

**POSITION DUTY STATEMENT**

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE Associate Environmental Planner, AH	OFFICE/BRANCH/SECTION D7/Environmental Planning/Cultural Resources	
WORKING TITLE Associate Environmental Planner/Architectural Historian	POSITION NUMBER 907-170-4642-XXX	REVISION DATE

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

**GENERAL STATEMENT:**

Under general direction of a Senior Environmental Scientist, the Associate Environmental Planner (Architectural History) (AEP/AH) is a participating interdisciplinary team member who is responsible for architectural and historical studies and project effects analysis for transportation projects and local assistance projects pursuant to Section 106 of the National Historic Preservation Act and other applicable state and federal regulations. The incumbent identifies and evaluates architectural or other historic built environment resources as part of the transportation project development process; prepares written analyses of such resources or reports on these resources as an aid in the development of modal and design alternatives for transportation projects; identifies and analyzes impacts of transportation projects upon historic resources and their interrelationship to other cultural resources; develops and recommends mitigation measures to avoid or minimize impacts upon these resources. This is the full, specialized journey person level. Under general direction, plans and carries out the details of the more difficult and complex studies in the area of architectural history. Such work may include serving in a lead capacity over other personnel with less experience, within the scope of particular studies related to 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.

- **Change Leadership:** Develops new and innovative approaches needed to improve effectiveness and efficiency of work products. Encourages others to value change. Considers impact and recommends changes. (Employee Excellence - Collaboration, Innovation)
- **Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Employee Excellence - Collaboration, Innovation, Integrity)
- **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. (Employee Excellence - 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. (Employee Excellence - Collaboration, Integrity)
- **Relationship Building:** The ability to develop and maintain internal and external trust and professional relationships, which includes listening and understanding to build rapport. (Equity - Equity, Pride)
- **Customer Focus:** Considers, prioritizes, and takes action on the needs of both internal and external customers. (Safety - Collaboration, 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. (Employee Excellence - Collaboration, Integrity, Pride)
- **Conceptual Thinking:** Ability to find effective solutions to issues by taking the appropriate perspective (i.e., holistic, abstract, or theoretical). (Employee Excellence - Equity, Innovation)
- **Commitment/Results Oriented:** Dedicated to public service and strives for excellence and customer satisfaction. Ensures results in their organization. (Employee Excellence - Innovation, Integrity, Pride)

**TYPICAL DUTIES:**

Percentage  
Essential (E)/Marginal (M)<sup>1</sup> 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 01/2025)

- 
- 35% E Peer-reviews Historic Property Survey Reports, Historic Resources Evaluation Reports, Finding of Effect reports, and related technical studies prepared by in-house staff, consultants, and local agencies for content, technical competence, comprehensiveness, and sound conclusions, in the areas of history and architectural history and regulatory compliance. Provides oversight direction for consultant work, and on occasion develops contracts. Provides training to consultants on Caltrans policies and procedures, as needed. 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 cultural resources preservation issues.
- 35% E Conducts more difficult and complex field surveys and prepares written technical reports (Historic Property Survey Reports, Historic Resources Evaluation Reports, Historic Resources Compliance Reports, DPR 523 forms, and historic contexts) on historic architectural resources and historic resources that lie within the area of potential effects of transportation projects. Also, reviews such reports prepared by others. Such reports evaluate the potential significance of the resource, and require familiarity with, and use of, historic architectural or engineering technical terminology and working knowledge of historical theory and methods. These written reports are incorporated into the comprehensive Historic Property Survey Reports or Historic Resources Compliance Reports which address cultural and historic properties, including archaeological sites in the area of potential effects of transportation projects. Preparation of technical memos, screening memos, and other technical writing addressing historical, preservation, or cultural resource issues is an essential duty.
- Conducts in-depth, independent research in the fields of architectural history, engineering and technology history, California history, and other general aspects of America history and culture, in order to ensure that studies undertaken adequately consider all potential historic and architectural resources within the proposed project's study area for their potential significance under the established criteria for the National Register of Historic Places and the California Register of Historical Resources. Such research is utilized to support historic architectural evaluations, findings, and conclusions reached in technical reports, and the related environmental document. Identifies and utilizes primary and secondary source materials in libraries, archives, historical societies, local government agencies, Caltrans, and other repositories. Interacts in the field, in research repositories, in the office, by telephone, and by letter with interested individuals and groups in the course of the above work. Conducts in-depth independent historical research for other assignments within the Division of Environmental Planning, as needed, as directed by the Senior Environmental Scientist. This may include, but not be limited to, research for initial assessments for potential site contamination or collaboration on historical archaeological analyses.
- Conducts analysis and prepares written technical reports (Finding of Effect reports) about possible or anticipated project effects on historic built resources. This can include consultation with the State Historic Preservation Officer, local agencies, and interested parties.
- Prepares written Memoranda of Agreement between Caltrans and the State Historic Preservation Officer, as well as other interested parties including local governments, resource agencies, Native American tribes, and local historic preservation groups. Conducts sensitive consultation both in person and via written correspondence with the above groups. Develops mitigation measures intended to reduce the adverse effects of transportation projects on historic resources and consults with the above groups as to their appropriateness and feasibility. Monitors construction activities to ensure compliance with mitigation measures. Responsible for ensuring that the mitigation measures have been completed and reports to the involved parties.
- Works independently with district engineering staff and maintenance supervisors to ensure that historic properties adjacent to construction projects are protected. Conducts cultural resources training for resident engineers, and construction staff to ensure the preservation of historic properties.

