

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE Associate Environmental Planner, NS	OFFICE/BRANCH/SECTION District 8 / Environmental Planning / Stewardship & Monitoring	
WORKING TITLE Environmental Stewardship Liaison	POSITION NUMBER 908-198-4680-XXX	REVISION DATE 02/04/2026

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

GENERAL STATEMENT:

Under the supervision of a Senior Environmental Scientist Supervisor the Associate Environmental Planner will assess the impacts of the more complex transportation projects on biological resources and prepare documentation for appropriate environmental approvals. This includes, but is not limited to, mitigation measures and permits in compliance with the California Environmental Quality Act (CEQA), the National Environmental Policy Act (NEPA) and other state and federal laws. This work includes word processing and computer skills, researching information, writing, preparing, reviewing, and processing documents and contracts of a more complex nature. This position is rank and file. Possession of a valid California Drivers License is required when operating a state owned or leased vehicle.

CORE COMPETENCIES:

As an Associate Environmental Planner, NS, 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		Job Description
Essential (E)/Marginal (M) ¹		
30%	E	Review and facilitate preparation of MS 600 CEC and MS 800 CEC documents for Capital and Oversight Projects. Oversee project close out process. Coordinate with Environmental generalists to review Environmental Commitment Record (ECR) for pending/active Construction projects. Attend meetings to communicate processes with Environmental Construction Liaison (ECL) staff.
30%	E	Prepare Mitigation Contract paperwork and facilitate collaboration with AGPA, Senior Environmental Planner, District R/W, Legal, PM, and Division of Procurements and Contracts (DPAC). Track mitigation projects through completion and sign off by resource agencies. Take notes, prepare letters and memos, process invoices, and attend meetings. Obtain Contract Management certificate annually.
20%	E	Perform, coordinate, and assist staff assigned to prepare or review technical studies and components of environmental documents associated with Capital, Maintenance, and Director Order projects. 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. Write, prepare, review, and publish Environmental Documents. Research and compile studies for projects of a complex nature.
10%	M	Represent Environmental/Liaison with Division of Maintenance. Provide support to Maintenance Vegetation Management Program staff. Conduct environmental road show trainings for Maintenance staff.
5%	E	Conduct field reviews with Stewardship Branch and Construction staff to identify and document compliance with Environmental commitments. Prepare lessons learned following CEC MS 600 to communicate with Generalists on commitments that need refinement. Conduct biological field surveys.
5%	E	Perform regular progress and status updates to STEVE Environmental Database and Stewardship spreadsheets. Facilitate in house ECR discussions, ECR streamlining efforts in STEVE, and associated STEVE training for staff. Provide Stewardship Branch guidance to outside staff.

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

Knowledge of and experience with: a broad range of state and federal environmental laws, regulations and policies as they relate

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to state and federal transportation projects; the Department's mission and goals.

Ability to: gather, compile, analyze, and interpret complex scientific data; reason basically and creatively; develop formats to present and display data; use a variety of analytical techniques to propose solutions to or provide information regarding environmental issues or problems; develop and evaluate alternatives; present ideas effectively orally and in writing; work effectively with others as an interdisciplinary team member; establish and maintain effective and cooperative working relationships with those contacted during the course of the work.

Work on multiple projects at once. Communicate effectively in English, both verbally and in writing. Use Word, Excel, and other computer programs, and learn how to use new programs and/or databases, if requested; use the Internet for work-related needs. Perform basic mathematical calculations using calculators and computer software. Work independently, and collaboratively in a team environment, to carry out assignments. Understand and clearly express complex issues to non-specialist staff, both verbally and in writing.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Incumbent is expected to balance scientific findings, responsible environmental stewardship, and the Department's goal of project delivery. Failure to move agreements and mitigation contracts forward could result in project delays, additional costs and regulatory requirements, and loss of credibility with team members and other agencies.

PUBLIC AND INTERNAL CONTACTS

Interaction with other members of the Department as a part of a multi-disciplinary team, both within and outside of the immediate work area. Frequent contact with resource agency staff. Frequent contact with mitigation vendors. Occasional contact with the public as a representative of Caltrans.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Physical Requirements:

Physically traverse variable terrain in the field under adverse weather conditions. Safely lift objects up to 30 pounds, twist, stretch, bend, stoop, kneel, climb stairs, walk, and safely operate hand tools. Stay alert due to safety issues involving public traffic. Sit for long periods of time using a keyboard, mouse, and video display terminal or while driving or traveling in a vehicle.

Mental Requirements:

Communicate effectively and as often as necessary, both verbally and in writing, to ensure that efficient coordination and decision-making occurs. Work independently and/or collaboratively, effectively, and efficiently to coordinate multiple assignments and tasks. Work collaboratively and respectfully with all members of the Department and others encountered during the work day. Work within noisy and distracting environments. Work simultaneously on multiple assignments and/or deadlines. Analyze and prioritize work situations and take effective action to resolve problems encountered regarding work assignments.

Emotional Requirements:

Be calm and respectful under all circumstances. Resolve emotionally charged issues reasonably and diplomatically. Develop and maintain cooperative working relationships with all contacts. Be receptive to frequent change and new requirements, requests, information, and situations. Overtime may be required on rare occasions, and vacations may be restricted during peak times and fiscal year-end closing.

WORK ENVIRONMENT

The work environment is normally conducted between the hours of 7:00 AM and 5:00 PM in a professional office atmosphere or home office (Telework) with florescent and/or incandescent lighting. Home/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 outdoors 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 100 degrees and as low as 30 degrees Fahrenheit on winter days. The work area includes urban and rural areas within San Bernardino and Riverside counties.

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.

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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.)

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
