

POSITION DUTY STATEMENT

PM-0924 (REV 01/2022)

CLASSIFICATION TITLE Senior Environmental Scientist (Sup)	OFFICE/BRANCH/SECTION D11/Environmental	
WORKING TITLE Regulatory Permits Branch Chief	POSITION NUMBER 911-170-0764-004	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 District 11 Deputy District Director, Division of Environmental, and in collaboration with the Environmental Program Manager, the Senior Environmental Scientist (Supervisory), or Branch Chief, is responsible for the coordination of activities and the leadership of a multi-disciplinary team responsible for the development, review, and coordination of various regulatory permits. The Branch Chief ensures the implementation of required environmental commitments identified in the California Environmental Quality Act (CEQA) and National Environmental Policy Act (NEPA) documents and regulatory permits. The incumbent is also responsible for leading, guiding, and stewarding the accurate, timely completion of quality technical documents required for permitting transportation projects, and efficiently and effectively leading the management of project schedules, resources, and risks. The Branch Chief also works to coordinate management-level interaction with local and regional agencies, federal and state resource agencies, elected officials, project stakeholders, and the general public on matters pertaining to regulatory permitting and compliance with environmental laws, regulations, and policies.

CORE COMPETENCIES:

As a Senior Environmental Scientist (Sup), 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. (Safety First, Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Engagement, Integrity)
- **Decision Making**: Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Safety First, Cultivate Excellence, Enhance and Connect the Multimodal Transportation Network, Strengthen Stewardship and Drive Efficiency - Engagement, Equity, Innovation, Integrity, Pride)
- **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, Strengthen Stewardship and Drive Efficiency - Engagement, Equity, Innovation, 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 - 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, Strengthen Stewardship and Drive Efficiency - Engagement, Equity, Innovation, Integrity, Pride)
- **Customer Focus**: Considers, prioritizes, and takes action on the needs of both internal and external customers. (Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Engagement, Innovation, 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, Enhance and Connect the Multimodal Transportation Network, Strengthen Stewardship and Drive Efficiency - Engagement, Equity, Innovation, Integrity, Pride)
- **Analytical Skills**: Approaches problems using a logical, systematic, and sequential approach. Weighs priorities and recognizes underlying issues. (Safety First, Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Innovation, Integrity, Pride)
- **Organizational Skills**: Keeps work prioritized and organized. Logically approaches situations. (Cultivate Excellence, Enhance and Connect the Multimodal Transportation Network, Strengthen Stewardship and Drive Efficiency - Engagement, Equity, Innovation, Integrity, Pride)

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TYPICAL DUTIES:

Percentage	Job Description
Essential (E)/Marginal (M) ¹	
35% E	The Senior Environmental Scientist (Sup) manages a multi-functional team of various environmental professionals and establishes work priorities, assigns projects, manages schedules, and monitors resources and milestones to produce optimum results efficiently and qualitatively. Ensures that staff are conducting their work following all safety protocols and that staff are current on mandated trainings and professional development. Oversees performance and conducts annual staff reviews, evaluates staff's skill sets, and works with staff to create an individual professional development plan to foster a culture of continuous employee improvement. Leads the branch's data management by ensuring staff are following best practices for securing data by filing environmental documentation appropriately in the project file and requiring databases to be maintained in a timely and accurate manner. Ensures that staff are following all appropriate charging practices.
35% E	The Senior Environmental Scientist (Sup) leads, guides, and stewards environmental permitting staff in conducting jurisdictional delineations, and securing regulatory permits for the US Army Corp of Engineers (ACOE), Regional Quality Control Board (RQCB), and the California Department of Fish and Wildlife (CDFW). Additionally, the Branch Chief oversees the permitting staff in the analysis, review, and compliance of the California Coastal Act and the Federal Coastal Zone Management Act through obtaining Coastal Development Permits and waivers and exclusions; directs permitting staff and Environmental Construction Liaisons (ECL) in the review and development of Plans, Specifications, and Estimate (PS&E) packages and coordinates with other functional units during the final design phase to ensure commitments are incorporated into the PS&E packages. The Branch Chief also guides the ECLs during construction to ensure compliance with environmental commitments, and coordination with functional units to ensure commitments are completed at the appropriate time. The Senior Environmental Scientist supervisor is responsible for ensuring that their staff works with the best available guidance and information.
15% E	The Senior Environmental Scientist (Sup) coordinates with various functional units to help the team obtain information necessary to complete their environmental work products. This position is responsible for maintaining communication with the Deputy District Director, Project Management, and others to ensure successful completion of environmental products and regulatory permits for project delivery. The Branch Chief serves as the branch's Task Manager and assists with contract management and oversight of consultant-prepared technical studies and reports. Ensures that task management is being implemented. Additionally, as Environmental regulations and policies change frequently, the Senior Environmental Scientist supervisor is responsible for staying current on changes and communicating those changes effectively to staff.
10% E	The Senior Environmental Scientist (Sup) acts as a liaison between the Department, Federal, State, regional and local environmental regulatory agencies, and can act as the liaison with boards and commissions, as well as represents the Department at meetings, hearings, and other related public forums.
5% M	The Senior Environmental Scientist (Sup) follows all safety protocols including quarterly safety meetings, mandated training, and all required supervisory trainings and refresher courses as well as any other task required to successfully develop environmental products for transportation projects.

