs. Work environment includes constant interaction with a diverse group of customers and co-workers. This position may require sitting for long periods of time in front of a personal computer, utilizing the telephone, a mouse and keyboard. Working hours will be set sometime between 6:00 AM and 6:00 PM. Overtime may be required, and vacations may be restricted, during peak times and fiscal year-end closing. Occasional in-state travel may be required.

This position may be eligible for telework. The amount of telework is at the discretion of the Department and based on Caltrans's current telework policy. While Caltrans supports telework, in-person attendance may be required based on operational needs. Employees are expected to be able to report to their worksite with minimal notification if an urgent need arises. The selected candidate may be required to conduct business travel on behalf of the Department or commute to the headquarterd location. Business travel reimbursements considers an employee's designated Headquarters Location, primary residence, and may be subject to CalHR regulations or applicable bargaining unit contract provisions. All commute expenses to the headquarterd 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.)

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EMPLOYEE (Print)

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EMPLOYEE (Signature)

DATE

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I have discussed the duties with, and provided a copy of this duty statement to the employee named above.

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SUPERVISOR (Print)

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SUPERVISOR (Signature)

DATE

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