

POSITION DUTY STATEMENT

PM-0924 (REV 04/2021)

CLASSIFICATION TITLE Associate Environmental Planner, ARCH	OFFICE/BRANCH/SECTION District 1/North Region Env. Mgmt. / Cultural Resources (North)	
WORKING TITLE District Native American Coordinator	POSITION NUMBER 927-801-4634-XXX	EFFECTIVE DATE

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 Senior Environmental planner, the incumbent carries out the activities of Native American coordination and consultation, and acts as a liaison between Caltrans and federally recognized Native American tribes, unrecognized Native American groups and individuals. Incumbent ensures that consultation occurs early in the planning stage, and continuously throughout the life of the project. The incumbent consults with Native Americans who are likely to have knowledge of, and/or concerns for cultural resources that are located within a project's Area of Potential Effects and are at risk of being impacted by the construction of a Caltrans infrastructure projects. The incumbent assists project archaeologists consultation efforts with Native Americans to identify areas of concern within the Caltrans right-of-way such as gathering places and traditional cultural properties. The incumbent works with Native Americans to establish professional relationships, facilitating District project delivery and resource management. The incumbent must possess of a valid California driver's license required when operating a state owned or leased vehicle.

CORE COMPETENCIES:

As an Associate Environmental Planner, ARCH, 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.

- **Managing Change:** Demonstrating support for organizational changes needed to improve the department's effectiveness; supporting, initiating, sponsoring and implementing change. (Strengthen Stewardship and Drive Efficiency, Advance Equity and Livability in all Communities - Engagement, Equity, Integrity)
- **Dealing with Ambiguity (Risk):** Can comfortably handle risk and uncertainty, as well as make decisions to act without having the total picture. (Safety First, Enhance and Connect the Multimodal Transportation Network, Strengthen Stewardship and Drive Efficiency - Equity, 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. (Strengthen Stewardship and Drive Efficiency, Advance Equity and Livability in all Communities - Engagement, Equity, Integrity)
- **Conflict Management:** Recognizes differences in opinions and encourages open discussion. Uses appropriate interpersonal styles. Finds agreement on issues as appropriate. Deals effectively with others in conflict situation. (Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Engagement, Innovation, Integrity)
- **Relationship Building:** The ability to develop and maintain internal and external trust and professional relationships, which includes listening and understanding to build rapport. (Strengthen Stewardship and Drive Efficiency, Advance Equity and Livability in all Communities - Engagement, Equity, Integrity)
- **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. (Safety First, Enhance and Connect the Multimodal Transportation Network - Engagement, Innovation, Integrity)
- **Interpersonal Effectiveness :** Effectively and appropriately interacts and communicates with others to build positive, constructive, professional relationships. Tailors communication style based on the audience. Provides and is receptive to feedback. (Strengthen Stewardship and Drive Efficiency, Advance Equity and Livability in all Communities - Engagement, Equity, Integrity)
- **Forward Thinking:** Anticipates the implications and consequences of situations and takes appropriate actions to be prepared for possible contingencies. Anticipates and prepares for future developments. (Strengthen Stewardship and Drive Efficiency, Advance Equity and Livability in all Communities - Engagement, Equity, Integrity)
- **Technical Expertise:** Depth of knowledge and skill in a technical area. (Strengthen Stewardship and Drive Efficiency, Advance Equity and Livability in all Communities - Engagement, Equity, Integrity)

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TYPICAL DUTIES:

Percentage	Job Description
Essential (E)/Marginal (M) ¹	
40% E	<p>Incumbent will work closely with District archaeologists and the project development team regarding project specific Native American coordination and consultation. Request a Sacred Land File Search from the Native American Heritage Commission. Will compile and maintain contact lists for Section 106 (NEPA) and AB52 (CEQA) consultation. Will assist with the sending out initial consultation letters to Native American tribes and individuals and follow-up with phone calls and/or emails if needed. Initiate project specific meetings and field reviews with Tribes, individuals, project archaeologists, and/or project development team members to identify Tribal concerns and to discuss specific aspects of the project. Assist with the scheduling of Tribal monitors for projects in construction. Develop and process MOUs with Tribes for purposes of monitoring or using tribal expertise.</p> <p>Schedules reoccurring meetings with District 1 Tribes regarding upcoming projects and general information sharing. Incumbent will work closely with Caltrans Headquarters Native American Cultural Studies Branch, the District 1 Native American Liaison, and all other Native American Coordinators in North Region.</p> <p>Assists with tribal consultation on the return of archaeological materials consistent with AB275 requirements.</p>
25% E	<p>Incumbent will review cultural resource documentation to identify level of effort, identification and evaluation results, and collaborate on mitigation measures. Maintain files and detailed documentation of all coordination and consultation pursuant to applicable state and federal laws. Assist with the tracking tribal monitoring and expertise invoices for purposes of ensuring accuracy and managing payments. Provides a summary of consultation for inclusion in cultural resource reports and environmental documents. Disseminates information on Native American matters to District cultural resources staff including policy, procedures, and information received from Caltrans Headquarters. Maintains a library on laws, regulations, guidance and other such information pertinent to consultation with Native Americans and ensuring that the library is accessible to District staff.</p>
25% E	<p>Develop agreements with Native American representatives defining processes for appropriate tribal consultation. Assist in the development of new payment processes for tribal expertise and monitoring. Provides specialized technical assistance to the District, consultants, and contractors working with Native American individuals, groups and tribes during all phases of project development and construction. Coordination with other Caltrans divisions including but not limited to Maintenance, Planning, Right-of-Way and Design to address areas of Native American concerns. Work occasionally as a project archaeologist to complete required cultural studies for environmental documents.</p>
5% M	<p>Consult with Native Americans designated as the Most Likely Descendant by the Native American Heritage Commission on the respectful treatment and disposition of Native American human remains and associated grave offerings impacted by any Caltrans activities. Develops agreement documents with Native American tribes.</p>
5% M	<p>Incumbent may prepare, lead, and participate in training for other Caltrans staff or consultants, as needed. Other duties as required.</p>