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

Directly supervises a branch made up of various environmental professionals that may include but are not limited to Environmental Scientists, Environmental Planners, and Environmental Construction Liaisons.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Must have knowledge of general ecology or general principles behind planning for the conservation and preservation of natural resources; Knowledge of aquatic resources; knowledge of Federal and State regulatory permitting processes; knowledge of the National Environmental Policy Act (NEPA) and the California Environmental Quality Act (CEQA); general principles and techniques of research and statistical analysis; communication skills for purposes of data gathering; techniques and methods of evaluating environmental impacts; state and federal environmental laws, regulations, policies, procedures and guidelines; state, local and regional governmental organizations responsible for environmental and transportation regulation planning; principles and techniques of supervision and personnel management, budget development and resource management. Must be able to

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analyze environmental situations accurately, gather and analyze data, prepare written reports, work effectively with others as an interdisciplinary team member, conduct interviews for data gathering, and apply general techniques for ensuring public participation in the planning process.

Must be able to identify and resolve difficult environmental and transportation problems; to appraise the relative priority of on-going projects; to develop technically sound alternatives and solutions which includes developing new approaches, policy and procedural changes and revisions; to provide thorough and complete staff work to meet the needs of the Department.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Responsible to plan, organize and direct timely completion of all environmental clearances for transportation projects which often includes making difficult, complex and technical environmental planning and administrative decisions; errors in judgment regarding the application of federal and state laws, rules and regulations could cause a loss of funding and project failure; detailed supervision which includes making decisions and providing advice as an interdisciplinary team member in planning and developing transportation planning systems. Failure to manage allocated budget resources could adversely affect management performance and program delivery.

PUBLIC AND INTERNAL CONTACTS

Responsible for planning, organizing, and directing timely completion of all environmental clearances for transportation projects which often includes making difficult, complex, and technical environmental planning and administrative decisions; errors in judgment regarding the application of federal and state laws, rules and regulations could cause a loss of funding and project failure; detailed supervision which includes making decisions and providing advice as an interdisciplinary team member in planning and developing transportation planning systems. Failure to manage allocated budget resources could adversely affect management performance and program delivery.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Physical: Employees may be required to sit for long periods of time, operating a personal computer station with various software applications using a keyboard, mouse, and video display terminal. Incumbent must be able to work in an office environment that requires devoting lengthy periods of time reading/reviewing/typing printed documents and materials presented on a computer screen as well as discerning details on maps and photographs. This position will require field work from time to time. Outdoor activities require the ability to traverse across rugged terrain, hilly areas, or uneven surfaces that are near freeways, highways, roads, and construction sites.

Must be able to travel to field offices, field meeting locations, and construction sites. May also travel to other District Offices and Headquarters; therefore, the incumbent must be able to travel using a car or commercial transportation. The incumbent must be able to perform duties described in this document in a safe manner that does not endanger others.

Mental: The incumbent must be able to organize and prioritize, be able to concentrate, formulate effective strategies, be multitasked, adapt to changes in priorities, and complete complex tasks or projects with short notice. The incumbent must be able to sustain mental activity to review and write technical reports, and resolve politically sensitive problems.

Emotional: Ability to resolve emotionally charged issues reasonably and diplomatically. The incumbent must be able to develop and maintain cooperative relationships and be able to gain and maintain the confidence of internal and external contacts, as well as be able to consider and respond appropriately to the needs, feelings, and capabilities of different people in different situations. The incumbent must value cultural diversity and other individual differences in the workforce. Must be able to demonstrate a sense of responsibility and commitment to public service. This is a high-pressure environment, and the incumbent must have the ability to tolerate stress, and productively manage conflict and confrontation.

WORK ENVIRONMENT

Work is normally conducted between the hours of 7:00 AM and 5:00 PM in a professional office atmosphere under fluorescent and/or incandescent lighting. Office temperatures are normally controlled with heating and/or air conditioning set to accommodate the comfort level of the majority of the workers, except when energy conservation measures may be required. The office environment requires conduct appropriate for a small office setting with modular office cubicles. Awareness and consideration of other office employees is essential. Field activities will be conducted as needed and under a wide variation in weather conditions and climates. Outside activity includes exposure to sunlight, moving traffic, loud noise, weather conditions of extreme heat and/or cold, dust, and working on uneven terrain adjacent to heavy equipment while on foot and in a vehicle. May come in contact with hazardous materials, pesticides, and chemicals (i.e., paints, cleaners, solvents, etc.).

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

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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.

Occasional public hearings and meetings in board or conference room atmospheres may involve working and traveling before or after hours to attend these meetings and to set up or take down displays and equipment. This position will require some travel to the work site or meeting location and overnight stay for limited periods of time.

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

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