

POSITION DUTY STATEMENT

PM-0924 (REV 01/2022)

CLASSIFICATION TITLE Senior Environmental Planner	OFFICE/BRANCH/SECTION D11/Environmental/Office of Cultural Resource Studies	
WORKING TITLE District Native American Coordinator	POSITION NUMBER 911-170-4713-XXX	REVISION DATE 12/02/2024

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 direction of the Senior Environmental Scientist-Supervisory leading the Cultural Studies Unit, the Senior Environmental Planner (Specialist)-District Native American Coordinator (DNAC) is responsible for developing cultural resource studies as well as, reviewing and/or identifying potential effects of transportation projects on tribal heritage. The DNAC serves as the key point of contact for tribal cultural, environmental, and historical preservation considerations. A background in Cultural Resource Studies is desired.

CORE COMPETENCIES:

As a Senior Environmental Planner, 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 - Engagement, Equity, Innovation, Integrity, Pride)
- **Decision Making**: Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Cultivate Excellence, Strengthen Stewardship and Drive Efficiency, Advance Equity and Livability in all Communities - Engagement, 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, Advance Equity and Livability in all Communities - Integrity, Pride)
- **Conflict Management**: Recognizes differences in opinions and encourages open discussion. Uses appropriate interpersonal styles. Finds agreement on issues as appropriate. Deals effectively with others in conflict situation. (Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Innovation, Integrity)
- **Interpersonal Savvy/Partnering**: Builds constructive and effective relationships, using diplomacy and tact. Is able to relate to a diverse set of individuals. (Cultivate Excellence, Strengthen Stewardship and Drive Efficiency, Advance Equity and Livability in all Communities - Engagement, Equity, Innovation, Integrity, Pride)
- **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, Integrity, Pride)
- **Interpersonal Effectiveness** : Effectively and appropriately interacts and communicates with others to build positive, constructive, professional relationships. Tailors communication style based on the audience. Provides and is receptive to feedback. (Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Engagement, Equity, Innovation, Integrity, Pride)
- **Planning and Results Oriented**: Organizes and executes work to meet organizational goals and objectives while meeting quality standards, following organizational processes, and demonstrating continuous commitment. (Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Innovation, Integrity)
- **Technical Expertise**: Depth of knowledge and skill in a technical area. (Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Innovation, Integrity, Pride)

TYPICAL DUTIES:

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

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POSITION DUTY STATEMENT

PM-0924 (REV 01/2022)

40%	E	Serves as the key point of contact for the District for tribal cultural, environmental, and historic preservation considerations; establishes and maintains effective working relationships with local tribal cultural leaders and representatives and facilitates communications and coordination among the District's various functional units, as well as external partners, on matters that affect tribal communities. Coordinates closely with the Headquarters NACS Branch and stays apprised of current regulatory and policy trends; provides advice and expertise to District leaders and managers in addressing local tribal historic preservation issues in the District. Supports project-level cultural and archaeological studies and assists with the more complex consultation scenarios under Section 106 Programmatic Agreement (PA), the 5024 Memorandum of Understanding (MOU), and the California Environmental Quality Act (CEQA). May also coordinate with their transportation planning counterparts, the District Native American Liaisons (DNALs) to facilitate Caltrans' tribal government diplomacy and to promote the consideration of tribal cultural preservation issues during early regional planning processes.
35%	E	Performs, coordinates, and assists other staff assigned to prepare or review technical studies and components of environmental document packages, such as: Section 106 Studies (inventory, evaluation, and effect finding determinations documents), Native American Consultation, CEQA (Historical Resources) studies, and Section 4(f) evaluations; and project approval documents, plans, specifications, and estimates. Confirms documentation and complies with all applicable CEQA and National Environmental Policy Act (NEPA) requirements; conforms to current Department policies, procedures, guidance, and applicable local, regional, state, and federal regulations. Coordinates and participates in field reviews and public meetings. Prepares review comment transmittals, consistent with all applicable internal or external Department correspondence protocols.
20%	E	Coordinates and participates in field reviews, stakeholder meetings, and public meetings. Assists and performs reviews of Caltrans' Cooperative Agreements with partner agencies. Maintains communication with the Deputy District Director, Project Management, and others on the environmental risks to project delivery. Assists with contract management and oversight of consultant-prepared technical studies and reports. Ensures that task management is being implemented. Additionally, the DNAC will monitor project construction and other environmental commitments to ensure compliance with the requirements of Environmentally Sensitive Areas, Native American consultation, and the Department's policy and procedures for the treatment of archaeological resources and tribal heritage during construction.
5%	M	Prepares project status, attend weekly staff meetings, make copies, and other duties as required.

