

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

Proposed

CLASSIFICATION TITLE Environmental Program Manager II	OFFICE/BRANCH/SECTION District 5/Environmental Analysis	
WORKING TITLE Deputy District Director, Environmental Analysis	POSITION NUMBER 905-156-0769-XXX	REVISION DATE 12/01/2025

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

GENERAL STATEMENT:

Under the general direction of the District Director, a CEA B, the incumbent is responsible for providing executive staff with management advice concerning environmental laws, regulations and policies governing the implementation and facilitation of all phases of environmental analyses necessary for delivery of Caltrans' transportation and non-transportation projects across the District. The incumbent plans, organizes and directs critical, sensitive and/or complex environmental programs of major importance. The incumbent has significant responsibility for formulating and administering policies, programs, methodologies, and strategic plans, and exercises discretion in the provision of oversight and coordination on a broad technically diverse range of projects and analyses. The incumbent appears before various federal, state and local government bodies to represent the District's interests; and maintains working knowledge of technical and administrative developments, and analytical methodologies in the field of environmental planning and engineering.

CORE COMPETENCIES:

As an Environmental Program Manager II, 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.

- Change Leadership:** Develops new and innovative approaches needed to improve effectiveness and efficiency of work products. Encourages others to value change. Considers impact and recommends changes. (Equity, Prosperity, Employee Excellence - Equity, Innovation, Integrity, Pride)
- Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Equity, Employee Excellence - Equity, Innovation, 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. (Equity, Employee Excellence - 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, Employee Excellence - Equity, Innovation, Integrity, Stewardship)
- Teamwork/Partnership:** Develops, maintains, and strengthens partnerships with others inside or outside of the organization through effective communication and collaboration. (Equity, Employee Excellence - Collaboration, Integrity, Stewardship)
- 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, Employee Excellence - Equity, Innovation, Stewardship)
- 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. (Equity, Employee Excellence - Collaboration, Equity, Innovation)
- Vision and Strategic Thinking:** Communicates the "big picture". Models the department's Vision and Mission to others. Influences others to translate vision into action. Future oriented, and creates competitive and break through strategies and plans. (Climate Action, Employee Excellence - Equity, Innovation, Integrity)
- Managing Performance:** Responsible for employee performance, setting clear goals and expectations, tracking progress against departmental and unit goals, providing feedback, and addressing performance issues promptly. (Equity, Employee Excellence - Equity, Innovation, Integrity, Stewardship)

TYPICAL DUTIES:

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

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POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

30%	E	<p>Directs the activities of the District's Environmental Analysis Division, including branches focused on Environmental Analysis, Biological Sciences/Permits, Cultural Resource Studies, Environmental Engineering, Coastal Permitting, and Air/Noise/Water analysis utilizing environmental, scientific, and ecological principles and policy making expertise.</p> <p>Manages the development of tools, models, and best management practices (as they relate to environmental analysis and regulatory compliance) for the use of staff preparing technical studies and conducting field reviews to assess local and regional project impacts, and to gain the needed in-depth knowledge and data-driven analyses. Coordinates with managers and supervisors to ensure staff applies scientific methods and principles in the development of environmental documents and technical studies. Provides direction and monitoring of office/branch programs and project development responsibilities to ensure they are performed with due diligence and sensitivity. Guides and implements procedures for complying with statutory and regulatory changes and environmental streamlining and efficiency measures.</p>
20%	E	<p>Facilitates the delivery of Caltrans' COS projects consistent with Caltrans' Strategic Plan objectives through innovation and efficiency. Provides guidance to managers and supervisors on completing investigations, determining compliance strategies, recognizing obstacles, analyzing alternatives, high-level negotiating with resource agencies, and verifying compliance with permit conditions. Ensures staff applies scientific methodologies and principles in their studies, recommendations, and solutions. Partners with resource agencies to reduce the time it takes to analyze impact data, coordinate and develop avoidance, minimization, and mitigation measures, and obtain permits. Partners with local agencies and stakeholders to support and meet Caltrans' delivery and environmental commitments. Assesses managers' analyses of situations to determine if effective action is being taken. Reviews major technical documents prepared by supervisors and staff to ensure accuracy.</p>
20%		<p>Responsible for guiding the development and implementation of Caltrans' strategic plan goals and performance measure commitments including providing policy direction on operating procedures, implementation of existing programs, and implementation of new programs that require, for example, Wildlife/Corridor and Permeability analyses, and analyses of environmental impacts of non-transportation programs/projects that may come under Caltrans' direction or advisement. Reviews data and analyses submitted by staff and makes recommendations to executive management on the development of broad policy and legislative proposals with immediate and long-range impacts.</p> <p>Oversees complex and special studies and projects. Works with other functional divisions within Caltrans', external stakeholders, and other government entities to ensure methodologies are appropriate and technical data is accurately integrated into environmental documentation and utilized appropriately in decision-making. The incumbent will also be required to advise the District Director, and respond expeditiously to inquiries from the Caltrans' Executive Management team, the California Transportation Commission (CTC), elected officials, and partner transportation agencies, among others.</p>
20%	E	<p>Advises the District Director on all matters related to the Division of Environmental Analysis, and is responsible for direct resolution of highly technical and politically sensitive issues impacting transportation projects. Participates as a member of the District's Executive Team by contributing, developing, and implementing the strategic plan, as well as developing, formulating and establishing District policies. Develops, coaches, and trains staff through effective leadership, delegates work assignments, evaluates performance of subordinates, determines training needs and succession planning. Develops and implements effective performance management procedures that ensures timely completion of performance appraisals, probationary reports, consistent communication with staff, and when warranted, appropriate corrective and disciplinary actions.</p>
5%	E	<p>Directs managers and supervisors in dealing with complex emerging or undefined issues that may involve conflict among competing internal or external programs or interests. Documents key decisions and assist legal counsel when necessary. The Deputy District Director has the overall responsibility to ensure that the Division's resources are identified, budgeted, and appropriately expended and to notify executive staff and/or the single focal point when decisions may have substantial budgetary impacts. Provide leadership and direction to subordinate managers in recommending and implementing policies, procedures and best practices that promote equal employment opportunity, employee engagement, workforce/succession planning, equity, diversity and inclusion, innovation, and organizational excellence.</p>

