

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE Senior Environmental Scientist (Specialist)	OFFICE/BRANCH/SECTION Environmental/Biological Science and Innovation	
WORKING TITLE Senior Endangered Species/Wildlife Biologist	POSITION NUMBER 913-140-0765-005	REVISION DATE

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 Chief of the Biological Studies, an Environmental Program Manager I, the incumbent coordinates and negotiates with state and federal environmental agencies regarding wildlife species and protected animal species; provides guidance, direction, and expertise on endangered species regulations; assists district environmental units in determining appropriate and cost effective mitigation measures; coordinates the statewide identification and resolution of wildlife passage issues through transportation rights of way; negotiates project approvals and permits related to biological resources; acts as an in-house expert on the most difficult and complex wildlife and endangered species management and assessment issues. The incumbent will serve as an advisor and technical backup to the Chief.

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 Essential (E)/Marginal (M) ¹	Job Description
20% E	Consult regulatory, resource agencies, and experts in the development of related project and programmatic endangered species measures. Coordinate with Department Fish and Wildlife regarding Fish and Game Code and California Endangered Species Act requirements, and with U.S. Fish and Wildlife Service related to the federal Endangered Species Act, to understand changes in policy and implementation. Develop guidance for implementation into Caltrans project development.
20% E	Develops draft legislation, policy, direction, guidance, and procedures including data collection, guidance, and protocol clarification for assessing impacts on wildlife species and implementing endangered species regulations under the most complex and sensitive situations to meet regulatory requirements. Implement existing policies related to dispute resolution and inter-agency agreements.
15% E	Develop and deliver training to District and Divisions staff. Including development of training material and coordination with vendors.
15% E	Acts as an in-house consultant innovating new procedures and performing complex studies and specialized technical assessments and provide strategies to Districts for assessing impacts on endangered species and wildlife under the most complex and sensitive situations to meet regulatory requirements.
15% E	Assist Districts and Divisions in preparation of scopes of work, requests for proposals, and review studies when related to endangered species and wildlife. Act as a contract manager and develop tasks, schedules and deliverables that will ultimately assist staff with addressing the science, regulation, and implementation of the measures that consider endangered species and wildlife.
5% E	Review and prepare comments on the natural resource areas of California Environmental Quality Act (CEQA) and National Environmental Policy Act (NEPA) documents, state and federal legislation concerned with endangered species and wildlife, resource agency documents, and other Department project/program documents.
5% M	Serve as a liaison between district staff and Headquarters for biological issues providing technical assistance and clarification of policies and procedures to project delivery and operations.
5% M	Serves as Acting Office Chief for the Office of Biological Science and Innovation, in the absence of the Office Chief.

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.

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SUPERVISION OR GUIDANCE EXERCISED OVER OTHERS

This position does not supervise. The incumbent may function in a lead capacity over contract implementation, support services staff or student assistances. Provides technical guidance to associate and entry level staff in the twelve districts related to endangered species and wildlife.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Knowledge: Must have a solid working knowledge of Caltrans' major activity areas and organization; departmental policies and financial constraints; specific knowledge of Caltrans, project development procedures, construction and maintenance; transportation characteristics, issues, and planning concepts; natural resource and conservation trends; federal and state environmental laws, regulations, Executive Orders, procedures regarding the extent of environmental documentation required and to assure that appropriate measures are taken to avoid or minimize environmental impacts. Detailed knowledge of endangered species laws and regulations is required. Must be knowledgeable of trends in environmental assessment and mitigation for environmental resource; Caltrans project development and programming process; methods of administering environmental projects and programs. Technical knowledge in the areas of environmental impact assessment, mitigation measures, wildlife management, endangered species consultation process, and concepts of managing information such as filing systems, databases, and geographic information systems are required. Must have a working knowledge of organizational relationships both within and outside Caltrans that pertain to planning, design, construction, operation and maintenance of transportation facilities.

Abilities: Based on broad environmental planning experience and expertise, must be able to reason logically and creatively, and exercise good judgment in the resolution of complex environmental issues and endangered species and wildlife issues. Must be able to analyze environmental situations accurately and develop cost-effective strategies for resolving problems that do not harm the environment or delay needed transportation improvements. Must demonstrate the ability to undertake and complete the more difficult and sensitive project studies and negotiations related to permits from highway projects. Must be able to take action independently and organize work priorities. Must be able to establish and maintain cooperative relationships with state and federal resource agencies and deal with tact and persuasion with District and Headquarters' counterparts; and be able to communicate effectively both orally and in writing. Must have the ability to effectively use personal computers and the Internet to conduct research; write memos, letters, procedures, guidance, and develop graphs, charts or other illustrative materials.

