

POSITION DUTY STATEMENT

DOT PM-0924 (REV 08/2024)

CLASSIFICATION TITLE Associate Environmental Planner	OFFICE/BRANCH/SECTION District 8 / Environmental Planning / Environmental Studies	
WORKING TITLE Associate Environmental Planner (General)	POSITION NUMBER 908-101-4711-911	REVISION 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:

Under the direction of a Senior Environmental Planner, the Associate Environmental Planner is expected to coordinate and/or perform environmental planning, analysis, and evaluation work of studies and associated documents for projects of all levels of difficulty, including the most complex. This work includes word processing and computer skills, researching information, analyzing potential environmental effects associated with proposed projects, writing, preparing, reviewing, and processing environmental documents of a more complex nature, along with a demonstrated understanding and ability to effectively review project design documents. This position may serve in a lead worker capacity. This position is Rank and File.

CORE COMPETENCIES:

As an Associate Environmental Planner, 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. (Enhance and Connect the Multimodal Transportation Network - Integrity)
- **Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Enhance and Connect the Multimodal Transportation Network - Integrity)
- **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. (Enhance and Connect the Multimodal Transportation Network - Integrity)
- **Conflict Management:** Recognizes differences in opinions and encourages open discussion. Uses appropriate interpersonal styles. Finds agreement on issues as appropriate. Deals effectively with others in conflict situation. (Enhance and Connect the Multimodal Transportation Network - Integrity)
- **Teamwork/Partnership:** Develops, maintains, and strengthens partnerships with others inside or outside of the organization through effective communication and collaboration. (Enhance and Connect the Multimodal Transportation Network - Integrity)
- **Customer Focus:** Considers, prioritizes, and takes action on the needs of both internal and external customers. (Strengthen Stewardship and Drive Efficiency - Integrity)
- **Negotiation:** Negotiates in a manner that results in positive business outcomes, while maintaining strong relations with the other negotiating member. (Enhance and Connect the Multimodal Transportation Network - Integrity)
- **Forward Thinking:** Anticipates the implications and consequences of situations and takes appropriate actions to be prepared for possible contingencies. Anticipates and prepares for future developments. (Enhance and Connect the Multimodal Transportation Network - Integrity)
- **Technical Expertise:** Depth of knowledge and skill in a technical area. (Strengthen Stewardship and Drive Efficiency - Integrity)

TYPICAL DUTIES:

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

ADA Notice

This document is available in alternative accessible formats. For more information, please contact the Forms Management Unit at (279) 234-2284, TTY 711, in writing at Forms Management Unit, 1120 N Street, MS-89, Sacramento, CA 95814, or by email at Forms.Management.Unit@dot.ca.gov.

POSITION DUTY STATEMENT

DOT PM-0924 (REV 08/2024)

25%	E	Perform, coordinate, and assist other staff assigned to prepare or review technical studies and components of environmental document packages, such as: community impact assessments, Section 4(f) evaluations, land use, water quality assessments, farm land evaluations, growth analysis, cumulative impacts analysis, and energy studies; and project approval documents, plans, specifications, and estimates. Confirm documentation complies with all applicable California Environmental Quality Act (CEQA) and National Environmental Policy Act (NEPA) requirements; and conforms to current Department policies, procedures, guidance, and applicable local, regional, state, and federal regulations. Coordinate and participate in field reviews and public meetings. Prepare review comment transmittals, consistent with all applicable internal or external Department correspondence protocols.
25%	E	Coordinate Quality Control for projects of all levels of difficulty. Track reviews and resultant comments. Organize and maintain project files and administrative records pertinent to project development and consistent with the Environmental Uniform Filing System. Perform regular progress and status updates to Environmental Databases(s). Maintain work plans and schedules on assigned projects. Assist Senior Environmental Planner or designee in task management.
25%	E	Coordinate with other staff or consultants assigned to prepare or review reports and technical studies, such as: traffic operation analysis, air quality, noise, biological, cultural, hazardous waste, wetlands, floodplain impacts, and visual impact analysis, as well as related project design documents: project initiation documents, project reports, plans, specifications, and estimates. Perform reviews to confirm consistency with project scope, limits and schedule, and all applicable CEQA and NEPA requirements, Caltrans' policies and guidance, and applicable local, regional, state, and federal regulations. Prepare review comment transmittals. Coordinate and participate in field reviews, stakeholder meetings, and public meetings. Assist and perform reviews of Caltrans' Cooperative Agreements with partner agencies.
20%	E	Write, prepare, review, word-process and publish written Environmental Documents including electronic publishing on various formats and Internet/Intranet sites. Research and compile studies for projects of a complex nature.
5%	M	Prepare project status, attend weekly staff meetings, make copies, and other duties as required.