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

5%	M	Serves the Department and State as needed on special teams to investigate complex issues and improve business practices and policies, provide technical expertise, present data, and communicate results and implications of analyses.
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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

The Deputy District Director directly manages a staff of Environmental Program Managers, Senior Environmental Scientists, Senior Environmental Planners, and provides oversight to the Division of Environmental Analysis, which consists of a multi-disciplinary environmental analysis staff.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Knowledge of: Broad knowledge of California and Federal environmental regulatory and resource management laws, regulations, plans, programs, and policies relating to Caltrans' Mission; basic principles of land, water, fish, wildlife, and other natural resources research; principles of ecology, resource management, hydrology, and geology; statistical methodologies; land-use practices with reference to their general effect on human health, natural resources, and the environment; effects of hazardous and non-hazardous waste material and their interactions on water quality and the environment; basic principles of risk assessment and risk management; concepts employed in a variety of disciplines including environmental planning, economics, environmental engineering, and resource management.

Knowledge of: Techniques for dispute resolution, principles, practices and trends of public administration, organization and management with emphasis on environmental analyses, budgeting, sound management of fiscal resources, use of management information systems, strategic planning, program development, management and evaluation; performance improvement, principles and practices of employee supervision, development training, Caltrans' organization and administrative policies and procedures; and a manager's/supervisor's role in the Affirmative Action and Equal Employment Opportunity Program and the processes available to meet affirmative action and equal employment opportunity objectives.

Ability to: Apply or modify scientific methodologies and principles; collect environmental data; analyze and evaluate data and reach sound conclusions; review, check, and interpret scientific and environmental reports; analyze situations and take appropriate actions; establish and maintain cooperative relations with all persons contacted; communicate effectively; prepare clear, complete, and technically accurate reports; apply laws, rules, regulations, policies, and requirements of California and Federal environmental protection and resource management programs; assess the impact of proposed State and Federal environmental legislation and regulations; understand principles of risk assessment and risk management; work with professionals from a variety of disciplines within and outside of State government; and review and understand technical research reports on emerging environmental issues.

Ability to: Establish and maintain project priorities; initiate, recommend, and champion changes that promote innovative solutions; motivate others and resolve conflicts; think cross functionally, learn quickly and comfortably handle risk. Provide leadership in accomplishing strategic priorities and initiatives assigned to EPE. Develop cooperative and trusting relationships with representatives of all levels of government and the public; gain the confidence and support of top level managers and advise them on a wide variety of administrative matters.

Analyze: Have the analytical skills to use scientific methodologies, develop research proposals, and set up criteria, procedures, and guidelines for use in analyzing environmental regulations and developing innovative solutions needed for critical project delivery; conduct research and evaluation of short-term and long-term environmental impacts; develop techniques for handling and analyzing a large variety of detailed data; communicate the results and implications of analyses to non-specialists; act as an expert witness in court or at legislative or quasi-judicial hearings.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The incumbent is responsible for day-to-day management of the Division of Environmental Planning and Engineering and for providing guidance in statewide environmental analyses. Poor judgment may unnecessarily delay projects, increase Caltrans' transportation project costs, risk loss of delegations and assignments from other agencies, cause lower quality work, mismanagement of public monies and lose public confidence and trust.

PUBLIC AND INTERNAL CONTACTS

The incumbent must work collaboratively and communicate regularly with a broad spectrum of individuals and entities, including: Caltrans' executive management from the Regions/Districts and corporate Headquarters; other state and local government agencies; industry representatives and technical experts; special interest groups; the California State Legislature and legislative staff; Department of Finance; and the California Transportation Commission. Transportation Commission; CalSTA; and the general public.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

The position requires the ability to work with others in a cooperative manner, multi-task, adapt to changes in priorities, ensure

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

completion of tasks or projects given short notice, develop new insights into situations, foster a positive work environment that encourages creative thinking and innovation; and to adapt behavior and work methods in response to new information, changing conditions, or unexpected obstacles.

WORK ENVIRONMENT

While at the base of operation, the incumbent will work in a climate-controlled office with natural and artificial lighting, and may experience periodic episodes with office temperature due to fluctuating building temperatures.

This position may be eligible for telework. The amount of telework is at the discretion of the Department and based on Caltrans' 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 headquarterd location as needed to meet operational needs. Business travel may be required and reimbursement considers an employee's designated headquarterd location, primary residence, and may be subject to CalHR regulations or applicable bargaining unit contract provisions. All commute expenses to the headquarterd 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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