

POSITION DUTY STATEMENT

PM-0924 (REV 01/2022)

CLASSIFICATION TITLE Environmental Scientist	OFFICE/BRANCH/SECTION Office of EPPM/Project Delivery Branch	
WORKING TITLE Environmental Scientist	POSITION NUMBER 904-136-0762-xxx	REVISION DATE 01/06/2023

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 the Project Delivery Branch Chief, within the Office of Environmental Program/ Project Management (EPPM), the Environmental Scientist is an interdisciplinary team member performing complex environmental tasks to facilitate timely delivery of transportation projects. The incumbent is responsible for coordinating the management of the cost, scope and schedule of transportation projects to ensure the Division meets its project delivery commitments under the Annual Delivery Plan (ADP), Contract for Delivery (CFD) in addition to delivery commitments of local transportation agency oversight projects. The incumbent is responsible for the analysis of technical environmental studies and reports in compliance with California Environmental Quality Act (CEQA), the National Environmental Policy Act (NEPA) and numerous state and federal environmental resource laws and regulations; regulatory permits; and mitigation commitments to determine risks to program/ project delivery. The incumbent shall research, analyze data and technical studies, and prepare reports and executive summaries related to natural resources, water resources, air quality, hazardous waste, and cultural resources. The incumbent shall apply scientific methods and principles in the identification, research, consultation, and analysis of the environmental impacts of transportation projects; required state, federal, and local regulatory agency permits; and mitigation commitments related to riparian habitat; protected, threatened, or endangered species; wetlands and watersheds, and water resources.

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.

- **Flexibility and Managing Uncertainty** : Adjusts thinking and behavior in order to adapt to changes in the job and work environment. (Cultivate Excellence - Integrity)
- **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, 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. (Cultivate Excellence - 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. (Cultivate Excellence - Pride)
- **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 - 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. (Cultivate Excellence - Equity, Integrity)
- **Analytical Skills**: Approaches problems using a logical, systematic, and sequential approach. Weighs priorities and recognizes underlying issues. (Cultivate Excellence - Integrity, Pride)
- **Thoroughness**: Ensures that work and information is complete and accurate. Ensures that assignment goals, objectives, and completion dates are met. Documents and reports on work progress. (Cultivate Excellence - Integrity)

TYPICAL DUTIES:

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

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POSITION DUTY STATEMENT

PM-0924 (REV 01/2022)

40%	E	Research and analyze data, reports, regulatory permits, mitigation commitments and other information related to natural resources, water resources, air quality, hazardous waste, cultural resources, other technical documents related to CEQA/NEPA, climate change, sea level rise, vehicle miles traveled analysis under CEQA and effects of multi-modal facilities, hydroacoustic impacts analyses, biological permitting and complex mitigation strategies, cumulative impacts analyses, growth-related indirect impacts, wildfire reduction analyses, analyses of environmental impacts for non-transportation projects such as Clean California and the Broadband initiative. Prepare complex technical documents, reports, environmental certificates, and executive summaries of the above analyses. Articulate and convey critical path items, key environmental issues, and program/project delivery risks. Review and analyze technical environmental studies and reports in compliance with CEQA and NEPA, and numerous state and federal environmental resource laws and regulations; regulatory permits; and mitigation commitments to determine risks to program/project delivery.
35%	E	Coordinate with staff within the Division of EPE; other Divisions within District 4; Headquarters; Districts statewide; state, federal and local regulatory agencies; local transportation agencies and municipalities; and the public regarding the collection, review, analysis and preparation of scientific data, field surveys, technical documents and reports, regulatory permits, long-term mitigation commitments. Analyze and evaluate federal and state resource agency permit priorities for various federal, state and local environmental resource agencies in accordance with the District's project delivery commitments and priorities.
15%	E	Document updates in the Division Status Database, Standard Tracking and Exchange Vehicle for Environmental (STEVE) and Project Resourcing and Schedule Management (PRSM) when applicable. Work with staff within the 6 Offices in the Division of Environmental Planning and Engineering (EPE) to obtain, track and report the most recent project information to ensure the Division meets its project delivery commitments under the Annual Delivery Plan (ADP) and Contract for Delivery (CFD).
10%	M	Participate in technical and coordination meetings with Caltrans, state, local and federal regulatory agencies, local transportation agencies and partners and the public.

