

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE Senior Environmental Scientist (Specialist)	OFFICE/BRANCH/SECTION D7/Division of Environmental Planning/Maintenance Biology	
WORKING TITLE Senior Fisheries Biologist	POSITION NUMBER 907-170-0765-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 the general direction of the Branch Chief of the Maintenance Biology Unit, a Senior Environmental Scientist (Supervisor), the incumbent coordinates and negotiates complex issues, agreements, and permits with state and federal environmental agencies regarding fisheries, fish passage, and hydro-acoustic items related to biological impacts, barriers to fish passage, and endangered aquatic species. The incumbent provides guidance, direction, and expertise to district staff and managers to determine appropriate avoidance, minimization, and mitigation measures. The incumbent participates in various internal and external working groups, technical teams, and committees, and helps to coordinate barriers to fish and aquatic species across the state, particularly for anadromous fish and other threatened or endangered fish or aquatic species. This staff is a statewide expert for hydro-acoustic analysis and engages to provide guidance the improve the best available science and data for application of hydro-acoustic analysis.

CORE COMPETENCIES:

As a Senior Environmental Scientist (Specialist), 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. (Employee Excellence - Innovation, Stewardship)
- **Dealing with Ambiguity (Risk)**: Can comfortably handle risk and uncertainty, as well as make decisions to act without having the total picture. (Employee Excellence - Integrity, Stewardship)
- **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, Stewardship)
- **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 - Equity)
- **Relationship Building**: The ability to develop and maintain internal and external trust and professional relationships, which includes listening and understanding to build rapport. (Employee Excellence - Collaboration, Stewardship)
- **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. (Employee Excellence - People First, Stewardship)
- **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. (Employee Excellence - Integrity, Stewardship)
- **Analytical Skills**: Approaches problems using a logical, systematic, and sequential approach. Weighs priorities and recognizes underlying issues. (Climate Action, Employee Excellence - Innovation, Stewardship)
- **Diagnostic Information Gathering**: Identify information needed to clarify a situation, seeking that information from appropriate sources. (Employee Excellence - Integrity)

TYPICAL DUTIES:

Percentage Essential (E)/Marginal (M) ¹	Job Description
30% E	Provides guidance, direction, and technical assistance to district on assessing and addressing fish and aquatic barriers on transportation facilities in support of fish passage remediation projects on the State Highway System. Help support the project delivery process for fish passage and other transportation projects, particularly related anadromous fish and the state and federal endangered species acts.

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25%	E	Coordination on fish passage and hydro-acoustic assignments amongst Headquarters Divisions (e.g., Maintenance, Structures, Design Hydraulics, Assets Management, Project Management, and others), across District, with state and federal resource agencies, and other local partners.
20%	E	Help oversee implementation of consultant studies on barrier assessments, habitat evaluations, inter-agency prioritizing efforts, project delivery, and post remediation monitoring.
15%	E	Help to establish and implement policy, written guidance, and directives in all aspects of fish passage and hydro-acoustic assignments. Review technical and environmental documents and design specifications related to avoidance and minimization during project work in sensitive habitats.
5%	E	Serve as a liaison between District and Headquarters for biological issues providing clarification and interpretation of policies and procedures to project delivery and operations as well as providing District perspective in the formulation of new policies and procedures.
5%	M	Coordinates with the Division or Research and Systems Innovation on aquatic issues. Represents the District on various technical committees as requested. Serve on contractor selection committees and negotiation boards as requested.

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 incumbent will act in a lead capacity on a daily basis providing coordination and guidance for fish passage requirements to District staff and project team members. The incumbent will have no direct supervisory responsibilities but may be asked to act in that role as needed.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Knowledge: Must have a solid working knowledge of Caltrans major activity areas and organization; departmental policies and financial constraints ; specific knowledge of Caltrans project development procedures, construction and maintenance; transportation elements, issues, and planning concepts; natural resource and conservation trends; federal and state environmental laws, regulations, Executive Orders, procedures regarding the extent of environmental documentation required and to assure that appropriate measures are taken to avoid or minimize environmental impacts. Detailed knowledge of endangered species laws and regulations is required. Must be knowledgeable of trends in environmental assessment and mitigation for environmental resource; Caltrans project development and programming process. Technical knowledge in the areas of environmental impact assessment, mitigation measures, fish and wildlife management, endangered species consultation process, and experience with use of databases, and geographic information systems are required. Must have a working knowledge of organizational relationships both within and outside Caltrans that pertain to planning, design, construction, operation and maintenance of transportation facilities.

