

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
Senior Environmental Scientist (Specialist)	Director's Office of Sustainability/VMT Reduction Branch	
WORKING TITLE	POSITION NUMBER	REVISION DATE
Vehicle Miles Traveled Program Staff	900-074-0765-xxx	07/14/2025

As a valued member of the Caltrans team, you make it possible to improve lives and communities through transportation.

GENERAL STATEMENT:

Under the direction of the vehicle-miles traveled (VMT) Reduction Program Manager, an Environmental Program Manager I (Managerial), the Senior Environmental Scientist (Specialist) works within the Sustainability Program as the VMT Program Staff to help advance the Department's sustainability goals, with a focus on reducing VMT. The incumbent is responsible for developing and recommending statewide procedures and instructions related to environmental requirements for project planning, programming, and delivery with a focus on the California Environmental Quality Act (CEQA), project initiation document scoping, and sustainable transportation as they relate to Senate Bill 743 and the analysis of VMT.

CORE COMPETENCIES:

As a Senior Environmental Scientist (Specialist), 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.

TYPICAL DUTIES:

Percentage		Job Description
Essential (E)/Marginal (M) <sup>1</sup>		
25%	E	Assist in the development of statewide policy and guidance related to the analysis of environmental and transportation impacts, specifically the requirements of Senate Bill 743 and VMT. Act as lead in conducting, managing, and collating task orders and scientific research with external and internal partners related to VMT and relationships between VMT and greenhouse gas emissions, air quality, mitigation banking, and other subjects. Analyze and synthesize data in order to inform and prepare studies and methodologies to conduct transportation/environmental impact analysis, facilitate CEQA significance determinations, develop mitigation for VMT reductions, and prepare written guidance. Offer technical assistance to District Staff and partners for matters related to VMT, which may include ways to avoid inducing VMT. Offer technical assistance to District Staff and partners to measure and mitigate VMT, with the use of demand models or other tools as recommended by best available research.
25%	E	Directly assist districts and partners with understanding environmental concepts related to induced travel and VMT reduction, including methods of measurement and mitigation, in order to develop low-VMT strategies and project alternatives in support of the Climate Action Plan for Transportation Infrastructure (CAPTI). Assist in efforts to develop and scope senior environmental scientist level projects which address VMT reduction goals, improve multimodal access to destinations, and identify and quantify potential mitigation measures that reduce VMT.
20%	E	Assist in reviewing project-level technical environmental studies, including VMT estimates and mitigation plans, VMT risk assessments, and environmental documents. Provide comments to PDTs, project sponsors, and other stakeholders in the project development process. Assist the Program Manager, Sustainability Advisor, and the Deputy Director for Sustainability in identifying and implementing new strategies for VMT reduction. Independently, or as part of a team, may be asked to complete special assignments, which may include wide-ranging assignments, such as gathering and analyzing project or program level data for responses to internal and external inquiries, or drafting policy memos; duties may require fast review and resolution and may involve high profile/complex issues where knowledge, thoroughness, and accuracy are critical.
15%	E	Conduct scientific research, writing, analysis, and compilation of best practices to inform development and implementation of procedures and development of guidance for conducting VMT impact analyses and mitigation plans to support emissions reductions. May act as lead environmental scientist or assist in conducting, managing, and collating task orders and research, investigations, and/or studies with external and internal partners related to VMT and relates to greenhouse gas emissions, mitigation banking, and other subjects.

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10%	E	Conduct outreach, coordination, and engagement with Metropolitan Planning Organizations (MPOs), Regional Transportation Planning Agencies (RTPAs), and other local and regional agencies in development of competitive projects that address VMT reduction goals and improve multimodal access to destinations, and/or studies of issues related to VMT.
5%	M	Perform other job-related duties within the scope of the classification as assigned. Performs other work as directed by management to support the Sustainability team initiative areas, including Complete Streets, Electric Vehicles and Facilities, and Climate Action.

