

POSITION DUTY STATEMENT

PM-0924 (REV 01/2022)

CLASSIFICATION TITLE Environmental Scientist	OFFICE/BRANCH/SECTION District 11 / Environmental Division / Minor Branch	
WORKING TITLE Fuel Reduction Environmental Coordinator	POSITION NUMBER 911-170-0762-918	REVISION DATE 11/13/2024

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 supervision of the Senior Environmental Scientist (Supervisory), the Fuel Reduction Environmental Coordinator is an interdisciplinary team member who will ensure the Division of Maintenance's Vegetation and Wildfire Management Program complies with the California Environmental Quality Act (CEQA), the National Environmental Policy Act (NEPA) and numerous other state and federal environmental resource laws and regulations. The incumbent is responsible for developing best management practices (BMP) to allow for a range of vegetation treatment by Caltrans Maintenance crews, Service Contracts, or other external agencies under encroachments permits, identifying and analyzing the environmental impacts of maintenance projects, and coordinating with the Office of Vegetation and Wildfire Management while establishing and maintaining professional working relationships.

CORE COMPETENCIES:

As an Environmental Scientist, 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.

- **Managing Change:** Demonstrating support for organizational changes needed to improve the department's effectiveness; supporting, initiating, sponsoring and implementing change. (Safety First, 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. (Safety First, Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Innovation, Integrity)
- **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. (Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Integrity, Pride)
- **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. (Safety First, Cultivate Excellence, Strengthen Stewardship and Drive Efficiency, Lead Climate Action - Innovation, 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, Integrity)
- **Customer Focus:** Considers, prioritizes, and takes action on the needs of both internal and external customers. (Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Equity, Innovation, Integrity, 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, Strengthen Stewardship and Drive Efficiency - Innovation, Integrity)
- **Analytical Skills:** Approaches problems using a logical, systematic, and sequential approach. Weighs priorities and recognizes underlying issues. (Cultivate Excellence, Strengthen Stewardship and Drive Efficiency, Lead Climate Action - Innovation, Integrity)
- **Organizational Skills:** Keeps work prioritized and organized. Logically approaches situations. (Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Integrity, Pride)

TYPICAL DUTIES:

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

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POSITION DUTY STATEMENT

PM-0924 (REV 01/2022)

30%	E	Assists in the development and coordination of the Vegetation Management Plan (VMP) in collaboration with Headquarters (HQ). Conducts, coordinates, and/or plans protocol-level field studies and data collection surveys for a variety of natural resources for environmental analysis and field monitoring activities. Uses Geographic Information Systems (GIS) to prepare maps and conduct environmental impact calculations and assessments. Researches, prepares, reviews, and analyzes detailed technical reports on natural resources related to natural resource management and wildfire adaptation. Develops and recommends avoidance, minimization, and mitigation measures to ensure successful compliance with Federal and California environmental laws, rules, regulations, and requirements. Assists the Division of Maintenance in completing environmental analysis on the most complex projects including but not limited to wildfires, sea level rise, climate change, climate resiliency, and non-transportation projects such as wildfire prevention. Coordinates with and participates in the Contract & Project/Program Managers meetings and contract/project development activities to advance Vegetation Management program objectives.
30%	E	Serves as a knowledgeable natural resource, CEQA, and NEPA specialist within the interdisciplinary team and provides data on natural resource management to address wildfires and fuel reduction efforts in alignment with the Governor's Million Acre Strategy. Acts as a liaison between the District and HQ Maintenance, DEA, State, Federal, and Local agencies; resource conservation districts; the academic community; and the public concerning complex natural resource management issues. Prepares routine and specialized correspondence and coordinates with these groups to meet, present, confer, and gather data and analyzes complex environmental issues to assess project impacts on the environment. Determines necessary procedures to comply with State and Federal law on maintenance projects. Maintains up-to-date knowledge of legal, regulatory, and policy environment. Uses scientific expertise to develop environmental commitments. Reviews project plans to ensure environmental commitments are included in contract documents and all routine maintenance activities. Enforces environmental laws and regulations. Monitors and oversees consultants to ensure project requirements and routine maintenance activities are met.
15%	E	Provides technical expertise through written and verbal interactions regarding fire-adapted native vegetation communities and natural resource management to address climate change, sea-level rise, and wildfire reduction. Attends mandatory meetings and participates in discussions, as needed, via phone, video conference, in the district office, or the offices of these agencies.
15%	E	Conducts administrative duties necessary for maintaining the environmental administrative record. Takes the lead in preparing and presenting trainings for other environmental scientists or consultants, on occasion. Assists the GIS specialist with mapping for project locations.
5%	E	Participates in special teams and projects on issues of statewide importance. Stays current on scientific trends and knowledge related to wildfire adaptation and resiliency. Attends state and non-state sponsored conferences and training courses. Stays up to date on current topics by reading subject literature and participating in professional organization.
5%	M	Participates in the Office of Vegetation and Wildfire Management meetings and open office hours.