Abilities: Based on broad environmental planning experience and expertise, must be able to reason logically and creatively, and exercise good judgment in the resolution of complex environmental issues and endangered species and fish passage issues. Must be able to analyze environmental situations accurately and develop cost-effective strategies for resolving problems that avoid and minimize species and habitat impacts and do not delay needed transportation improvements. Must demonstrate the ability to undertake and complete the more difficult and sensitive project studies and negotiations related to permits for highway projects. Must be able to take action independently and organize work priorities. Must be able to establish and maintain cooperative relationships with state and federal resource agencies and deal with tact and persuasion with District and Headquarters' counterparts; and be able to communicate effectively both orally and in writing. Must have the ability to effectively use personal computers and the Internet to conduct research; write memos, letters, procedures, guidance, and develop graphs, charts or other illustrative materials.

Analytic Abilities: The work and responsibilities assigned to this position require the ability to assimilate technical and procedural input from various sources, including the districts, to evaluate that input, develop alternative courses of action and to make objective recommendations on all critical issues affecting the planning, project delivery, maintenance and applied studies related to transportation systems. Must reason logically and creatively using a variety of analytical and problem-solving techniques. May be required to create or interpret spreadsheets, use databases and/or GIS applications.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

This position is responsible for independent action and initiative in carrying out the assigned duties. As a journey level specialist, the incumbent is expected to routinely and effectively address questions raised either verbally or in writing regarding environmental issues, performance measures, and documentation for transportation proposals and activities.

Failure to carry out these responsibilities under the general direction their supervisor could result in:

- Additional effort to provide measures to avoid or minimize environmental impacts
- Extensive delays to projects or activities

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- Litigation that could delay and/or add substantial cost to essential projects or activities
 - Loss of public confidence in Caltrans as a responsible public agency and first-rate engineering and environmentally sensitive organization.
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PUBLIC AND INTERNAL CONTACTS

Must establish and maintain working relationships between with Caltrans district and Headquarters' staff, other disciplines in the Division of Environmental Planning, and other Headquarters divisions. The incumbent must establish and maintain good working relationships on a day-to-day basis with state and federal agencies such as the California Department of Fish and Wildlife, the National Marine Fisheries Service (NMFS), the California Regional Water Quality Control Board, the California Coastal Commission, the U.S. Environmental Protection Agency (EPA), the U.S. Fish and Wildlife Service, the U.S. Corp of Engineers, and the Federal Highway Administration.

Arranges for, attends, participates in meetings to resolve project delivery issues with local, regional, state, and federal agencies, and consultants in regard to fish passage assessment and project delivery support, as well as related permitting.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

The incumbent must be able to sit for prolonged periods of time while using a keyboard/mouse and video display monitor, to read, review or prepare documents . Must be capable of sustained mental activity needed for report writing, auditing, problem solving, analysis and reasoning. The workload may-be subject to frequent, substantial and unexpected changes that could affect the scheduling or completion of assignments .

The incumbent must have the ability to multi-task, adapt to changes in priorities, and complete tasks or projects with short notice. Must have the ability to develop and maintain cooperative, collaborative working relationships and recognize difficult and/or sensitive situations and handle them effectively and appropriately .

The incumbent must be able to traverse rough, wet, slippery, or uneven terrain and watersheds, while conducting field surveys. Field conditions may vary depending upon the season, lighting, and time of day/night. This position requires occasional bending, stooping, kneeling, and carrying of field equipment up to 25 pounds. Must have the ability to shift projects as needed. Common safety requirements may include good hearing, good vision, and an ability to focus on safety and fieldwork simultaneously. Common field dangers include but are not limited to traffic, people, plants and animals, and weather. Must be capable of recognizing and avoiding dangers in or adjacent to the highway, in both rural and urban settings.

The incumbent behaves in a fair and ethical manner toward others and demonstrates a sense of responsibility and commitment to public service. The incumbent values diversity and other individual differences in the workforce.

WORK ENVIRONMENT

The work environment is fast-paced, busy and requires considerable flexibility in managing time, priorities, and assignments . It can be demanding and/or stressful. The incumbent may be required to travel to district offices or other meeting facilities, and/or to the sites of proposed projects. In the field the incumbent may experience all climatic conditions, including rain. While at their base of operation, employees will work in a climate-controlled office under artificial light. However, due to periodic problems with the heating and air conditioning, the building temperature may fluctuate.

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. 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.

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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

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