

POSITION DUTY STATEMENT

DOT PM-0924 (REV 12/2024)

CLASSIFICATION TITLE Associate Environmental Planner, AH	OFFICE/BRANCH/SECTION OCCRS/ Project Delivery Branch	
WORKING TITLE Staff Architectural Historian	POSITION NUMBER 904-135-4642-XXX	REVISION DATE 12/17/2024

As a valued member of the Caltrans team, you make it possible to improve lives and communities through transportation.

GENERAL STATEMENT:

As an interdisciplinary-team member, the incumbent is responsible for completing architectural history studies and project effects analysis for transportation projects pursuant to Section 106 of the National Historic Preservation Act and Public Resource Code 5024 and other applicable state and federal regulations. This position is under the under supervision of a Project Delivery Branch Chief, Office of Cultural Resource Studies.

The incumbent identifies and evaluates built resources as part of the transportation project development process; prepares written analyses of such resources as an aid in the development of modal and design alternatives for transportation projects; assists with the identification and analysis of impacts of transportation projects on cultural resources; and, develops and recommends avoidance, minimization and mitigation measures to reduce identified project affects on cultural resources.

CORE COMPETENCIES:

As an Associate Environmental Planner, AH, 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, Integrity, Pride)
- **Decision Making**: Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Safety First, Cultivate Excellence - Engagement, 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. (Safety First, Cultivate Excellence - Engagement, Integrity)
- **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 - Engagement, Innovation, Integrity)
- **Teamwork/Partnership**: Develops, maintains, and strengthens partnerships with others inside or outside of the organization through effective communication and collaboration. (Cultivate Excellence - Engagement, 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 - 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 - Engagement, Equity, Integrity)
- **Analytical Skills**: Approaches problems using a logical, systematic, and sequential approach. Weighs priorities and recognizes underlying issues. (Cultivate Excellence - Integrity)
- **Technical Expertise**: Depth of knowledge and skill in a technical area. (Cultivate Excellence - Engagement, Integrity)

TYPICAL DUTIES:

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

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 12/2024)

35%	E	<p>Conducts field surveys and prepares written technical reports for built environment resources that lie within the area of potential effects for transportation projects. Such reports evaluate the potential significance of resources for the National Register of Historic Places and the California Register of Historical Resources. Evaluation of resources require a working knowledge of architectural history, engineering history, California history, and other general aspects of American history and culture, as well as historical theory and methods. Prepares technical memos and reports addressing historical, preservation or cultural resource issues. Reports include, but are not limited to Historic Property Survey Report, Historic Resource Evaluation Report, DPR 523 forms, and Finding of Effect Report.</p> <p>Conducts analysis and prepares written technical reports about possible or anticipated project effects on historic built resources. Works with stakeholders to develop appropriate avoidance, minimization and mitigation (AMM) measures and writes Memoranda of Agreements. Carries out Caltrans AMM responsibilities.</p>
35%	E	<p>Peer reviews Historic Property Survey Reports, Historic Resource Evaluation Reports, Finding of Effect Reports and related technical reports, prepared by in-house staff, consultants, and local agencies for competence, comprehensiveness and sound conclusions, in the areas of history, architectural history and regulatory compliance. Provides oversight direction for consultant work, and on occasion develops contracts. Reviews CEQA and NEPA environmental documents for consistency with technical studies. Develops fact sheets and provides advice, technical assistance and training on historical topics and architectural history preservation issues.</p>
20%	E	<p>Works with Caltrans district project development team staff as a cultural resources specialist, providing technical architectural history expertise and information in order to develop design alternatives that avoid or minimize adverse effects on historic properties. These interactions require written, e-mail, telephone, and face-to-face communication. Attendance at meetings in the District Office may be required at least once per week for each project assigned to incumbent and for staff meetings, both formal and informal. Assists in staff-level liaison and discussions in the area of architectural history and/or history with State, Federal, and local agencies. These agencies include: California Office of Historic Preservation, Advisory Council on Historic Preservation, and Federal Highway Administration. These discussions will be conducted by phone, in the district office, and in the offices of these agencies.</p>
5%	E	<p>Conducts administrative duties necessary for maintaining the environmental administrative record, environmental database (STEVE), and the Caltrans Cultural Resource Database (CCRD). Photocopies and scans reports, directives, correspondence and plans for or loaned by other members of the project development team, as necessary. Accesses, inputs and retrieves information from Caltrans and other state maintained databases. Records field conditions and field work photographically. Makes reports available for circulation to appropriate state and federal agencies and transmits reports to these agencies.</p>
5%	M	<p>Provide training to other Caltrans staff, other agencies or consultants on the topic of architectural history or cultural resource compliance.</p>

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 Associate Environmental Planner/Architectural History may act as a lead over certain tasks, as a project lead, and help manage and oversee the work of less experienced Associate Environmental Planner/Architectural History and Environmental Planner/Architectural History. The incumbent may be asked to act for their supervisor during periods of leave.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

The Associate Environmental Planner/Architectural History must be able to analyze situations rapidly and accurately and propose effective courses of action for the work in coordination with the Branch Chief, Office Chief, district engineering staff, and outside agencies. The incumbent must have graduated from college with a concentration in Architectural History, Art History, Historic Preservation, Public History, or a closely-related field, with demonstrated coursework in 18th-20th Century American History and Architectural History. The incumbent must possess a broad knowledge of the principles and practices of architectural history and history as applied to the evaluation of historic period buildings, bridges, roads, landscapes and other built resources. Good understandings of both California and/or American Architectural History are desirable qualities in the incumbent.