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 will not have supervisory responsibility.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Knowledge of: Principles of project planning, programming and development procedures as well as the environmental process; federal and state environmental laws, regulations and requirements; organizational relationships both within and outside Caltrans that pertain to planning, design, construction, operation and maintenance of transportation facilities; basic principles of land, water, fish, wildlife, and other natural resources research; principles of ecology; resource management, hydrology, geology, and waste prevention; statistical methods; land-use practices with reference to their general effect the environment; effects of hazardous and non-hazardous waste material and their interactions on the environment; principles of risk assessment and risk management. Microsoft Office word processing and spreadsheet applications.

Ability to: Apply or modify scientific methods and principles; analyze and evaluate information; review, check, and interpret scientific and environmental reports; analyze situations and take appropriate actions; establish and maintain cooperative relations with all persons contacted; communicate effectively; prepare clear, complete, and technically accurate reports; apply laws, rules, regulations, policies, and requirements of California and Federal environmental protection and resource management programs; assess the impact of proposed State and Federal environmental legislation and regulations; understand principles of risk assessment and risk management; work with professionals from a variety of disciplines within and outside of State government; and review and understand technical research reports on emerging environmental issues.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The incumbent will track and report information on project status, delays and risks. This information will ultimately make its way to highest level of management. Having the most up-to-date and correct information is important. Failure to identify and report risks may result in project delivery delays that could have been avoided.

PUBLIC AND INTERNAL CONTACTS

Under supervision of the Project Delivery Branch Chief, the incumbent will work closely with the Division of Program

POSITION DUTY STATEMENT

PM-0924 (REV 01/2022)

Management, and the Division of Design, as well as the offices within the Division of Environmental Planning and Engineering. As required, the incumbent will work with other district offices, branches and headquarters functions concerned with office business. In addition, it may be necessary to interact with various governmental agencies, private industry, and other public members.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Physical: Employees may be required to sit for long periods of time using a keyboard and video display terminal. Ability to work on a keyboard; manual dexterity; sitting for long periods; develop and maintain cooperative relationships; ability to focus for long periods of time.

Mental: Must grasp the essence of new information and master new technical and business knowledge. Must have the ability to multi-task, adapt to changes in priorities, and complete tasks or projects with short notice. Must be able to organize and prioritize large volumes of varied documents. Employees must be able to concentrate in order to review and create documents and meet strict deadlines at times.

Emotional: Most of the jobs in the Division require interaction with many people. It is important that employees work with others in a cooperative manner. May have to work in highly intense situations when transportation network failures occur and immediate resumption of services is paramount. Must deal effectively with pressure, maintain focus, and intensity yet remain optimistic and persistent, even under adversity. Must be able to develop and maintain cooperative working relationships. Considering and responding appropriately to the needs, feelings, and capabilities of different people in different situations; is tactful and treats others with respect. Is open to change and new information; adapts behavior and work methods in response to new information, changing conditions, or unexpected obstacles. Adjust rapidly to new situations warranting attention and resolution. Behaves in a fair and ethical manner toward others and demonstrates a sense of responsibility and commitment to public service. Values cultural diversity and other individual differences in the workforce.

WORK ENVIRONMENT

The base of operation will be in the District Office. While in the office setting, the incumbent will be working in a climate-controlled environment with artificial lighting. Multi-floor buildings are equipped with elevators and stairs. Work environment includes constant interaction with a diverse group of customers and co-workers. This position may require sitting for long periods of time in front of a personal computer, utilizing the telephone, a mouse and keyboard. The incumbent may also perform some duties remotely at home via telework. District 4 is currently operating under a hybrid telework environment where the incumbent can work from home but is required to come into the District Office at least twice a week. While employee is teleworking at home, they must be reachable either by phone or email during normal work hours. Working hours will be set sometime between 6:00 AM and 6:00 PM. Overtime may be required, and vacations may be restricted, during peak times and fiscal year-end closing. Employees may be required to travel in state, but the travel it is not very frequent.

POSITION DUTY STATEMENT

PM-0924 (REV 01/2022)

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