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

Trains, educates and provides guidance for District staff with regards to Native American consultation.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Knowledge: Technical knowledge of cultural resource and state and federal environmental laws, regulations and policies as related to Native American consultation and historic preservation (including NEPA, CEQA, 36 CRF 800 National Historic Preservation Act Section 106 regulations, 36 CRF 60 National Register Criteria [and instructions given in National Register Bulletins 15, 16, and 38 in particular], AB52, AB275, the Native American Graves Protection and Repatriation Act, and Public Resources Code 5097.9). Principles and practices in cultural resource compliance in a transportation project context. Have

ADA Notice

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effective communication, report writing, and correspondence skills, and knowledge of methods of project management and trends in Native American policies and regulations at state, federal, and tribal level as well as environmental assessment and mitigation practices for Native American religious and cultural resources, Caltrans organization, policies and project programming; Caltrans payment procedures using task orders, State Furnished materials, and contracts; Caltrans project development procedures, is familiar with Caltrans cultural resources and environmental policies, procedures, and goals, archaeological techniques and goals, federally recognized tribes, non federally recognized tribes, Native American individuals and groups in the District.

Abilities: Maintain balanced, impartial relations with federally recognized tribes, Native American individuals and groups. Analyze environmental situations accurately, recommend or carry out appropriate consultation with tribal Chairs, elders, tribal representatives and individuals regarding sites of cultural and religious significance to the groups and tribes. Coordinate and maintain cooperative relationships with Native American tribes, groups, and individuals, FHWA, NAHC, SHPO, and ACHP. Exercise good judgment in negotiating appropriate mitigation strategies with the understanding of effects on a project's timeline, budget and overall feasibility. Work with district specialists and colleagues in other Caltrans programs with tact and persuasion; communicate effectively both orally and in writing. The DNAC is expected to have effective writing, listening, and communication skill to ensure that consultation occurs with Native Americans on environmental and cultural resources issues associated with Caltrans activities. Works effectively with other units in Caltrans to obtain goals. Communicate effectively and accurately applicable Caltrans policies and procedures. Communicate effectively and accurately the expressed concerns of the Native Americans to Caltrans Staff. Organized approach to work is important as workload will be varied and significant in terms of amount and complexity. Ability to complete cultural resources compliance efforts to address requirements of 36 CFR 800 and PRC 5024.

Analytical: Must apply sound judgment and high sensitivity to complex laws and to emotionally or politically charged situations. Recommendations must be logical and legally defensible in face of possible challenges from the Native American community, environmental interest groups, and competing interest groups. Incumbent is expected to be able to resolve issues using good technical knowledge, tact and diplomacy, and sensitivity to Native American concerns as well as departmental considerations.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Furnishes guidance and assistance to Caltrans District staff on appropriate Native American consultation for identifying resources of Native American cultural and religious concern, for evaluating such resources and for negotiating appropriate activities and project mitigation in the context of transportation projects.

Developing good relationships with Native American groups and tribes is important to the Department. Native American issues are often highly sensitive and may be politically volatile. Incumbent is expected to be able to resolve issues using good technical knowledge, sensitivity to Native American concerns as well as departmental considerations, tact and diplomacy. Decisions can affect working relationships between Caltrans and the Native American community. Improper decisions could create loss of credibility and good will for the Department, cause delays in project delivery and hinder future projects.

PUBLIC AND INTERNAL CONTACTS

Maintain working relationships with Native American groups and tribes, the Native American Heritage Commission, the Federal Highway Administration, and the State Office of Historic Preservation.

Arranges for, attends, participates in, and, where appropriate, represents the Department at meetings with interested Native American groups, individuals, and local, regional, state and federal agencies regarding Native American cultural resource concerns. Initiates, fosters and attempts to improve existing relationships with tribal groups. Promotes working relationships between Native American groups and individuals and Caltrans staff.

Negotiates agreements between tribes and tribal groups and the District. Acts as intermediary/facilitator in meetings and discussions among various project proponents and Native American representatives.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Duties associated with working in a regular office environment and the ability to travel when necessary. Field visits may be required in a variety of climatic and geographical conditions. The incumbent must also be able to develop and maintain cooperative working relationships in an interdisciplinary setting, respond appropriately to difficult situations, recognize emotionally charged issues and problems, and acknowledge the various responses. Significant workload so organization will be key.

WORK ENVIRONMENT

Base of operation will be at the District 1 Eureka office. Hybrid work setting working part of week at home and part at office. Working outdoors in all weather conditions and variable terrain. Incumbent may have to regularly travel to offices and field

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locations throughout the North Region.

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