

**POSITION DUTY STATEMENT**

DOT PM-0924 (REV 08/2024)

CLASSIFICATION TITLE Senior Environmental Scientist (Specialist)	OFFICE/BRANCH/SECTION Division of Planning and Environmental	
WORKING TITLE Senior Environmental Scientist - Lead Worker	POSITION NUMBER 909-156-0765-922	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:**

This is an advanced journey level position. Under the general direction of a Senior Environmental Scientist (Sup), the Senior Environmental Scientist (Specialist) is an interdisciplinary team member performing the most complex tasks to facilitate timely delivery of transportation projects. The incumbent shall lead, with minimal supervision, the most complex research, data analysis and environmental reports related to any combination of natural resources, water resources, air quality, hazardous waste, cultural resources, 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 transportation and/or non-transportation projects such as Clean California and the Broadband initiative. The incumbent shall lead review and analysis of technical documents and statuses to summarize, articulate and convey critical path items, key environmental issues, and project delivery risks to management. The incumbent shall prepare reports and executive summaries of the above analyses. The incumbent shall facilitate state and federal regulatory permit coordination by closely tracking and reporting on the status of the permits and complex mitigation packages. The incumbent must stay informed of changes related to state and federal environmental laws and policies and may lead or organize trainings on such matters for the Division.

**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 - Engagement)
- **Dealing with Ambiguity (Risk)**: Can comfortably handle risk and uncertainty, as well as make decisions to act without having the total picture. (Cultivate Excellence - Integrity)
- **Ethics and Integrity**: Demonstrated concern to be perceived as responsible, reliable, and trustworthy. Respects the confidentiality of information or concern shared by others. Honest and forthright. Conforms to accepted standards of conduct. (Cultivate Excellence - 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, Equity)
- **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 - Engagement, Equity, Integrity)
- **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, Strengthen Stewardship and Drive Efficiency - Engagement, Equity, 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, 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, Strengthen Stewardship and Drive Efficiency - Integrity, Pride)

**TYPICAL DUTIES:**

Percentage	Job Description
Essential (E)/Marginal (M) <sup>1</sup>	

**ADA Notice**

This document is available in alternative accessible formats. For more information, please contact the Forms Management Unit at (279) 234-2284, TTY 711, in writing at Forms Management Unit, 1120 N Street, MS-89, Sacramento, CA 95814, or by email at Forms.Management.Unit@dot.ca.gov.

**POSITION DUTY STATEMENT**

DOT PM-0924 (REV 08/2024)

55%	E	Research and analyze data, reports and statuses of complex environmental documents and permits related to natural resources, potentially including water resources, air quality, hazardous waste, cultural resources, 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 projects, and other technical documents related to CEQA/NEPA to summarize, articulate and convey critical path items, key environmental issues, and project delivery risks to management. Document updates for complex projects in the Standard Tracking and Exchange Vehicle for Environmental (STEVE) and Project Resourcing and Schedule Management (PRSM) when applicable. Research and analyze the status of all permits for projects the ADP and CFD. Write and review weekly and quarterly reports. Lead or organize trainings on permit requirements and changing regulations for the Division.
35%	E	Lead the management of cost, scope and schedule of complex transportation projects. Work with staff and Seniors to obtain, track and report the most recent information for complex projects to ensure the Division meets its project delivery commitments under the Annual Delivery Plan (ADP) and Contract for Delivery (CFD). Analyze the ADP and CFD for risks related to complex environmental documents and resource agency permits and other technical studies. Attend PDT for projects with permits to ensure the PDT is aware of permit schedules and associated risks. Apply scientific methods to identify solutions to mitigate risks. 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 Environmental Staff and Status Meetings consisting of a multidisciplinary group of Environmental Scientists, Transportation Engineers and Environmental Planners and facilitate discussion on the status of environmental documents, resource agency permits and other technical studies to obtain the status of deliverable needed to ensure project delivery goals are met. Provide environmental project delivery status update to upper management various meetings.

<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. The incumbent must be solution oriented and will need to investigate innovative solutions to meet complex deliverables. The incumbent must be able to demonstrate knowledge of and experience with the transportation project development process. This work requires strong oral and written skills.

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

**ADA Notice**

This document is available in alternative accessible formats. For more information, please contact the Forms Management Unit at (279) 234-2284, TTY 711, in writing at Forms Management Unit, 1120 N Street, MS-89, Sacramento, CA 95814, or by email at Forms.Management.Unit@dot.ca.gov.

**POSITION DUTY STATEMENT**

DOT PM-0924 (REV 08/2024)

**PUBLIC AND INTERNAL CONTACTS**

Under supervision of a Senior Environmental Scientist (Supervisory), 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 Planning and Environmental. 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.

**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.

**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. The incumbent may also perform some duties remotely at home via telework. This position is subject to Emergency Telework procedures and will adapt to Employer Driven Telework Policies as directed. Working hours will be set sometime between 6:00 AM and 6:00 PM. Employee must be reachable during work hours while teleworking. Overtime may be required, and vacations may be restricted, during peak times and fiscal year-end closing. Employees may be required to travel in state, but the travel it is not very frequent.

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

**ADA Notice**

This document is available in alternative accessible formats. For more information, please contact the Forms Management Unit at (279) 234-2284, TTY 711, in writing at Forms Management Unit, 1120 N Street, MS-89, Sacramento, CA 95814, or by email at Forms.Management.Unit@dot.ca.gov.