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

None. However, may be assigned by supervisor to act as lead worker.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

This position requires analysis of the sufficiency of content in prepared environmental documents, confirming that all applicable requirements of CEQA and/or NEPA have been fully addressed for the proposed project. The Associate Environmental Planner must have a general understanding and working knowledge in the following interdisciplinary areas: Air Quality Studies, Biological Surveys and Reports, Community Impact Assessments, Cultural Studies, Cumulative Impacts, Endangered Species, Farmlands, Geology, Growth, Hazardous Waste Surveys, Noise Studies, Seismic Studies, Visual Impact Assessments, Water Quality Assessments, Wetlands Delineation, Paleontological Studies, 4(f) Evaluations and other areas as may be required for performing complete and timely reviews of the sufficiency of content in environmental documents prepared for proposed projects of average difficulty.

Also required is the ability to adapt to a constantly changing set of job and project related requirements including workload, which may fluctuate from month to month.

The Associate Environmental Planner is expected to possess considerable knowledge and understanding of an extensive range of environmental study disciplines, and possess organizational abilities required for record keeping, and to produce written and/or verbal reports. Additional requirements include the ability to provide direction (as approved by the Senior Environmental Planner) to consultants, which result in documents being complete and consistent with all applicable CEQA and NEPA requirements, and Caltrans' policies and guidelines.

The Associate Environmental Planner must have a considerable working knowledge of applicable environmental and other related laws and regulations. The Associate Environmental Planner must possess the ability to take direction and write, produce and process environmental evaluation and reporting documents that are clearly written, concise and consistent throughout and which meet the requirements of the applicable laws and regulations. Typically, these documents include but are not limited to: Categorical Exemptions, Categorical Exclusions, Initial Studies, Environmental Assessments, Negative Declarations, Finding of

ADA Notice

This document is available in alternative accessible formats. For more information, please contact the Forms Management Unit at (279) 234-2284, TTY 711, in writing at Forms Management Unit, 1120 N Street, MS-89, Sacramento, CA 95814, or by email at Forms.Management.Unit@dot.ca.gov.

POSITION DUTY STATEMENT

DOT PM-0924 (REV 08/2024)

No Significant Impacts, Environmental Impact Reports, Environmental Impact Studies, Findings, Statement of Overriding Considerations, and Records of Decision, as they relate to CEQA and NEPA, as well as related Federal and State laws and regulations and associated compliance documentation requirements. Analytical abilities and associated efforts are expected to be performed based on coordination with and guidance from the Senior Environmental Planner, and typically include: research and acquire information and report on the existing environment, analyze and determine the effects the listed and/or other studies indicate may/will happen under the current proposal and assist in finding ways to avoid, minimize or eliminate adverse impacts.

Additional abilities and skills include but are not limited to: preparing for and/or conducting public information meetings and public hearings, communicating and working with experts in the fields mentioned above, other agency personnel, representatives, consultants, and the public at large. The Associate Environmental Planner will also be required to attend meetings, take complete notes and may be required to prepare a record of the meeting.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The Associate Environmental Planner receives specific and/or general direction from the Senior Environmental Planner as needed, and under the Senior Environmental Planner's guidance makes decisions relative to the collection and analysis of studies and data. As knowledge and skills are developed, project specific decisions may be assigned, subject to and/or under the supervision of the Senior Environmental Planner or supervisor responsible for such decisions. The incumbent is responsible for his/her actions, decisions, quality of work, and proper use of state time, equipment and materials. Errors in judgment could cause or result in serious project delivery delays or the loss of funding for programmed projects, monetary losses and liabilities for Caltrans, loss of Caltrans or personal credibility.

