

**POSITION DUTY STATEMENT**

DOT PM-0924 (REV 08/2024)

CLASSIFICATION TITLE Associate Environmental Planner, ARCH	OFFICE/BRANCH/SECTION District 8 / Environmental Planning / Cultural Studies	
WORKING TITLE AEP (Archaeology)	POSITION NUMBER 908-105-4634-XXX	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 (Archaeology) 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, ARCH, 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. (Strengthen Stewardship and Drive Efficiency - Innovation)
- **Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Cultivate Excellence - 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. (Cultivate Excellence - 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. (Cultivate Excellence - Engagement)
- **Teamwork/Partnership:** Develops, maintains, and strengthens partnerships with others inside or outside of the organization through effective communication and collaboration. (Cultivate Excellence - Engagement, Pride)
- **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. (Enhance and Connect the Multimodal Transportation Network - Integrity)
- **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 - Integrity)
- **Planning and Results Oriented:** Organizes and executes work to meet organizational goals and objectives while meeting quality standards, following organizational processes, and demonstrating continuous commitment. (Cultivate Excellence - Pride)
- **Technical Expertise:** Depth of knowledge and skill in a technical area. (Strengthen Stewardship and Drive Efficiency - Innovation)

**TYPICAL DUTIES:**

Percentage                      Job Description  
Essential (E)/Marginal (M)<sup>1</sup>

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30%	E	Perform, coordinate, and assist other staff assigned to prepare or review technical studies and components of environmental document packages, such as: Section 106 Studies (inventory, evaluation, and effect finding determinations documents), Native American Consultation, CEQA (Historical Resources) studies, and Section 4(f) evaluations; 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 with other staff or consultants assigned to prepare or review reports and technical studies, such as: Section 106 Studies (inventory, evaluation, and effect finding determinations documents), Native American Consultation, CEQA (Historical Resources) studies, and Section 4(f) evaluations, 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	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.
20%	E	Monitor project construction and other environmental commitments to ensure compliance with the requirements of Environmentally Sensitive Areas and the Department's policy and procedures for the treatment of archaeological resources during construction.
5%	M	Prepare project status, attend weekly staff meetings, make copies, and other duties as required.

<sup>1</sup>ESSENTIAL 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**

Must have knowledge of principles and concepts of archaeological resources assessment and preservation, archaeological techniques and methods as applied in a planning setting, and general ecology or general principles behind planning for the conservation and preservation of natural resources; technical knowledge of archaeological method and theory; general principles and techniques of research and statistical analysis; communication skills for purposes of data gathering; techniques and method of evaluation of environmental impacts; State and Federal laws and regulations relating to historic preservation and the preparation of environmental documents; knowledge of California or Great Basin prehistory, ethnography, cultural materials, and technologies; State, local and regional governmental organizations as they relate to environmental planning, specific knowledge of either the social sciences, natural sciences or environmental design arts; trends in environmental, urban and regional planning. Must have ability to adapt and apply formal archaeological research methods and principles to planning problems of an applied practical nature, conduct a test excavation or data recovery program as a Principal Investigator, analyze archaeological resource situations within a project-related setting accurately; gather and analyze data; prepare written reports; select appropriate field and analytical methods to ensure timely and adequate delivery of cultural resource compliance documents; develop cost-effective strategies for mitigating project impacts; travel to project sites throughout District 8 to perform field surveys required for cultural resource compliance documents; work effectively with others as an interdisciplinary team member.

**RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR**

Must be able to provide adequate and timely completion of technical archaeological reports and cultural resource compliance documents, which is critical for meeting transportation project schedules. Delay of the project could lead to increased costs or loss of Federal funds due to inadequate performance. 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 result in serious project delivery delays or the loss of funding for projects, monetary losses and liabilities for Caltrans, and loss of Caltrans or personal credibility.

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**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**

Physical 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).

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

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