

POSITION DUTY STATEMENT

DOT PM-0924 (REV 12/2024)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
Associate Environmental Planner	10/Division of Planning, Local Assistance & Environmental	
WORKING TITLE	POSITION NUMBER	REVISION DATE
Associate Environmental Planner (Generalist)	910-168-4711-xxx	01/07/2025

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 the Senior Environmental Scientist (Supervisory), the Associate Environmental Planner (Generalist) is responsible for preparing and reviewing complex environmental documents, technical studies, and analytical reports to ensure compliance with the California Environmental Quality Act (CEQA), National Environmental Policy Act (NEPA), and other Federal, State, and local laws and regulations, and Departmental policy. The incumbent will deliver environmental products and services in support of District 10 Local Assistance, Highway Maintenance, Field Maintenance, Emergency Director's Order, Encroachment Permit, and Planning Programs. The incumbent is expected to plan, carry-out, and track the details and delivery of complex environmental studies and transportation improvement projects. The position also involves advising or directing a team of environmental staff working on the development of maintenance projects and coordinating environmental reviews with a multi-disciplinary team. The incumbent will provide oversight and review technical studies completed by local partners and/or consultants, identify and articulate project impacts, and help define project delivery schedules. The incumbent may also manage consultant contracts for environmental studies associated with the project development process.

The incumbent shall represent the Department in a professional manner and maintain a professional working relationship with internal and external partners. The incumbent must be solution oriented and effectively respond to customer service inquiries. This work requires strong oral and written skills with the specific ability to prepare technical reports, as well as written and verbal correspondence. This position may require site visits, sometimes to remote areas, which may require driving a personal or state vehicle on public roadways or on uneven terrain. Occasional overtime, travel, and overnight stays may be required. Possession of a valid driver's license is desired.

CORE COMPETENCIES:

As an Associate Environmental Planner, 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.

- **Learning on the Fly:** Learns quickly, is open to change, experiments, and is flexible. (Strengthen Stewardship and Drive Efficiency - Engagement, Innovation)
- **Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Safety First, Lead Climate Action - Innovation, 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. (Cultivate Excellence, Enhance and Connect the Multimodal Transportation Network - 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. (Cultivate Excellence, Enhance and Connect the Multimodal Transportation Network - Engagement, Equity, Pride)
- **Teamwork/Partnership:** Develops, maintains, and strengthens partnerships with others inside or outside of the organization through effective communication and collaboration. (Safety First, Cultivate Excellence, Strengthen Stewardship and Drive Efficiency, Advance Equity and Livability in all Communities - Engagement, Equity, Innovation)
- **Customer Focus:** Considers, prioritizes, and takes action on the needs of both internal and external customers. (Strengthen Stewardship and Drive Efficiency, Advance Equity and Livability in all Communities - Engagement, 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. (Strengthen Stewardship and Drive Efficiency, Advance Equity and Livability in all Communities - Engagement, Equity)
- **Planning and Results Oriented:** Organizes and executes work to meet organizational goals and objectives while meeting quality standards, following organizational processes, and demonstrating continuous commitment. (Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Integrity, Pride)

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- **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. (Safety First, Strengthen Stewardship and Drive Efficiency - Integrity, Pride)

TYPICAL DUTIES:

Percentage Essential (E)/Marginal (M) <sup>1</sup>	Job Description
35% E	In support of the District 10 Local Assistance Federal-Aid Program, provide technical oversight, guidance, and analysis for transportation improvement projects on and off the State Highway System. Attend field reviews with local partners and their representatives, consultants, and regulatory agencies. Advise and direct various project stakeholders regarding the environmental process, local, state, and federal laws and regulations, Departmental policies, and Federal Highway Administration policies. Identify the appropriate technical documentation, permits, certifications, and/or approvals required for compliance with NEPA and other applicable Federal, State, and/or local environmental laws and regulations. Review and recommend approval of technical studies, Draft and Final Environmental Documents, and other written material prepared by external partners and consultants. Prepare and/or review NEPA Categorical Exclusions (CE), Environmental Assessments, and Environmental Impact Statements. Work with cities, counties, local governments, and environmental organizations to secure environmental approvals in a timely manner. Track the details and delivery of technical studies, environmental reviews, and environmental documents to ensure the project schedule is met.
35% E	In support of District Maintenance Design, Field Maintenance, Clean California, and Emergency Director's Order Programs, assess potential impacts of transportation improvement projects on environmental resources on the State Highway System. Responsible for coordinating with various individuals to attend field reviews, and work with other environmental staff to ensure the timely completion of the environmental document. Clearly and concisely document data, analysis, and conclusions in technical reports and other written materials. Compile information from various technical reports and prepare clear and concise written environmental documents for CEQA and/or NEPA compliance. Prepare clear visual displays, such as maps, graphs, and other illustrations. The incumbent will be responsible for completing various Environmental Documents, including: CEQA Categorical Exemptions (CE), NEPA CEs, Initial Studies (Negative Declarations / Mitigated Negative Declarations), and Environmental Impact Reports. Work with a multi-disciplinary environmental team to make recommendations for alternative project designs and construction methods to reduce/avoid impacts to environmental resources. Identify and develop project commitments to avoid or reduce project impacts and ensure those commitments are properly included in project Plans, Specifications, and Estimates (PS&E) package and the construction contract. Responsible for coordinating with various internal and external stakeholders to ensure the timely delivery of the environmental document, permits, certifications, and other environmental approvals. Track the details and status of technical studies, environmental reviews, and environmental documents to ensure the project schedule is met.
10% E	Review District Encroachment Permit applications for various external projects that will encroach onto the State Highway System. Coordinate with the multi-disciplinary environmental team to review and recommend approval of technical studies and Environmental Documents prepared by external partners, consultants, and/or private companies. Ensure the technical reports and environmental documents comply with applicable Federal, State, and local environmental laws and regulations, and Departmental policies. Ensure the applicant has obtained all permits, certifications, and other approvals required for the work on the State Highway System to be compliant with all applicable state and federal laws and regulations. Prepare and track environmental responses for the Encroachment Permit applications. Respond to applicant questions and provide guidance as necessary.
10% E	Coordinate with a multi-disciplinary team to review project proposals, technical studies, and environmental documents as part of the Local Developmental Review process. Identify the appropriate studies, efforts, permits, and/or consultation that will be required for impacts to environmental resources on the State Highway System and the surrounding community. Review and comment on General and Specific Plans to ensure impacts to the State Highway System are fully addressed, citing applicable environmental laws and regulations, and Departmental policies as necessary. Prepare a concise response on Comprehensive Multi-modal Corridor Plans and other local planning projects. Prepare and track environmental responses to the project proposals.