Analytic Abilities: The work and responsibilities assigned to this position require the ability to assimilate technical and procedural input from various sources, including the districts, to evaluate that input, develop alternative courses of action, and to make objective recommendations on all critical issues affecting the planning, project delivery, maintenance, and applied studies related to transportation systems. Must reason logically and creatively using a variety of analytical and problem-solving techniques. May be required to create or interpret spreadsheets, use databases and/or Geospatial Information System (GIS) applications.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

This position is responsible for independent action and initiative in carrying out the assigned duties. As a technical expert, the incumbent is expected to routinely make final decisions on questions raised either verbally or in letters from the districts regarding environmental issues, performance measures, and documentation for advance mitigation proposals and agreements. Failure to carry out these responsibilities could result in: • Additional effort to provide measures to develop and delivery projects • Extensive delays to projects or activities • Failure to manage the wildlife program effectively • Loss of public confidence in Caltrans as a responsible public agency and first-rate engineering and environmentally sensitive organization.

PUBLIC AND INTERNAL CONTACTS

Must establish and maintain working relationships on a regular basis with Caltrans district and Headquarters' staff, other disciplines in the Division of Environmental Analysis, and other Headquarters divisions. The incumbent must establish and maintain good working relationships on a day-to-day basis with state and federal agencies such as California Fish and Game, California Regional Water Quality Control Board, California Coastal Commission, U.S. Environmental Protection Agency (EPA), U.S. Fish and Wildlife Service, U.S. Corp of Engineers, and the Federal Highway Administration. Arranges for, attends, participates in meetings to resolve project delivery issues and revise policy, regulations, and procedures, with local, regional, state, and federal agencies, and consultants in regard to biological studies, especially for mitigation issues.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Must have the ability to develop and maintain cooperative working relationships; respond appropriately to difficult situations; recognize emotionally charged issues or problems and acknowledge the various responses without escalating tensions. Must be capable of translating between engineering, transportation, planning and biological terminology and common language. Must be able to effectively communicate and may be required to make presentations, lead workshops, and serve on quality teams. The incumbent must be able to sit for prolonged periods of time while using a keyboard/mouse and video display monitor, to read, review or prepare documents. Must be capable of sustained mental activity needed for report writing, auditing, problem solving, analysis and reasoning. The workload may be subject to frequent, substantial and unexpected changes that could affect the scheduling or completion of assignments. Must be capable of manipulating small objects to identify and catalog resources and scientific collections.

The incumbent must have the ability to multi-task, adapt to changes in priorities, and complete tasks or projects with short notice. Must have the ability to develop and maintain cooperative, collaborative working relationships and recognize difficult, emotionally changed and/or sensitive situations and handle them effectively and appropriately. Must deal effectively with pressure, maintain focus, and intensity yet remain optimistic and persistent, even under adversity. The incumbent must be able to traverse rough,

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wet, slippery, or uneven terrain, while conducting field surveys. Field conditions may vary depending upon the season, lighting, and time of day/night. This position requires occasional bending, stooping, kneeling, and carrying of field equipment up to 25 pounds. Must have the ability to shift projects as needed. Common safety requirements may include good hearing, good vision, and an ability to focus on safety and fieldwork simultaneously. Common field dangers include but are not limited to traffic, people, plants and animals, and weather. Must be capable of recognizing and avoiding dangers in or adjacent to the highway, in both rural and urban settings. The incumbent behaves in a fair and ethical manner toward others and demonstrates a sense of responsibility and commitment to public service. The incumbent values cultural diversity and other individual differences in the workforce.

WORK ENVIRONMENT

The work environment is fast-paced, busy and requires considerable flexibility in managing time, priorities, and assignments. The incumbent may be required to travel to district offices or other meeting facilities, and/or to the sites of proposed projects. In the field, the incumbent, may experience all climatic conditions, including rain or snow. Proposed project sites and/or construction sites may be loud, dusty, and dirty and may include rugged terrain. While at their base of operation, employees will work in climate-controlled office under artificial light.

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

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

SUPERVISOR (Print)

SUPERVISOR (Signature)

DATE