**POSITION DUTY STATEMENT**

DOT PM-0924 (REV 01/2025)

---

20%	E	Works with Caltrans district project development team staff as a cultural resources team member, providing technical historical expertise and information in order to develop location and 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 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 Caltrans Headquarters Division of Environmental Analysis. These discussions will be conducted by phone, in the district office, and in the offices of these agencies.
10%	M	Photocopies and scans reports, directives, correspondence and plans for and loaned by other members of the project development team. Accesses, inputs and retrieves information from Caltrans and other state-maintained - databases. Records field conditions and field work photographically. Makes photocopies of above reports for circulation to appropriate state and federal agencies. Transmits reports to these agencies. Files project reports and correspondence with the Division of Environmental Planning files and databases to maintain a complete and accurate record of project history and decision-making. Training: Incumbent may prepare, lead, and participate in training for other Caltrans cultural resource specialists or consultants, on occasion.

<sup>1</sup>ESSENTIAL 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 non-supervisory position. After gaining proficiency with Caltrans policies and procedures regarding cultural resources, the incumbent will receive specific direction on only the most complex or politically sensitive projects. The Associate Architectural Historian works under the direction of the Senior Environmental Scientist and is expected to operate with a reasonable degree of independence, or as a journeyman. On individual projects, the incumbent may serve in a lead capacity over other Caltrans staff or student assistants. The Associate may serve as lead worker in the absence of his/her supervisor.

**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 Division Deputy District Director, Office Chief, Senior Environmental Scientist, district engineering staff, and outside agencies. The incumbent must have graduated from college with a concentration in Art History, Architectural 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 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. Knowledge of California history and architectural history is strongly recommended.

Incumbent must apply sound judgment and demonstrate sufficient knowledge in the evaluation of historic buildings, bridges, roads, landscapes and sites for the National Register of Historic Places and as historical resources under CEQA. The incumbency's recommendations for potential National Register eligibility and Section 106 and CEQA effect determinations must be logical and defensible from possible challenges from preservation groups, community, and environmental interest groups. 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 and written format. The Associate Environmental Planner (Architectural Historian) must also be able to utilize a computer and database management for the extensive writing that the job requires. The incumbent will prepare visual displays such as maps, graphics, and illustrations requiring basic graphic production skills and photography skills (35mm and digital cameras).

**RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR**

The AEP (Architectural History) will be responsible for the adequate and timely completion of cultural resource survey and evaluation technical reports to achieve project approval of the environmental document and tasks related to mitigation obligations. The incumbent's work may require decisions about development, sequencing, and prioritization of tasks, tasking work to others, and identifying any other functional unit dependencies. The consequences for error can include unanticipated project delay and project cost overruns. Additionally, consequences for error can include irreparable adverse effects to historic resources and thus a violation of Section 106 of the National Historic Preservation Act as well as discredit to the Department.

**PUBLIC AND INTERNAL CONTACTS**

The Associate Environmental Planner (Architectural History) establishes and maintains working relationships with the district's other Offices/Branches, Headquarters, and local agencies for project activities relating to the Cultural Resource Studies Office. The incumbent attends, participates in, and represents the Department in a professional manner during discussions of environmental matters at meetings with Federal, State, and local agencies, historical societies, preservation groups, museums, and with other environmental and community advocacy groups and individuals. The incumbent acts as a collaborative member of

**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 01/2025)

---

---

an interdisciplinary team.

The incumbent will also meet 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. Failure to do this typically results in diminished respect for Caltrans and an escalation of problems to a higher level for review. 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 most 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. Travel will be required on occasion as well as overtime. The Associate Environmental Planner (Architectural History) should have the physical mobility for fieldwork in occasionally rough terrain. The employee may be exposed to a variety of hazardous and/or unpleasant field conditions, including wet, rainy, cold, or hot weather. This work requires good or correctable visual abilities to identify and assess cultural resources and to record them. The incumbent may be required to sit for long periods of time using a computer for the database management and, on occasion, the extensive writing the job entails. The Associate Environmental Planner (Architectural History) needs to be able to analyze situations rapidly and accurately and propose effective courses of action for the work in coordination with one's Senior Environmental Scientist 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 off-site in the offices of other agencies or consultants and public meetings held during the evening hours. At the district office or other work locations, employee will normally work in a climate-controlled environment and under artificial light.

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 the headquartered location will be the responsibility of the selected candidate.

---

---

**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](mailto:Forms.Management.Unit@dot.ca.gov).

# POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

---

---

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](mailto:Forms.Management.Unit@dot.ca.gov).