

**POSITION DUTY STATEMENT**

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE Environmental Scientist	OFFICE/BRANCH/SECTION D5/Environmental	
WORKING TITLE Environmental Resource Staff	POSITION NUMBER 905-156-0762-XXX	REVISION DATE 03/17/2026

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

**GENERAL STATEMENT:**

The Environmental Scientist will be a key member of the Division of Environmental Planning and Engineering at Caltrans District 5 San Luis Obispo, CA. The incumbent will be an environmental team lead on Project Development Teams for the delivery of transportation projects throughout the San Luis Obispo Area. The Environmental Scientist will be critical in identifying and furthering ways to avoid and minimize environmental impacts and contribute to enhancements within the State Highway System. Under the direction of a Senior Environmental Planner, the Environmental Scientist plans and executes the complex environmental studies required to facilitate project delivery. The incumbent will 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. Occasional overtime, travel and overnight stays may be required. Possession of a valid driver's license is required when operating a State owned or leased vehicle.

**CORE COMPETENCIES:**

As an Environmental Scientist, 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. (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. (Employee Excellence - Collaboration)
- **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. (Employee Excellence - Stewardship)
- **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. (Employee Excellence - Collaboration)
- **Teamwork/Partnership:** Develops, maintains, and strengthens partnerships with others inside or outside of the organization through effective communication and collaboration. (Employee Excellence - Collaboration, Integrity, 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. (Prosperity, Employee Excellence - Collaboration, Pride)
- **Interpersonal Effectiveness :** Effectively and appropriately interacts and communicates with others to build positive, constructive, professional relationships. Tailors communication style based on the audience. Provides and is receptive to feedback. (Employee Excellence - Collaboration)
- **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. (Safety, Prosperity, Employee Excellence - Collaboration, Integrity, Pride)
- **Technical Expertise:** Depth of knowledge and skill in a technical area. (Climate Action, Employee Excellence - Collaboration, People First, Pride)

**TYPICAL DUTIES:**

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

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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 the Division of Environmental Planning and 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 reports, including technical documents prepared by project biologists and archaeologists and air quality specialists, into environmental documents. Conducts peer reviews of Caltrans environmental documents.
20%	E	Uses environmental science principles to conduct field and office research, including outreach 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 Local Coastal Program and California Coastal Commission 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. Conducts outreach with CEQA responsible agencies to coordinate on CEQA significance determinations. Leads and/or facilitates public meetings and those with elected officials and other stakeholders.
5%	E	Conducts administrative duties not limited to maintaining the environmental administrative record, environmental database (STEVE), 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 project 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.

<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**

This position does not have direct supervisory responsibility. However, the 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 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 outreach with 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 environmental

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laws and regulations.

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### RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

An error in researching and evaluating environmental data on the various transportation alternatives for a proposed Caltrans 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. However, a proper review by the Senior Environmental Planner or Senior Environmental Scientist should minimize any errors. 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.

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### PUBLIC AND INTERNAL CONTACTS

Works with engineering and transportation planning staff members of local agencies and Caltrans; serves as intergovernmental liaison with various governmental agencies' planning staffs; arranges, attends, and participates in meetings with local, state, regional, and federal agencies as well as interested groups and individuals. May act as the environmental contact during the environmental document public contact phase.

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### 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.

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### WORK ENVIRONMENT

The incumbent will work in a climate-controlled environment in a cubicle-based office setting; in a home office as part of an approved telework agreement between the incumbent and the employer; and in the field in locations ranging from office buildings to locations on/or adjacent to the State Highway System. These situations may expose the incumbent to potentially unsafe situations, and the incumbent will be required to take mandated trainings and adhere to safe work and field practices. The incumbent may be exposed to extreme weather conditions during field reviews. 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. Working hours will be set sometimes between 6:00am and 6:00pm. Employee must be reachable during work hours while teleworking. Overtime may be required, and vacations may be restricted, during peak times and fiscal year-end closing. Occasional overtime, travel, and overnight stays may be required.

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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.

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EMPLOYEE (Print)

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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.

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SUPERVISOR (Print)

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SUPERVISOR (Signature)

DATE

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