

POSITION DUTY STATEMENT

DOT PM-0924 (REV 08/2024)

CLASSIFICATION TITLE Senior Environmental Scientist (Specialist)	OFFICE/BRANCH/SECTION D7/Environmental Planning	
WORKING TITLE CEQA/NEPA Specialist	POSITION NUMBER 907-170-0765-XXX	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 Senior Environmental Planner, Environmental Branch Chief, the Senior Environmental Scientist (Specialist) will be a key member of Environmental Planning at Caltrans District 7. The incumbent will be the environmental team lead for the identification, minimization, and facilitation of various transportation projects within District 7. The Senior Environmental Scientist (Specialist) will be critical in identifying and furthering ways to avoid and minimize environmental impacts and contribute to enhancements within Caltrans, District 7. Under the general direction of Senior Environmental Scientist (Supervisory), the Senior Environmental Scientist (Specialist) plans and executes the most environmentally complex and scientifically sensitive studies/analyses required to facilitate project delivery. The incumbent will act as a team leader to gather, research, and analyze social, natural, and environmental data for preparation, review, and processing of environmental documents and/or technical studies for transportation projects as mandated by federal and state laws, regulations, policies, and procedures.

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. (Lead Climate Action - Innovation)
- **Dealing with Ambiguity (Risk):** Can comfortably handle risk and uncertainty, as well as make decisions to act without having the total picture. (Cultivate Excellence - Engagement)
- **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, Strengthen Stewardship and Drive Efficiency - Engagement)
- **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)
- **Fostering Diversity:** Capable of working with a diverse work group, including but not limited to differences in race, nationality, culture, age, gender, and differently able. Makes everyone feel valuable regardless of diversity in personality, culture, or background. Fosters a diverse culture to create best solutions. (Strengthen Stewardship and Drive Efficiency - Equity, Integrity)
- **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 - Innovation)
- **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 - Engagement, Equity, Pride)
- **Analytical Skills:** Approaches problems using a logical, systematic, and sequential approach. Weighs priorities and recognizes underlying issues. (Safety First, Enhance and Connect the Multimodal Transportation Network - Innovation, Pride)
- **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 - Engagement)

TYPICAL DUTIES:

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

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30%	E	Is a vital member of the Project Development Team (PDT). Applies and interprets the principles of environmental planning and science to continuously manage multi-modal transportation projects and plans. Actively contributes to the development of project scope, schedule, fiscal resources, and risk registers. Advises PDT regarding environmental significance determinations made pursuant to laws and regulations under the California Environmental Quality Act (CEQA) and National Environmental Policy Act (NEPA). Facilitate inter-agency meetings, engage and support working relationships between regulatory/resources agencies, local jurisdictions, and Caltrans. Uses environmental science principles to conduct field and office research, including interviews with key stakeholders, to identify and evaluate ecological and environmental effects of transportation alternatives for the preparation of a range of environmental documents and technical reports. Analyzes and interprets scientific data to identify and assess the significance of impacts to environmental resource areas; assesses the environmental consequences of alternatives for proposed transportation projects; formulate mitigation measures as appropriate; and make decisions based on sound environmental, scientific and historic data.
25%	E	Uses scientific knowledge to develop environmental commitments with other environmental scientists and subject matter experts. Reviews engineering documents to ensure environmental commitments are recorded and met in project plans, specifications, and estimates. Develops specifications to incorporate environmental commitments into project bid packages. Works with all units in the Environmental Division to convey environmental constraints and commitments to project managers and engineers. Ensures that environmental commitments are implemented during construction and post construction, including conducting on-site monitoring.
20%	E	Conducts and oversees the preparation of complex environmental documents, reports, plans and technical reports pursuant to CEQA and NEPA. Prepares various technical studies/reports and analyses such as sea level rise, greenhouse gas emissions, climate change, tribal consultation, ecological health, and environmental justice. Integrates and utilizes findings from technical documents into environmental documents. Conducts review of consultant prepared documents and prepares Task Orders as necessary for projects.
15%	E	Coordinates and disseminates information between and within PDTs, Divisions within District 7, and Headquarters. Simultaneously manages multiple projects and adapts to changing priorities. Leads public outreach efforts with the general public and resource/regulatory agencies. Leads and/or facilitates public meetings and those with elected officials and other stakeholders. Conducts administrative duties not limited to maintaining the environmental administrative record, environmental database (STEVE), writing letters/emails to the public and public agencies, preparing materials for meetings. Takes the lead in developing and mentoring entry level-staff.
10%	M	Participates on special teams, assignments and projects on issues of statewide importance. Stays current on scientific trends and knowledge. Attends state- and non-state sponsored conferences and training courses. Stays abreast of current topics by reading subject literature and participating in professional organizations.

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 have direct supervisory responsibility. However, the Senior Environmental Scientist (Specialist) is an essential member of the team and may act as a lead over certain tasks, as a project lead, and help manage and oversee the work of less experienced Environmental Scientists or Environmental Planners. The incumbent may be asked to act for their supervisor during periods of leave.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

The Senior Environmental Scientist (Specialist) must be able to communicate clearly both verbally and in writing and have the ability to work on multiple projects at once. Using their background in the environmental science discipline, the incumbent must be able to screen projects to determine resource areas that require further study; prepare an environmental inventory by gathering and analyzing natural, social, and environmental data; conduct interviews of the public; and understand and interpret a multitude of existing federal and state environmental laws and regulations.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

An error in researching and evaluating environmental data on various transportation projects could delay the preparation and approval of environmental technical reports, documents and engineering reports. Errors and delays may negatively impact a project's cost, scope and schedule, which could ultimately result in a loss of project funding, or construction delays to critical transportation projects. The incumbent must also act professionally when working with the public and internal and external contacts; not doing so could harm Caltrans' image with the public and partners.

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PUBLIC AND INTERNAL CONTACTS

Works with engineering, right of way, construction, project management and transportation planning staff members within Caltrans; serves as intergovernmental liaison with various governmental agencies' planning staffs; arranges, attends, and participates in meetings with local, state, regional, federal agencies and Tribes as well as interested groups and individuals. Act as the environmental point of contact during the environmental document phase.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

This position may require sitting for prolonged periods of time for report writing, research, or in meetings. Field work may require standing or walking for prolonged periods. Travel for external meetings or for field work might require driving or riding in a car for prolonged periods. Mental requirements may include sustained mental activity needed for report writing and analyses. Emotional requirement may include the ability to develop and maintain cooperative working relationships in an interdisciplinary setting, respond appropriately to difficult situations, recognize emotionally charged issues and problems, and acknowledge the various responses.

WORK ENVIRONMENT

The incumbent works in front of a dual-monitor computer system under artificial light in an office setting with long periods of working in a sitting or standing position.

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.

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