PUBLIC AND INTERNAL CONTACTS

This position will require multiple contacts with a wide variety of interdisciplinary trained staff and persons both within Caltrans and from Federal Agencies, State Agencies, Regional Agencies, Local Governments, Military Administrative personnel, citizen groups and individuals. Occasional contacts with politicians, representatives or other groups or persons not listed here may also occur or be required. These contacts may involve written or verbal communications.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

The work requires the physical ability to stand or sit for prolonged periods of time, normal or correctable vision and hearing, manual dexterity to bend, move, twist, stoop or reach, including typing ability. Occasional moving of equipment or packages (up to 30 pounds) may also be required.

Mental requirements include the ability for sustained concentration and related activities needed for report analysis and writing, researching and sorting data and information, data and report filing, long term memory capabilities, problem solving and logical reasoning. Also required is the ability to adapt to constantly changing job and project related requirements.

Emotional requirements include: the ability to develop and maintain cooperative working relationships, ability to accept and act on verbal directions, ability to recognize emotionally charged issues in verbal and written communications, ability to respond and maintain composure while dealing with difficult or emotional situations, maintain a positive attitude while working with others to solve problems. Ability to handle a high pressure environment and stressful pressures by managing conflict and confrontation.

WORK ENVIRONMENT

The work environment is normally conducted between the hours of 7:00 AM and 5:00 PM in a professional office atmosphere with florescent and/or incandescent lighting. Office temperatures are normally controlled heating and/or air conditioning set to accommodate the comfort level of the majority of the workers except when energy conservation measures may be required. Employee also will be required to travel and work out doors and may be exposed to winds, dirt, noise, uneven surfaces, and/or extreme heat or cold. Employee will be required to work in all climates (season) in the low and high desert and mountainous areas. During the summer months, the temperature could exceed 90 degrees Fahrenheit and as low as 50 degrees Fahrenheit on winter days. The work area includes urban and rural areas within San Bernardino and Riverside counties. Although most of the fieldwork would occur during spring and summer, the work is generally considered year round. Occasional public hearings and meetings in board or conference room atmospheres may involve working and travel before or after hours to attend these meetings and setup or take down displays and equipment. Travel may include use of state owned, rented or privately owned vehicles, and travel on commercial bus, rail or airlines. Occasional training or work related assignments may be offered or required which could require travel to the training or work site (location) and staying over night for limited periods of time (normally 1 to 3 working days but no more than 5 consecutive working days at any one time).

This position may be eligible for telework. The amount of telework is at the discretion of the Department and based on Caltrans' current telework policy. While Caltrans supports telework, in-person attendance may be required based on operational needs. Employees are expected to be able to report to their worksite with minimal notification if an urgent need arises. Employees may be required to conduct business travel on behalf of the Department or commute to the assigned Headquarters location. Business travel reimbursements consider an employee's designated Headquarters location, primary residence, and may be subject to California Department of Human Resources regulations or applicable bargaining unit contract provisions. All commute expenses to the Headquarters location will be the responsibility of the employee.

ADA Notice

This document is available in alternative accessible formats. For more information, please contact the Forms Management Unit at (279) 234-2284, TTY 711, in writing at Forms Management Unit, 1120 N Street, MS-89, Sacramento, CA 95814, or by email at Forms.Management.Unit@dot.ca.gov.

POSITION DUTY STATEMENT

DOT PM-0924 (REV 08/2024)

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

ADA Notice

This document is available in alternative accessible formats. For more information, please contact the Forms Management Unit at (279) 234-2284, TTY 711, in writing at Forms Management Unit, 1120 N Street, MS-89, Sacramento, CA 95814, or by email at Forms.Management.Unit@dot.ca.gov.