

POSITION DUTY STATEMENT

PM-0924 (REV 01/2022)

CLASSIFICATION TITLE Environmental Scientist	OFFICE/BRANCH/SECTION D03 North Regional Environmental / Stewardship Branch	
WORKING TITLE Revegetation Specialist	POSITION NUMBER 903-801-0762-XXX	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:

Under the general direction of a Senior Environmental Planner/Scientist, incumbent assesses the impacts of complex transportation projects on biological/ecological resources and prepares documentation of the assessment for appropriate environmental approvals. This includes, but is not limited to, mitigation measures and permit compliance with the California Environmental Quality Act (CEQA), the California Endangered Species Act, Federal Endangered Species Act, the National Environmental Policy Act (NEPA) and other state and federal laws. Possession of a valid California Driver's License is required when operating a state owned or leased vehicle.

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.

- **Creativity and Innovation:** Thinks beyond the confines of traditional models to recognize opportunities, seek creative solutions and take intelligent risks. (Cultivate Excellence - Innovation)
- **Dealing with Ambiguity (Risk):** Can comfortably handle risk and uncertainty, as well as make decisions to act without having the total picture. (Strengthen Stewardship and Drive Efficiency - Engagement)
- **Initiative:** Ability to identify what needs to be done and doing it before being asked or required by the situation. Seeks out others involved in a situation to learn their perspectives. (Lead Climate Action - Equity)
- **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. (Strengthen Stewardship and Drive Efficiency - Engagement)
- **Teamwork/Partnership:** Develops, maintains, and strengthens partnerships with others inside or outside of the organization through effective communication and collaboration. (Enhance and Connect the Multimodal Transportation Network - Engagement)
- **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. (Strengthen Stewardship and Drive Efficiency - Equity)
- **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. (Advance Equity and Livability in all Communities - Engagement)
- **Forward Thinking:** Anticipates the implications and consequences of situations and takes appropriate actions to be prepared for possible contingencies. Anticipates and prepares for future developments. (Advance Equity and Livability in all Communities - Innovation)
- **Business Acumen:** Ability to perform essential functions of position with insight, acuteness, and intelligence in the applicable areas of commerce and/or industry. (Cultivate Excellence - Engagement)

TYPICAL DUTIES:

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

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40%	E	Develop survey protocols and conduct field surveys, compile and analyze data, and conduct resource analysis for inclusion into technical re-vegetation, mitigation, and conservation planning reports. Develop and manage Service Contracts, Interagency Agreements or Cooperative Agreements utilizing California Conservation Corps crews (CCC), Inmate Labor Crews, Resource Conservation Districts (RCD), non-profit organizations and private contractors, etc. for revegetation and mitigation planting. Develop cost estimates, scope of work, implementation, and maintenance schedules, identify funding, prepare and submit requests for contracts through DPAC and EFIS, process invoices, track expenditures, and manage/oversee compliance with contract requirements. Act in the capacity of contract manager and field inspector for California Conservation Corps crews (CCC's) Resource Conservation District (RCD) crews, and/or private contractors.
30%	E	Develop project specific mitigation and revegetation plans in coordination with other team members from Environmental Management, Landscape, Project Engineers, Project Management, and external agencies. Monitor designated mitigation areas, as identified in CEQA/NEPA documents and regulatory permits for agency compliance. Negotiate project impact issues with state and federal agencies. Prepare draft/final monitoring reports, including data collection, analysis, data entry and management; create maps and figures; and document monitoring methods, results and conclusions. Evaluate monitoring data to determine if regulatory requirements are fulfilled and obtain agency concurrence. Research, develop and assess remediation options as necessary. Act in the capacity of contract manager and field inspector.
15%	E	Develop and manage service contracts for seed collection and/or plant propagation. Develop cost estimates, scope of work, schedule for collecting material, out-growing material and delivery dates for plant/seed material, identify and track funding, prepare and submit requests for contracts through DPAC and the Department's electronic filing system, process invoices, track expenditures, manage/oversee compliance with contract requirements, and request contract extensions when needed. Plan and schedule daily project activities with staff and contractors.
10%	E	Maintain an organized biological project file, upload biological reports and resource agency approvals to the Caltrans Environmental Division's database (STEVE Tool), and provide regular project updates to the STEVE Tool database. Provide technical guidance to other biology staff as needed.
5%	M	Experience with Environmental Systems Research Institute, Inc. (ESRI) desktop GIS software. Develop data, tools and models to make and revise geospatial maps. Design, develop, maintain and update geospatial databases. Attend public and private meetings. Present mitigation/revegetation projects to public and private groups. Assist with other duties related to biological mitigation.

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

None. May act as a lead to other staff.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Ability to gather, compile, analyze, and interpret complex scientific data; reason basically and creatively; develop various media to present and display data; use a variety of analytical techniques to propose solutions to or provide information regarding environmental issues or problems; develop and evaluate alternatives; present ideas effectively to others both orally and in writing; work effectively with others as an interdisciplinary team member; establish and maintain effective and cooperative working relationships with those contacted during the course of the work.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Incumbent is expected to balance scientific findings, responsible environmental stewardship and the Department's goal of project delivery. Failure to accurately investigate and report biological resources could result in project delays, additional costs and regulatory requirements, and loss of credibility with team members and other agencies.

PUBLIC AND INTERNAL CONTACTS

Daily interaction with other members of the department as a part of a multi-disciplinary team, both within and outside of the immediate work area. Frequent contact with resource agency staff. Occasional contact with the public as a representative of the department.

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PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Physical Requirements:

Incumbent may be required to sit for long periods of time using a keyboard, video display terminal and driving. Requires ability to work in a fieldwork environment in a variety of climatic and geographical conditions. Regular travel to project site in remote parts of the District is required. A California Drivers license is required when operating a state owned or leased vehicle.

Mental Requirements:

Communicate effectively and as often as necessary, both verbally and in writing, to ensure that efficient coordination and decision-making occurs. Work independently and/or collaboratively, effectively, and efficiently to coordinate multiple assignments and tasks. Work collaboratively and respectfully with all members of the Department and others encountered during the work day. Work within noisy and distracting environments. Work simultaneously on multiple assignments and/or deadlines. Analyze and prioritize work situations and take effective action to resolve problems encountered regarding work assignments.

Emotional Requirements:

Be calm and respectful under all circumstances. Resolve emotionally charged issues reasonably and diplomatically. Develop and maintain cooperative working relationships with all contacts. Be receptive to frequent change and new requirements, requests, information, and situations. Overtime may be required on rare occasions, and vacations may be restricted during peak times and fiscal year-end closing.

WORK ENVIRONMENT

May routinely participate in field reviews of project sites, which requires ability to be exposed to a variety of climatic and geographical conditions. Employees may have to occasionally travel to offices and field locations throughout the North Region.

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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