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 is a specialist position and does not directly supervise staff.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

The Senior Environmental Planner- Specialist have knowledge of:

Various methods of planning, organizing, directing, and controlling activities regarding environmental documentation as they relate to Cultural resource law, regulations, and guidelines; State and Federal environmental laws and regulations; State, federal, and local laws related to Native American consultation; principles and techniques behind planning for the conservation and preservation of cultural resources; effective communication, report and correspondence writing; trends in environmental assessment and mitigation; Department project development and programming processes; general principles and techniques of research and statistical analysis; communication skills for purposes of data gathering; techniques and methods of evaluating environmental impacts; principles and techniques of supervision and personnel management, budget development and resource management.

Must be able to:

Independently identify problems, develop courses of action, and conduct critical and/or sensitive investigations and studies; prepare guidance, policy, planning, or regulatory documents and legislative proposals on issues of importance as they pertain to cultural studies and Native American consultation. Overall, the DNAC must be able to analyze environmental situations accurately and develop cost-effective strategies for resolving problems; gather and analyze data; prepare written reports; work effectively with others as an interdisciplinary team member; conduct interviews for data gathering; apply general techniques for ensuring public participation in the planning process; able to identify and resolve difficult environmental and transportation problems; appraise the relative priority of on-going projects; develop technically sound alternatives and solutions which includes

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POSITION DUTY STATEMENT

PM-0924 (REV 01/2022)

developing new approaches, policy and procedural changes and revisions; and to provide thorough and complete staff work to meet the needs of the Department. The incumbent must be able to communicate clearly and effectively, verbally and in writing with other Caltrans employees, local agencies, the Federal Highway Administration, environmental consultants, representatives of resource agencies, and the public. The incumbent must have the ability to prepare and make oral presentations, to oversee and prepare comprehensive reports and concise written materials. The incumbent must have the ability to work well with people at all levels within Caltrans and have a thorough knowledge of Office, Division, and organization-wide, protocols, procedures, and etiquette.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Must be able to provide adequate and timely completion of technical archaeological reports and cultural resource compliance documents, which is critical for meeting transportation project schedules as well as be able to make recommendations based on the findings of such reports; determines that all local, state and federal environmental regulations are met for planning and implementation of transportation projects, determines that all reasonable alternatives have been explored before decisions are made; develops staffing plans, office budget and training plan; schedules projects. Decisions and recommendations will have a direct impact on the ability of the District to achieve its construction and maintenance goals.

Consequences of not meeting the requirements of this position would likely result in any of the following or combinations thereof:

Project delay resulting from failure to develop and implement mitigation opportunities, especially as competition increases for those same, very limited, mitigation resources; increased project costs resulting from failure to develop and implement mitigation opportunities, especially as competition increases for those same, very limited, mitigation resources, driving costs higher; litigation resulting from potential failure to comply with environmental laws, regulations, and mitigation requirements in a reasonable, timely manner; and a loss of credibility with the public, resource agencies, and transportation partners resulting in strained relationships, additional project delays and in turn, increased project costs.

PUBLIC AND INTERNAL CONTACTS

The Senior Environmental Planner-Specialist (DNAC) serves as the key point of contact in the District for tribal cultural, environmental, and historic preservation considerations in compliance with AB 52 and Section 106 of NEPA. The DNAC is responsible for providing technical advice on all matters relating to environmental planning to both Headquarters and Region Managers, as well as staff from local, regional, state, and federal agencies. May be asked to represent the Department with external partners, elected officials, and the public. Must be able to establish and maintain positive working relationships on a day-to-day basis within the Department and with local, State, and Federal agencies and others such as cities, counties, and the Federal Highway Administration. Must be able to interact with a wide range of people from different cultures and socio-economic backgrounds. Shall participate in consultation and negotiation with Native Americans, as well as other entities involved with cultural resource issues. Must also be able to develop and maintain positive working relationships with environmental-related groups in the public and private sectors.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

This position may require sitting for prolonged periods for report writing, research, or in meetings. Must have the physical mobility for survey and mitigation field work in occasionally rough terrain. Field work may also require standing or walking for prolonged periods. Travel for external meetings or 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, with others in a cooperative manner, respect cultural diversity, individual differences and acknowledge the various responses.

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 most 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 are essential. Field activities will be conducted as needed and under a wide variation in weather conditions and climates including extreme temperatures exceeding 100 degrees Fahrenheit.

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

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POSITION DUTY STATEMENT

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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 (normally one to three working days but no more than five consecutive working days at any one 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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