

POSITION DUTY STATEMENT

PM-0924 (REV 06/2019)

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

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 Essential (E)/Marginal (M) ¹	Job Description
35% E	<p>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.</p> <p>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.</p>

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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.

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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.)

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