



ASSOCIATE ENVIRONMENTAL PLANNER

Exam Code: 2PB03

Department: Department of Transportation (Caltrans)

Exam Type: Departmental, Open

Final Filing Date: Continuous

CLASSIFICATION DETAILS

Associate Environmental Planner – \$6,387.00 - \$7,999.00 per month

View [the Associate Environmental Planner classification specification](#)

APPLICATION INSTRUCTIONS

Final Filing Date: Continuous

Who Should Apply:

Applicants who meet the minimum qualifications as stated on this bulletin may apply for and take this examination.

Once you have taken this examination, you may not retake it for **twelve (12)** months.

How To Apply:

The link to connect to the Training and Experience Evaluation is located farther down on this bulletin in the “Taking the Exam” section.

Special Testing Arrangements:

If you require assistance or alternative testing arrangements due to a disability, please contact the testing department listed in the Contact Information section of this bulletin.

MINIMUM QUALIFICATIONS

All applicants must meet the education and/or experience requirements as stated on this exam bulletin to be accepted into the examination. Part-time or full-time jobs, regardless of whether paid or volunteer positions, and inside or outside California state service will count toward experience.

Associate Environmental Planner

Either 1

One year in the California state service performing environmental planning, analysis, research or evaluation in a class at a level equivalent to that of Environmental Planner, Range C.

Or 2

Experience: Three years of experience in environmental planning, research, analysis, or evaluation, at least one year of which must have been equivalent in level to work performed by an Environmental Planner, Range C, in the California state service. (A Doctorate Degree in Environmental Planning or Environmental Sciences may be substituted for the three years of required experience; a Master's Degree in Environmental Planning or Environmental Sciences may be substituted for two years of the general experience.) **and**

Education: Equivalent to graduation from college. (Additional qualifying experience may be substituted for the required education on a year-for-year basis.)

POSITION DESCRIPTION

Associate Environmental Planner

This is the full journey person level. Under general direction, plans and carries out the details of the most difficult and complex studies. Such work may include serving in a lead capacity over other personnel within the scope of particular studies.

EXAMINATION SCOPE

This examination consists of the following components:

Training and Experience Evaluation – Weighted 100% of the final score.

The examination consists solely of a **Training and Experience Evaluation**. To obtain a position on the eligible list, a minimum score of 70% must be received. Applicants will receive their score upon completion of the Training and Experience Evaluation process.

In addition to evaluating applicants' relative knowledge, skills, and ability, as demonstrated by quality and breadth of education and/or experience, emphasis in each exam component will be measuring competitively, relative job demands, each applicant's:

Knowledge of:

1. Techniques and methods used to evaluate projects' environmental impacts to weigh alternatives and to comply with environmental laws, regulations and standards

2. State environmental laws (e.g. California Environmental Quality Act), regulations, policies and the associated processes required in developing transportation projects
3. Federal environmental laws (e.g. National Environmental Policy Act), regulations, policies and the associated processes required in developing transportation projects
4. California Environmental Quality Act (CEQA) documents [e.g., Environmental Impact Reports (EIR), Initial Study/Negative Declaration (IS/ND), Categorical Exemption (CE)] to ensure compliance
5. National Environmental Policy Act (NEPA) documents [(e.g., Environmental Impact Statements/Record of Decision (EIS/ROD), Environmental Assessment/Finding of No Significant Impact (EA/FONSI), Categorical Exclusion (CE)] to ensure compliance
6. Social sciences and/or natural sciences to write environmental documents and make informed decisions
7. The similarities and differences between State and Federal environmental laws (e.g., California Environmental Quality Act, National Environmental Policy Act), and how such information relates to the preparation and review of various types of transportation and environmental planning documents
8. State, local and regional governmental organizations as they relate to environmental planning
9. General ecology or general principles behind planning for the conservation and preservation of natural resources

Ability To:

1. Interpret and review engineering plans and specifications for appropriate incorporation into environmental documents
2. Interpret statistical and technical data to weigh alternatives and document in environmental reports to be in compliance with all applicable laws and regulations
3. Conduct environmental scoping using a variety of methodologies (e.g., checklist, matrix, Gantt chart, Work Breakdown Structure, coordination with environmental specialists and project team members, technical memos) to determine future assessment efforts
4. Make clear and persuasive presentations of ideas during public information meetings and Project Development Team meetings to convey information to interested parties
5. Write and prepare clear, concise and complete environmental technical documents [e.g., Community Impact Analysis, Section 4(f)] reports, correspondence and other written materials that meet federal and state documentation standards

ELIGIBLE LIST INFORMATION

A departmental, open eligible list for the **Associate Environmental Planner** classification will be established for:

Department of Transportation (Caltrans)

The names of **successful** competitors will be merged onto the eligible list in order of final score regardless of exam date. Eligibility expires **12 months** after it is established. Applicants must then retake the examination to reestablish eligibility. Veterans' Preference will be granted for this examination. In accordance with Government Codes 18973.1 and 18973.5, whenever any veteran, or widow or widower of a veteran achieves a passing score on an open examination, he or she shall be ranked in the top rank of the resulting eligible list.

Veterans status is verified by the California Department of Human Resources (CalHR). Information on this program and [the Veterans' Preference Application](#) (Std. form 1093) is available online. Additional information on veteran benefits is available at the Department of Veterans Affairs.

Career Credits **will not** be added to the final score of competitors who are successful in this examination.

EXAMINATION INFORMATION

[Preview of the Associate Environmental Planner Training and Experience Evaluation](#)

PREPARING FOR THE EXAMINATION

Here is a list of suggested resources to have available prior to taking the exam.

Employment History: Employment dates, job titles, organization names and addresses, names of supervisors or persons who can verify your job responsibilities, and phone numbers of persons listed above.

Education: School names and addresses, degrees earned, dates attended, courses taken (verifiable on a transcript), persons or office who can verify education, and phone numbers of persons or offices listed above.

Training: Class titles, certifications received, names of persons who can verify your training, and phone numbers of persons listed above.

TAKING THE EXAMINATION

We recommend using Chrome, Firefox, or Edge for optimal performance when accessing the examination.

[Take the Associate Environmental Planner examination](#)

TESTING DEPARTMENTS

Department of Transportation (Caltrans)

CONTACT INFORMATION

If you have any questions concerning this examination bulletin, please contact:

California Department of Transportation
Office of Examination & Executive Selection Services
(916) 227-7858
California Relay Service: Voice (800) 735-2922
TTY: (800) 734-2929

If you have any technical questions concerning this examination, including provision of reasonable accommodation for this testing process, please contact:

California Department of Human Resources
CalCareer Service Center
1810 16th Street
Sacramento, CA 95814
Phone: (866) 844-8671
Email: CalCareer@CalHR.CA.GOV
California Relay Service: 7-1-1 (TTY and voice)

TTY is a Telecommunications Device for the Deaf, and is reachable only from phones equipped with a TTY Device.

EQUAL OPPORTUNITY EMPLOYER

The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right of family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding, and related medical conditions), and sexual orientation.

DRUG-FREE STATEMENT

It is an objective of the State of California to achieve a drug-free State work place. Any applicant for State employment will be expected to behave in accordance with this objective, because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service, and the special trust placed in public servants.

GENERAL INFORMATION

Examination and/or Employment Application (STD 678) forms are available at the California Department of Human Resources, local offices of the Employment Development Department, and through your [CalCareer Account](#).

If you meet the requirements stated on this examination bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described in this bulletin will be rated against a predetermined job-related rating, and all applicants who pass will be ranked according to their score.

The California Department of Human Resources reserves the right to revise the examination plan to better meet the needs of the service, if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all applicants will be notified.

General Qualifications: Applicants must possess essential personal qualifications including integrity, initiative, dependability, good judgement, the ability to work cooperatively with others, and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) sub-divisional promotional, 2) departmental promotional, 3) multi-departmental promotional, 4) servicewide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in one to four years unless otherwise stated on the bulletin.

High School Equivalence: Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Education Development (GED) Test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the competitor is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.