Incumbent must apply sound judgment to the evaluation of the significance of historic buildings, bridges, roads, landscapes and sites for the National Register of Historic Places and as historical resources under CEQA. The incumbent's recommendations for potential National Register eligibility, and Section 106 and CEQA effect determinations must be logical and defensible from

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 12/2024)

potential challenges from preservation, community and environmental interest groups, as such challenges can cause delays and increase costs.

The Associate Environmental Planner/Architectural History must have the ability to prepare complex written documents and correspondence in a clear, concise and complete manner, using standard English vocabulary, grammar, spelling, and punctuation. The incumbent will communicate effectively, presenting clear and persuasive ideas in an oral or written format. The Associate Environmental Planner/Architectural History must also be able to utilize a computer for the extensive writing, and the database management that the job requires. The incumbent will prepare visual displays such as maps, graphics, and illustrations requiring graphic production skills, photography skills (35-mm and digital cameras), spelling and punctuation. The incumbent will communicate effectively, presenting clear and persuasive ideas in an oral or written format.

The Associate Environmental Planner/Architectural History must also be able to utilize a computer for the extensive writing, and the database management that the job requires. The incumbent will prepare visual displays such as maps, graphics, and illustrations requiring graphic production skills, photography skills (35-mm and digital cameras).

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The Associate Environmental Planner/Architectural History will be responsible for the adequate and timely completion of technical reports to achieve project approval. The incumbent's work may require decisions about development and sequencing of tasks, and identifying other functional unit dependencies. The incumbent's recommendations for potential National Register eligibility, and Section 106 and PRC 5024 effect determinations must be logical and defensible from potential challenges from preservation, community and environmental interest groups. The consequences for error can include unanticipated project delay and project cost overruns.

PUBLIC AND INTERNAL CONTACTS

The Associate Environmental Planner/Architectural History establishes and maintains collaborative relationships within the District and the Department, and with public agencies for project activities relating to the Cultural Resource Studies Office. The incumbent attends, participates in, and represents the Department in a professional manner at meetings with Federal, State, and local agencies, consultants, historical societies, preservation groups, museums, and with other environmental and community advocacy groups and individuals. The incumbent acts as a collaborative member of an interdisciplinary team.

The incumbent will also meet with the public in the course of information gathering for proposed projects. The incumbent will be required occasionally to meet with property owners in the course of conducting field surveys and documenting the potential significance of historic properties, including photographing buildings and structures, and, when necessary, conducting oral histories. Because the Caltrans Architectural Historian is frequently the first Caltrans employee in a proposed project area that the public encounters, the incumbent is required to convey a presence that engenders confidence and shows sensitivity and respect. The incumbent must possess common-sense judgment and problem-solving abilities, and be able to render proper judgment in urgent or emergency conditions.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

The Associate Environmental Planner/Architectural History must be able to effectively participate as a team member, which requires attendance at meetings and coordination with other team members in the district office for a majority of hours during the work week. The incumbent must be able to effectively handle multiple projects simultaneously, adapt to changes in protocols and priorities, complete projects or tasks within a short time span, and perform with a frequently heavy workload. The Associate Environmental Planner/Architectural History may be required to travel and to work overtime on occasion.

This job requires good or correctable visual abilities in order to identify and assess cultural resources and to record them. The Associate Environmental Planner/Architectural History must have the physical mobility for survey and mitigation fieldwork in occasionally rough terrain. While performing fieldwork, the employee may be required to walk on uneven terrain and may be required to bend, stoop, or kneel. The employee may be exposed to a variety of hazardous and/or unpleasant field conditions, including wet, rainy, cold, or hot weather. The employee may be required to sit for long periods of time using a keyboard and a video display terminal. The incumbent may be required to move large or cumbersome reports from one location to another.

The Associate Environmental Planner/Architectural History must be able to analyze situations rapidly and accurately and propose effective courses of action for the work in coordination with the Branch Chief and outside agencies. The Associate Environmental Planner/ Architectural History also needs to be capable of demonstrating flexibility, firmness, and a calm demeanor when appropriate in potentially physically and emotionally stressful situations. The job requires interaction with many people; therefore, it is important that the employee work with others in a cooperative manner and respect cultural diversity and individual differences in the workforce.

WORK ENVIRONMENT

Duties will require work to be conducted in both Caltrans office and field environments during normal office hours. The duties will on occasion require work meetings offsite in the offices of other agencies or consultants and public meetings held during the evening hours.

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 12/2024)

This position may be eligible for telework. The amount of telework is at the discretion of the Department and based on Caltrans's current telework policy. While Caltrans supports telework, in-person attendance may be required based on operational needs. Employees are expected to be able to report to their worksite with minimal notification if an urgent need arises. The selected candidate may be required to conduct business travel on behalf of the Department or commute to the headquartered location. Business travel reimbursements considers an employee's designated Headquarters 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
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.