

CLASSIFICATION TITLE Senior Environmental Scientist (Specialist)	OFFICE/BRANCH/SECTION D1/Environmental Planning	
WORKING TITLE Environmental Scientist Generalist/Coordinator	POSITION NUMBER 901-800-0765-918	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:

The Senior Specialist Environmental Scientist will be a key member of Environmental Planning at Caltrans District 1. The incumbent will be an environmental team lead on Project Development Teams for the delivery of transportation projects throughout Caltrans District 1. The Senior Specialist Environmental Scientist will be critical in identifying and furthering ways to avoid and minimize environmental impacts and contribute to enhancements within Caltrans District 1. Under the general direction of the Senior Environmental Scientist (Supervisor) for Environmental Planning, the Senior Specialist Environmental Scientist plans and executes the complex environmental studies required to facilitate project delivery. The incumbent will act as team leader to 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.

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.

- **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, Strengthen Stewardship and Drive Efficiency - Engagement)
- **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, 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

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20%	E	Is a key member of Project Development Teams (PDT). Applies principles of environmental science to actively manage the environmental aspects of projects, including contributing to the development of project descriptions, project schedules, and risk registers. 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 District Maintenance 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 Environmental Impact Reports/ Statements, Initial Studies/Environmental Assessments, and Categorical Exemptions/Exclusions pursuant to CEQA and NEPA for assigned transportation projects. Conducts and oversees preparation of various technical studies and analyses related to sea level rise, greenhouse gas emissions, climate change, ecological health, and environmental justice. Integrates findings from technical documents prepared by project biologists and archaeologists and air quality specialists, into environmental documents. Conducts review of consultant prepared and 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. Applies practices of Planning and Environmental Linkages to System Planning, Advance Planning, and Project Delivery. 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, specifications, and estimates. Develops specifications to incorporate environmental commitments into project bid packages. Works with all Offices in the Environmental Division 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.
10%	E	Coordinates and oversees regulatory agency 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	Leads public outreach efforts with the general public and regulatory agencies, including coordinating the hosting of public meetings during the public circulation period of environmental documents. Leads and/or facilitates public meetings and those with elected officials and other stakeholders.
5%	M	Conducts administrative duties not limited to maintaining the environmental administrative record, environmental database (STEVE), LP 2000, writing letters to the public and public agencies, coordinating mass mailings, preparing materials for public meetings, and coordinating reproduction of documents. Takes the lead in developing entry level-staff. Reviews and assists in processing project change requests.
5%	M	Participates on special teams and projects 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 Senior Specialist 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 Senior Specialist 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

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POSITION DUTY STATEMENT

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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 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. 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 regulatory agencies and Caltrans; serves as intergovernmental liaison with various governmental agencies' planning staffs; arranges, attends, and participates in meetings with local, state, regional, federal agencies and Tribes 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

While at their base of operation, employees will work in a climate controlled office under artificial lighting. Incumbent may also be required to travel and work outdoors and may be exposed to dirt, noise, uneven surfaces, and/or extreme heat or cold. Periodic travel is required for fieldwork and training. Incumbent may be required to work overtime and may remain in field locations in rural areas without facilities.

This position may be eligible for partial 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.

POSITION DUTY STATEMENT

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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
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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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