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 supervise staff.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Knowledge of: The incumbent will have a working knowledge of current maintenance practices and treatment methods for managing natural vegetation and is familiar with the 1992 Caltrans Vegetation Control Program Environmental Impact Report (EIR) and the 2019 California Vegetation Treatment Program (EIR). Additionally, the incumbent will have knowledge of basic principles of land, water, fish, wildlife, wildfire, and other natural resources research; principles of ecology; natural resource management, hydrology, toxicology, geology, and life-cycle analysis; statistical methods; land-use practices concerning their general effect on natural resources and the environment; California and Federal environmental laws, rules, regulations, and requirements; basic principles of risk assessment and risk management; concepts employed in a variety of disciplines including environmental planning, economics, and natural resource management; geolocation and geo-referencing software applications. Must have knowledge of and be able to identify and articulate impacts and recommended environmental mitigation measures. The incumbent must have knowledge of how to manage natural resources during routine maintenance activities and fuel

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POSITION DUTY STATEMENT

PM-0924 (REV 01/2022)

reduction service contracts. This position requires knowledge of wildfire and natural resource management. The incumbent must also have the knowledge to conduct oversight and review of technical studies for encroachment permits, review of local, state, and federal agency documents, and be able to identify and articulate impacts and evaluate recommended environmental mitigation measures.

Ability to: The incumbent will have the ability to apply or modify scientific methods and principles; collect and survey for environmental data; analyze and evaluate data and reach sound conclusions; review, check, and interpret scientific and environmental reports and studies; analyze situations and take appropriate actions; establish and maintain cooperative relations with all persons contacted; communicate effectively both in writing and verbally; prepare clear, complete, and technically accurate regulatory compliance documents and permit applications; 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 and wildfire issues.

Analytical Skill in: Performing increasingly responsible and varied assignments under decreasing degrees of supervision. Understanding and applying those aspects of federal, state, and local laws, regulations, policies, procedures, and standards pertaining to the planning process. Interpreting maps, site and building plans and specifications, graphs, and statistical data. Researching, analyzing, and summarizing planning data both manually and with basic computer programs. Preparing clear visual displays, such as maps, graphs, and illustrations. Making clear and persuasive presentations of ideas; preparing clear, concise, and complete technical documents, reports, correspondence, and other written materials. Instructing others in work procedures and providing specific project directions.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Responsible for the preparation and approval of environmental documents and increased preliminary design costs. Errors in evaluating species of concern and other sensitive resources could adversely affect the long-term viability of those elements. Errors in permitting, environmental compliance, and implementation of biological mitigation could put natural resources at risk and could jeopardize project compliance with permitting and other statutory and regulatory requirements, leading to environmental harm, project penalties, and construction delays resulting in an increase in project costs and damage to the credibility of the Department and its relationships with permitting/regulatory agencies.

PUBLIC AND INTERNAL CONTACTS

The incumbent works with the Division of Maintenance, Environmental, Right of Way, and Transportation Planning staff members; provides a liaison role with various governmental agencies' planning staff; may arrange, attend, and participate in meetings with local, State, and Federal agencies, interested groups and individuals.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Able to effectively conduct and direct fieldwork and monitoring under adverse weather or terrain conditions, or in close proximity to live traffic and/or heavy equipment. This work requires good or correctable visual abilities, to identify and assess natural and public access resources and to record them. Must be able to utilize a computer for database management and writing reports. Must analyze situations rapidly and accurately and propose effective courses of action for the work in coordination with Caltrans management and outside agencies. The incumbent also needs to be capable of demonstrating flexibility, firmness, and a calm demeanor when appropriate in potentially physically and emotionally stressful situations. Must be able to work in a fast-paced environment and multi-task.

WORK ENVIRONMENT

Duties will require work to be conducted in both a department office and a field environment. The duties will on occasion require work meetings off-site in the offices of other agencies and consultants and with members of the public. Periodically, attendance at HQ meetings may be required. The incumbent may also be exposed to uneven terrain and extreme weather conditions during field reviews. Possession of a valid driver's license is required when operating a state-owned or leased vehicle.

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

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POSITION DUTY STATEMENT

PM-0924 (REV 01/2022)

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.)

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