<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

The position does not supervise. However, this position may act as a project manager or team leader and in that capacity, may lead the work of others.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Knowledgeable of Caltrans mission, vision, goals, strategic objectives, programs, laws, regulations and policies of the State of California and federal government regarding various State and federal transportation competitive fund programs, Caltrans principles and practices of transportation planning, asset management, and various phases of project development. The ability to communicate effectively (written and oral) with management and technical/non-technical personnel and work cooperatively with staff from a variety of Headquarters and District Divisions and with external agencies. Knowledge of VMT-reduction strategies, either through training or on-the-job exposure. The ability to think creatively to develop and communicate successful strategies, which can be applied in project development and absorbed in the project-development process. Technical skills, knowledge, and expertise in data collection and reporting, policy development, planning processes and/or in the project development and project-delivery process is desirable. Ability to develop and maintain effective relationships with regional agencies and the private sector for successful ongoing interaction; knowledge of freight-related planning work done by Caltrans and its role in providing an effective multi-modal transportation system; multi-disciplinary project management experience; strong interpersonal and presentation skills; ability to develop innovate and effective solutions for transportation problems and effectively implement them; and computer skills, including the use of Microsoft software including MS Teams, Word, Excel, Powerpoint, OneNote, Sharepoint, etc.; Smartsheets; Adobe; and other software and tools as required.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Responsible for making decisions and taking independent action and initiative in developing deliverables and working with peers on projects. Decisions made by the incumbent directly affect the Department's ability to satisfy federal and state environmental laws and regulations, as well as planning requirements. The incumbent's recommendations and decisions broadly affect and are affected by actions of the Department, California Transportation Commission, Legislature, federal and state agencies, cities and counties. Failure to consider the political sensitivity or to fully evaluate the fiscal, economic, social, and environmental effects of decision on Caltrans' programs could result in policies not feasible to implement and with a delay in project delivery and/or a subsequent inefficient use or loss of funding.

PUBLIC AND INTERNAL CONTACTS

The position has extensive contact with internal stakeholders, including project development teams and functional units with a role in implementing equitable VMT-reduction efforts (Legal, Environmental Analysis, Traffic Ops, Planning, ETA, and others). The position interacts with partners, mostly on project-level questions, and to some extent on guidance development and training.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Employees may be required to sit or stand for long periods of time, using a keyboard and video display terminal. Mental requirements include the ability to multi-task, adapt to changes in priorities, and complete projects within short time frames; formulate effective strategies consistent with the business and competition; create a work environment that encourages creative thinking and innovation; enable others to acquire the tools and support they need to perform well; develop new insights into situations and applies innovative solutions to make organizational improvements.

Emotional requirements include the ability to develop and maintain friendly and cooperative-working relationships with those contacted in the course of the work and to communicate effectively; respond appropriately to difficult situations; recognize emotionally charged issues or problems; must deal effectively with pressure, maintain focus and intensity yet remain optimistic and persistent, even under adversity.

WORK ENVIRONMENT

This position will work in a climate-controlled office under artificial lighting while at their base of operation in the office. The position may also frequently work at off-site offices in a climate-controlled environment under artificial lighting.

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This position may be eligible for telework. The amount of telework is at the discretion of the Department and based on Caltrans’s evolving telework policy. Caltrans supports telework, recognizing that in-person attendance may be required based on operational needs. Employees are expected to be able to report to their worksites with minimum notification if an urgent need arises. The selected candidate will be required to commute to the headquartered location as needed to meet operational needs. Business travel may be required, and reimbursement considers an employee’s designated headquartered location, primary residence, and may be subject to CalHR regulations or applicable bargaining unit contract provisions. All commute expenses to the headquartered location will be the responsibility of the selected candidate.

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.)

I agree that by providing my electronic signature for this form, I agree to conduct business transactions by electronic means and that my electronic signature is the legal binding equivalent to my handwritten signature. I hereby agree that my electronic signature represents my execution or authentication of this form, and my intent to be bound by it.

EMPLOYEE (Print)

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

SUPERVISOR (Print)

SUPERVISOR (Signature)	DATE
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