

POSITION DUTY STATEMENT

PM-0924 (REV 01/2022)

| | | |
|---|---|-----------------------------|
| CLASSIFICATION TITLE Environmental Scientist | OFFICE/BRANCH/SECTION Environmental Stewardship Branch | |
| WORKING TITLE Environmental Coordinator | POSITION NUMBER 905-156-0762-004 | REVISION DATE 04/05/2024 |

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:

The Environmental Scientist is a key member of the Environmental Stewardship Branch at Caltrans District 5. The incumbent will be an environmental team lead on project development teams for the delivery of transportation projects throughout District 5. The Environmental Scientist will be critical in identifying and furthering ways to avoid and minimize environmental impacts and contribute to enhancements within the State Highway System. Under the direction of a Senior Environmental Scientist (Supervisory), the Environmental Scientist plans and executes the complex environmental studies required to facilitate project delivery. The incumbent will gather, research, and analyze social, natural, and environmental data for preparation, review, and processing of environmental documents considering the impacts of transportation projects as mandated by federal and state laws, regulations, policies, and procedures. Occasional overtime, travel and overnight stays may be required. A valid driver's license is desired.

CORE COMPETENCIES:

As an Environmental Scientist, 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.

- **Creativity and Innovation:** Thinks beyond the confines of traditional models to recognize opportunities, seek creative solutions and take intelligent risks. (Lead Climate Action - Innovation)
- **Dealing with Ambiguity (Risk):** Can comfortably handle risk and uncertainty, as well as make decisions to act without having the total picture. (Cultivate Excellence - Engagement)
- **Initiative:** Ability to identify what needs to be done and doing it before being asked or required by the situation. Seeks out others involved in a situation to learn their perspectives. (Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Engagement)
- **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. (Cultivate Excellence - Pride)
- **Fostering Diversity:** Capable of working with a diverse work group, including but not limited to differences in race, nationality, culture, age, gender, and differently able. Makes everyone feel valuable regardless of diversity in personality, culture, or background. Fosters a diverse culture to create best solutions. (Strengthen Stewardship and Drive Efficiency - 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. (Cultivate Excellence, Enhance and Connect the Multimodal Transportation Network, Strengthen Stewardship and Drive Efficiency - Innovation)
- **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, Pride)
- **Analytical Skills:** Approaches problems using a logical, systematic, and sequential approach. Weighs priorities and recognizes underlying issues. (Safety First, Enhance and Connect the Multimodal Transportation Network - Innovation, Pride)
- **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. (Cultivate Excellence - Engagement)

TYPICAL DUTIES:

Percentage Job Description
Essential (E)/Marginal (M)¹

POSITION DUTY STATEMENT

PM-0924 (REV 01/2022)

| | | |
|-----|---|---|
| 20% | E | Is a key member of project development teams (PDTs). Applies principles of environmental science to actively manage the environmental aspects of projects, including contributing to the development of project descriptions, project schedules, and identifying risk. Advises PDT regarding environmental significance determinations made pursuant to the California Environmental Quality Act and National Environmental Policy Act. Coordinates and disseminates information between and within PDTs and offices within the Environmental Stewardship Branch and Engineering. Participates in inter-agency meetings and helps foster positive relationships between regulatory agencies, local jurisdictions, and Caltrans. Simultaneously manages multiple projects and adapts to changing priorities. |
| 20% | E | Conducts and oversees preparation of environmental documents, including Categorical Exemptions/ Exclusions pursuant to CEQA and NEPA for assigned transportation projects. Conducts and oversees preparation of various technical studies and analyses. Integrates findings from reports, including technical documents prepared by project biologists and archaeologists, hazardous waste, water quality, noise, and air quality specialists, into environmental documents. Conducts peer reviews of Caltrans environmental documents. |
| 20% | E | Uses environmental science principles to conduct field and office research, including interviews with key stakeholders, to identify and evaluate community and environmental effects of various transportation alternatives for the preparation of environmental documents. Analyzes and interprets scientific data and studies to identify and assess the significance of impacts to environmental resource areas; assesses the environmental consequences of all alternatives for proposed transportation projects; and formulates mitigation measures for each alternative. Facilitates integration of environmental considerations into project scopes and designs through coordination with technical specialists. |
| 10% | E | Uses scientific knowledge and background to develop environmental commitments with other environmental scientists and subject matter experts. Reviews engineering documents to ensure environmental commitments are recorded and met in project plans and specifications. Develops specifications to incorporate environmental commitments into project bid packages. Works with all PDT members to convey environmental commitments to project managers and engineers. Ensures that environmental commitments are implemented during construction and post construction, including by conducting on-site monitoring if needed. |
| 10% | E | Coordinates and oversees California Coastal Commission applications processes, including preparing and reviewing permit applications and liaising between the agencies and the PDT. Advises PDT on measures to assist transportation projects through the application processes. |
| 10% | E | Conducts administrative duties not limited to maintaining the environmental administrative record and environmental databases. Reviews and assists in communicating and processing project change requests. |
| 10% | M | Participates on special teams and project on issues of statewide importance. Stays current on scientific trends and knowledge. Attends state- and non-state sponsored conferences and training courses. Stays abreast of current topics by reading subject literature and participating in professional organizations. |

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

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

The Environmental Scientist must be able to communicate clearly both verbally and in writing and have the ability to work on multiple projects at once. Using their background in environmental science discipline, the incumbent must be able to screen projects to determine resource areas that require further study; prepare an environmental inventory by gathering and analyzing natural, social, and environmental data; conduct interviews of the public; and understand and interpret a multitude of existing federal and state environmental laws and regulations. The incumbent must be able to interpret and analyze myriad environmental laws and regulations.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

An error in researching and evaluating environmental data on the various transportation alternatives for a proposed Caltrans project could delay the preparation and approval of project environmental documents. Errors and delays may negatively impact a project's cost, scope and schedule, which could ultimately result in a loss of project funding, or construction delays to critical transportation projects. However, a proper review by the Senior Environmental Planner or Senior Environmental Scientist should

ADA Notice

For individuals with sensory disabilities, this document is available in alternate formats. For alternate format information, contact the Forms Management Unit at (279) 234-2284, TTY 711, or write to Records and Forms Management, 1120 N Street, MS-89, Sacramento, CA 95814.

POSITION DUTY STATEMENT

PM-0924 (REV 01/2022)

minimize any errors. The incumbent must also act professionally when working with the public and internal and external contacts; not doing so could erode Caltrans' image with the public and partners.

PUBLIC AND INTERNAL CONTACTS

Works with engineering and transportation planning staff members of local agencies and Caltrans; serves as intergovernmental liaison with various governmental agencies' planning staffs; arranges, attends, and participates in meetings with local, state, regional, and federal agencies as well as interested groups and individuals. May act as the environmental contact during the environmental document public contact phase.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

This position may require sitting for prolonged periods of time for report writing, research, or in meetings. Field work may 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, 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.)

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 |
|------------------------|------|