STATE OF CALIFORNIA • DEPARTMENT OF TRANSPORTATION **POSITION DUTY STATEMENT**

PM-0924 (REV 06/2019)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
Associate Environmental Plnr, ARCH	04/ENV.PLNG/CULTURAL RESOURCES/ARCHAEOLOGY BRANCH	
WORKING TITLE	POSITION NUMBER	EFFECTIVE DATE
Associate Environmental Planner	904-135-4634-XXX	

As a valued member of the Caltrans team, you make it possible for the Department to provide a safe, sustainable, integrated, and efficient transportation system to enhance California's economy and livability. Caltrans is a performance-driven, transparent, and accountable organization that values its people, resources and partners, and meets new challenges through leadership, innovation and teamwork.

GENERAL STATEMENT:

As a participating interdisciplinary team member, the incumbent is responsible for archaeology studies and project effects analysis for transportation projects pursuant to Section 106 of the National Historic Preservation Act and other applicable state and federal regulation. This position is under the general direction of the Senior Environmental Planner, Archaeology Branch, Office of Cultural Resource Studies. The incumbent identifies and evaluates archaeological resources as part of the transportation project development process; prepares written analyses of such resources as an aid in the development of modal and design alternatives for transportation projects; assists with the identification and analysis of impacts of transportation projects on historical values and their interrelationships to other cultural resources; and may participate in the implementation of mitigation measures to avoid or minimize identified impacts upon these resources.

CORE COMPETENCIES:

As an Associate Environmental Plnr, ARCH, the incumbent is expected to develop 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, and Goals.

- Analytical Skills: Approaches problems using a logical, systematic, and sequential approach. Weighs priorities and recognizes underlying issues. (Organizational Excellence Teamwork)
- 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. (Organizational Excellence - Teamwork)
- **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. (Organizational Excellence Innovation)
- Teamwork and Collaboration: Sets team structure. Organizes, leads, and facilitates team activities. Promotes team cooperation and encourages participation. Capable of cross functionality and working well with others on a team to achieve personal goals, team goals, and organizational goals. Takes responsibility for individual actions in order to achieve consistent results. (Organizational Excellence -Teamwork)
- Technical Expertise: Depth of knowledge and skill in a technical area. (Stewardship and Efficiency Innovation)
- **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. (Organizational Excellence Commitment)

TYPICAL DUTIES:

Percentage Job Description

Essential (E)/Marginal (M)¹

35% E Conducts field surveys and prepares written technical reports (Archaeological Survey Reports, Phase 1, Extended Phase 1 and Phase 2 Reports) on archaeological resources that lie within the area of potential effects of transportation projects. Such reports evaluate the potential significance of the resource, and require familiarity with, and use of, archaeological technical terminology. These written reports are incorporated into the Caltrans district-prepared comprehensive Historic Property Survey Reports or Historical Resources Compliance Reports which address cultural and historic properties, 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 analysis and prepares written technical reports (Finding of Effect Reports) about possible or anticipated project effects on archaeological resources. Prepares technical reports on proposed mitigation for potential effects on archaeological resources. These reports may be entitled Treatment Plans or Discovery Plans. Interacts in the field, in the office, by telephone, and by letter with interested Native American individuals and other groups in the course of the above work. Develops Memorandum of Agreements to memorialize mitigation commitments for the Department. Carries out mitigation responsibilities, and works with district engineering staff to ensure that historic properties adjacent to construction projects are protected.

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35%	E	Peer reviews Historic Property Survey Reports, Archaeological Survey Reports and related evaluative reports, and Finding of Effect Reports prepared by in-house staff and provides oversight direction about and review of same and related evaluative reports prepared by consultants, and local agencies, as directed, for content, technical competence, comprehensiveness, and sound conclusions, in the areas of archaeology and regulatory compliance. Reviews CEQA and NEPA environmental documents produced by Caltrans staff, consultants and local agencies for content, technical
		competence, comprehensiveness, and conclusions, in the areas of archaeology.
20%	E	Works with Caltrans district project development team staff as a cultural resources team member, providing technical archaeological 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 at least once per week 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 archaeology with State, Federal, and local agencies. These agencies include: California Office of Historic Preservation, Advisory Council on Historic Preservation, and Federal Highway Administration. 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 or scans above reports for circulation to appropriate state and federal agencies. Transmits reports to these agencies. Files project reports and correspondence in the Cultural Resource Office files and in Environmental Planning files 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.

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 is a non-supervisorial position. The position is under the general direction of a Senior Environmental Planner (Chief, Archaeology Branch). 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. 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/Archaeology must be able to analyze situations rapidly and accurately and propose effective courses of action for the work in coordination with the Branch Chief, Office Chief, district engineering staff, and outside agencies. The incumbent must have graduated from college with a concentration in Archaeology. The incumbent must possess broad knowledge of the principles and practices of archaeological evaluations as applied to resources within a transportation project context. Because of the typical tasks associated with this position, and so that the adequacy of studies not be subject to legal challenge, with the resultant delays and increased costs, the incumbent should be a recognized and respected expert in identifying and evaluating pre-historic and/or historic archaeological cultural resources. Therefore, good understandings of both California and/or American Archaeology are desirable qualities in the incumbent. A basic working knowledge and familiarity with the theories, principles, practices, and techniques of archaeological methodology are also valuable assets in the incumbent.

Incumbent must apply sound judgment to the evaluation of the significance of archaeological sites for the National Register of Historic Places and as historical resources under CEQA. The incumbent's recommendations for potential National Register eligibility and Section 106 and CEQA effect determinations must be logical and defensible from possible challenges from preservation, community and environmental interest groups, with the resultant delays and increased costs such challenges can cause.

The Associate Environmental Planner/Archaeology 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 or written format.

The Associate Environmental Planner/Archaeology must also be able to utilize a computer for the extensive writing, and, on occasion, the database management that the job requires. The incumbent will prepare visual displays such as maps, graphics, and illustrations requiring graphic production skills, photography skills.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The Associate Environmental Planner/Archaeology 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.

PUBLIC AND INTERNAL CONTACTS

The Associate Environmental Planner/ Archaeology establishes and maintains collaborative relationships within the District and the Department, and with public agencies for project activities relating to the Cultural Resource Studies Office. The incumbent attends, participates

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in, and represents the Department in a professional manner at meetings with Federal, State, and local agencies, consultants, Native American tribes, and with other environmental and community advocacy groups and individuals. The incumbent acts as a collaborative member of 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. Because the Caltrans Archaeologist 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 a 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/Archaeology 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 a majority of 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. The Associate Environmental Planner/Archaeology may be required to travel and to work overtime on occasion.

This job requires good or correctable visual abilities in order to identify and assess cultural resources and to record them. The Associate Environmental Planner/Archaeology must have the physical mobility for survey and mitigation fieldwork in occasionally rough terrain. While performing fieldwork, the employee may be required to walk on uneven terrain and may be required to bend, stoop, or kneel. The employee may be exposed to a variety of hazardous and/or unpleasant field conditions, including wet, rainy, cold, or hot weather. The employee may be required to sit for long periods of time using a keyboard and a video display terminal. The incumbent may be required to move large or cumbersome reports from one location to another.

The Associate Environmental Planner/Archaeology must be able to analyze situations rapidly and accurately and propose effective courses of action for the work in coordination with the Branch Chief and outside agencies. The Associate Environmental Planner/ Archaeology 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 offsite 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.

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

DATE

I have discussed the duties with, and provided a copy of this duty statement to the employee named above.

SUPERVISOR (Print)

SUPERVISOR (Signature)