

**POSITION DUTY STATEMENT**

PM-0924 (REV 01/2022)

CLASSIFICATION TITLE Associate Environmental Planner, ARCH	OFFICE/BRANCH/SECTION OCRS/Architectural History Branch	
WORKING TITLE	POSITION NUMBER 904-135-4634-XXX	REVISION 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:**

As an interdisciplinary-team member, the Associate Environmental Planner, Archaeology (AEP [Arch]) is responsible for completing architectural history including project effects analysis pursuant to Federal and State regulations, including Section 106 of the National Historic Preservation Act and Public Resource Code 5024. The position is under the general direction of the Senior Environmental Planner, Architectural History Branch, in the Office of Cultural Resource Studies.

The AEP (Arch) identifies and evaluates archaeological resources as part of the transportation project development process; prepares written analyses of such resources to aid in the project development process; prepares written analysis of project effects on cultural resources; and, develops and recommends avoidance, minimization, or mitigation measures as needed for compliance with Federal and State laws and regulations.

**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.

- **Flexibility and Managing Uncertainty** : Adjusts thinking and behavior in order to adapt to changes in the job and work environment. (Cultivate Excellence - Engagement, Innovation, Integrity)
- **Decision Making**: Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Cultivate Excellence - 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. (Safety First, Cultivate Excellence - Engagement, Equity, Integrity)
- **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. (Safety First, Cultivate Excellence - Engagement, Integrity)
- **Teamwork/Partnership**: Develops, maintains, and strengthens partnerships with others inside or outside of the organization through effective communication and collaboration. (Cultivate Excellence - Engagement, Integrity, Pride)
- **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. (Cultivate Excellence - Innovation, Integrity, Pride)
- **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. (Cultivate Excellence - Engagement, Equity, Integrity)
- **Analytical Skills**: Approaches problems using a logical, systematic, and sequential approach. Weighs priorities and recognizes underlying issues. (Cultivate Excellence - Integrity)
- **Technical Expertise**: Depth of knowledge and skill in a technical area. (Cultivate Excellence - Engagement, Integrity)

**TYPICAL DUTIES:**

Percentage	Job Description
Essential (E)/Marginal (M) <sup>1</sup>	

**ADA Notice**

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**POSITION DUTY STATEMENT**

PM-0924 (REV 01/2022)

35%	E	Conducts field surveys and prepares written technical reports for archaeological resources that lie within the area of potential effects for transportation projects. Such reports evaluate the potential significance of resources for the National Register of Historic Places and the California Register of Historical Resources. Evaluation of resources require a working knowledge archaeology, history, engineering history, California history, and other general aspects of American history and culture, as well as historical theory and methods. Prepares technical memos and reports addressing historical, preservation or cultural resource issues. Reports include, but are not limited to Historic Property Survey Report, Archaeology Survey Reports, Extended Phase I, II and III Reports, and Finding of Effect Report.
		Conducts analysis and prepares written technical reports about possible or anticipated project effects on historic built resources. Works with stakeholders to develop appropriate avoidance, minimization and mitigation (AMM) measures and writes agreement documents. Carries out Caltrans AMM responsibilities.
35%	E	Peer reviews Historic Property Survey Reports, Historic Property Survey Report, Archaeology Survey Reports, Extended Phase I proposals, Extended Phase I, II and III Reports, and Finding of Effect Report and related technical reports, prepared by in-house staff, consultants, and local agencies for competence, comprehensiveness and sound conclusions, in the areas of archaeology, history, and cultural resource regulatory compliance. Provides oversight direction for consultant work, and on occasion develops contracts. Reviews CEQA and NEPA environmental documents for consistency with technical studies.
25%	E	Works with the project development team as a cultural resources specialist, providing technical expertise and information in order to develop design alternatives that avoid or minimize effects on historic properties. These interactions may require written, e-mail, telephone, virtual and face-to-face communication. Participates in discussions with Federal, State or local agencies regarding cultural resource compliance.
5%	M	Conducts administrative duties necessary for maintaining the environmental administrative record, environmental database (STEVE), and Caltrans Cultural Resource Database (CCRD). Takes the lead in preparing and participating in trainings for other Caltrans staff or consultants.

<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**

This position does not have direct supervisory responsibility. However, the AEP (AH) may act as a lead over certain tasks, as a project lead, and help manage and oversee the work of less experienced AEP (AH) and Environmental Planner (AH). The incumbent may be asked to act for their supervisor during periods of leave.

**KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS**

The AEP (AH) must have knowledge of the principles of environmental laws, rules, regulations and requirements pertaining to cultural resources; principles of risk assessment and risk management; concepts employed in cultural resource management, geolocation and geo-referencing software applications. The incumbent 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 partner agencies.

The incumbent must have the ability to collect data; analyze and evaluate data and reach sound conclusions; review, check and interpret environmental reports; analyze situations and take appropriate actions; establish and maintain cooperative relations; communicate effectively; prepare clear, complete and technically accurate reports; work with professionals from a variety of disciplines within and outside State government.

The incumbent must have graduated from college with a concentration in Architectural History, Art History, Historic Preservation, Public History, Archaeology, Native American Studies, Osteology, Cultural Resource Management, Geoarchaeology, or a closely-related field with demonstrated coursework in California Prehistory or History, American History and Architectural History.

**RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR**

The AEP (AH) will be responsible for the adequate and timely completion of technical reports to achieve project approval. The incumbent's work may require decisions about development and sequencing of tasks, and identifying other functional unit dependencies. The consequences for error can include unanticipated project delay and project cost overruns. The incumbent's recommendations for potential National Register eligibility, and Section 106 and PRC 5024 effect determinations must be logical and defensible from potential challenges from preservation, community and environmental interest groups.

**PUBLIC AND INTERNAL CONTACTS**

The AEP (AH) establishes and maintains collaborative relationships within the District and the Department, and with public

**POSITION DUTY STATEMENT**

PM-0924 (REV 01/2022)

agencies for project activities relating the cultural resources. The incumbent attends, participates in, and represents the Department in a professional manner at meetings with Federal, State, and local agencies, consultants, historical societies, preservation groups, museums, and with other environmental and community advocacy groups and the public. The incumbent may be required to meet with property owners while conducting field surveys.

**PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS**

This position may require sitting for prolonged periods of time for report writing, research, or in meetings. Incumbent must have the physical mobility for survey and field work in occasionally rough terrain. Field work may also require standing or walking for prolonged periods. Travel for external meetings or for field work might require driving or riding in a car for prolonged periods. Mental requirements may include sustained mental activity needed for report writing and analyses. Emotional requirement may include the ability to develop and maintain cooperative working relationships in an interdisciplinary setting, respond appropriately to difficult situations, recognize emotionally charged issues and problems, respect cultural diversity, individual differences and acknowledge the various responses.

**WORK ENVIRONMENT**

The incumbent will work in a climate-controlled environment in a cubicle-based office setting; in a home office as part of an approved telework agreement between the incumbent and the employer; and in the field in locations ranging from office buildings to locations on/or adjacent to the State Highway System. These situations may expose the incumbent to potentially unsafe situations, and the incumbent will be required to take mandated trainings and adhere to safe work and field practices. The incumbent may be exposed to extreme weather conditions during field reviews.

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.)

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 EMPLOYEE (Print)

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 EMPLOYEE (Signature)

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 DATE

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

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 SUPERVISOR (Print)

Kathryn Rose

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 SUPERVISOR (Signature)

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 DATE

6/28/2022