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10%	M	Conduct administrative duties necessary for maintaining the environmental administrative record. Ensure compliance with NEPA Assignment Memorandum of Understanding. Update project related databases and tracking tools, including STEVE and LP2000. On occasion, takes the lead in preparing and participating in trainings for internal staff or consultants. Participates on special teams and projects on issues of District and statewide importance. Stays current on scientific trends and practices.
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<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

None. However, the incumbent may act in the lead capacity providing guidance and direction to entry level staff, student assistants, and/or volunteers working on environmental projects.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

The incumbent must have extensive knowledge of environmental laws, regulations, and the associated processes required for developing transportation projects. This will include understanding the similarities and differences between CEQA and NEPA, and how that relates to the preparation and review of the various types of environmental documents. The incumbent must have a good understanding of the organization and working relationships of the department, as well as that of the federal and local agencies the Department works with. The incumbent must have the ability to compile, analyze, and summarize technical environmental data and reports for inclusion into the environmental document and construction contract. This will include interviewing appropriate sources, gathering background information, clearly summarizing technical reports, and preparing concise written documents that meet departmental professional standards. The incumbent must also have the ability to establish and maintain cooperative and amicable relationships with Federal, State and local partners, as well as other individuals within the Department. The incumbent must have the ability to communicate effectively, both orally and in writing. The work of an Associate Environmental Planner involves planning and follow through on more complex environmental issues – It requires creativity, originality, and tact. The incumbent must have a commonsense approach and keep current with the latest changes in environmental laws, procedures, and compliance requirements. Ability to use a computer and associated software (Microsoft Office, Adobe Acrobat, ArcGIS, Google Earth) is critical to the success of this position. The incumbent must have the ability to drive a motor vehicle safely (possess a valid driver's license) or be able to coordinate transportation needs.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The incumbent will make independent decisions relative to the collection and analysis of data and report content, which includes making recommendations regarding scope of studies, need for permits/consultation with regulatory agencies, and level of effort required to comply with Federal, State, and local environmental laws and regulations, and Departmental policy. Error made in carrying out this responsibility could result in the delay of projects, increased project costs, and unnecessary impacts to environmental resources of concern. In addition, failure to comply with environmental laws leaves the Department vulnerable to legal action to force compliance, which also leads to project delays, cost effects, and poor working relations with others.

PUBLIC AND INTERNAL CONTACTS

The incumbent has numerous contacts with individuals within the Department, with other local, state, and federal agencies, consultants, contractors, and with the public. These contacts are a result of consulting with outside experts, providing guidance to internal/external partners, and when acting as a liaison between the county, state and federal environmental regulatory agencies and the Department. Direct internal communication with supervisor is required on a regular basis. The incumbent is responsible for coordinating with a multi-disciplinary environmental team on a daily basis. The incumbent must act in a courteous and professional manner and represent the Department in a positive light.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

The incumbent will need to be able to adapt to a variety of work situations. The position requires the ability to sit or stand in front of a computer system for prolonged periods of time. The incumbent must be able to maintain sustained mental acuity for report analyses in an office setting. The incumbent may be required to move large, cumbersome, and heavy reports and/or equipment. Field and survey work will be conducted on an as-needed basis, which may require standing, bending, kneeling, and/or walking for prolonged periods of time on uneven terrain and/or along active roadways in a range of weather conditions.

The workload is subject to substantial and unexpected changes. The incumbent must be able to adapt to changes in priorities and complete complex tasks or projects with short notice. The incumbent may be required to work under stressful situations and be able to respond appropriately to difficult situations both in field and office settings. The incumbent is expected to use good judgment and tact, be professional, logical and use effective negotiating skills. The incumbent is expected to be prompt when reporting to work, and treat others with fairness, honesty, and respect.

WORK ENVIRONMENT

The incumbent will be required to work in both an office setting and in the field. While in the office, the incumbent will work at a climate-controlled environment under artificial light. While in the field, the incumbent will be exposed to varying weather and terrain conditions. These situations may require conducting survey work adjacent to active roadways or within an active construction zone. Day-to-day work will be located within the central valley, foothills, and/or Sierra mountains within District 10;

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however, statewide travel may be necessary to attend job-related trainings and meetings.

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.

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
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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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