

**POSITION DUTY STATEMENT**

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE Environmental Program Manager I (Managerial)	OFFICE/BRANCH/SECTION Div of Environmental Science and Engineering	
WORKING TITLE Office Chief, Environmental Analysis	POSITION NUMBER 904-131-0760-001	REVISION DATE 04/20/2026

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 District Division Chief for Environmental Science and Engineering (DESE), an EPM II, the incumbent serves as Office Chief for the Environmental Analysis. In this capacity, incumbent oversees the development of comprehensive environmental studies, documents, implementing the District's NEPA Assignment program, permit compliance, and fulfillment of mitigation commitments. The incumbent manages the Office's resources and staffing needs; reviews environmental documents, technical reports, plans, specifications and estimates (PS&E) and other records for accuracy and compliance with local, state and federal laws. The Office Chief represents the District in matters of statewide significance. The Office Chief may also serve as Acting Division Chief for DESE when delegated. The incumbent attends and participates in meetings, conferences, and workshops to confer, advise, learn, and share technical and administrative information about project delivery and environmental compliance, as carried out by the office to ensure it is meeting its mandated requirements and strategic objectives, as well as preparing the office to meet forthcoming statutory, regulatory, legislative and program changes.

**CORE COMPETENCIES:**

As an Environmental Program Manager I (Managerial), 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.

- **Change Leadership:** Develops new and innovative approaches needed to improve effectiveness and efficiency of work products. Encourages others to value change. Considers impact and recommends changes. (Prosperity, Employee Excellence - Innovation, Pride)
- **Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Prosperity - Integrity)
- **Ethics and Integrity:** Demonstrated concern to be perceived as responsible, reliable, and trustworthy. Respects the confidentiality of information or concern shared by others. Honest and forthright. Conforms to accepted standards of conduct. (Prosperity - 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. (Employee Excellence - Collaboration)
- **Teamwork/Partnership:** Develops, maintains, and strengthens partnerships with others inside or outside of the organization through effective communication and collaboration. (Equity - Collaboration)
- **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. (Climate Action, Employee Excellence - Integrity)
- **Negotiation:** Negotiates in a manner that results in positive business outcomes, while maintaining strong relations with the other negotiating member. (Climate Action - Stewardship)
- **Vision and Strategic Thinking:** Communicates the "big picture". Models the department's Vision and Mission to others. Influences others to translate vision into action. Future oriented, and creates competitive and break through strategies and plans. (Equity, Climate Action - Integrity, Stewardship)
- **Commitment/Results Oriented:** Dedicated to public service and strives for excellence and customer satisfaction. Ensures results in their organization. (Equity, Climate Action, Employee Excellence - Collaboration, Innovation, Integrity, People First, Pride)

**TYPICAL DUTIES:**

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

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40%	E	<p>Directs and manages the work of a multidisciplinary team of Senior ES Supervisory (SES (Sup)) and SES (Specialist) staff and is responsible for directing the development of comprehensive environmental studies, permit compliance, and fulfillment of mitigation commitment for projects within the nine San Francisco Bay Area counties. The Office Chief is critical in guiding the assessment of impacts of transportation projects on the environment and furthering ways to avoid and minimize impacts to environmental resources. Directs the activities of the Office of Environmental Analysis, utilizing environmental, scientific, and ecological principles and policy making expertise. Directs the development of technical studies and analysis related to sea level rise, greenhouse gas (GHG) emissions, climate change, and various levels of environmental documents pursuant to CEQA and NEPA. Reviews major environmental documents and technical reports prepared by supervisors and staff pertaining to geology and soils, paleontology, air quality, noise, hazardous waste, biological resources, Waters of the U.S. and the State, floodplains, wild and scenic rivers, coastal zones, cultural resources, farmlands, visual resources, and Section 4(f) resources to ensure accuracy.. Reviews plans, specifications, and estimates (PS&amp;E), and other records for accuracy and compliance with local, state, and federal laws and regulations. Directs the preparation of Coastal Development Permits (CDP) and San Francisco Bay Conservation and Development (BCDC) Permits. Provides guidance to supervisors on completing investigations, determining compliance strategies, recognizing obstacles, analyzing alternatives, high-level negotiating with resource and regulatory agencies, and verifying compliance with permit and agreement document conditions. Directs the analysis of Vehicle Miles Traveled under CEQA aiming to combat climate change by reducing GHG emissions and particulates from mobile sources. Ensures staff applies current scientific methodologies and principles in their studies, recommendations, and solutions. Advises district management and coordinates with HQ staff on technical concerns, permit issues and strategies for mitigation for major transportation projects while ensuring compliance with NEPA Assignment throughout the project development process. Provides guidance to supervisors on completing investigations, documents, determining compliance strategies, recognizing obstacles, analyzing alternatives, high-level negotiating with resource agencies, and verifying compliance with permit conditions. Provides leadership in creating and maintaining partnerships with Bay Area resource and regulatory agencies, stakeholders, and the public. Assesses supervisors' analyses of situations to determine if effective action is being taken. Advises district management and coordinates with HQ staff on technical concerns and permit issues and strategies for mitigation on major transportation projects while ensuring compliance with NEPA Assignment throughout the project development process.</p>
20%	E	<p>Provides continuous feedback to staff that highlight performance successes and develop action plans to close competency deficiencies and performance gaps. Oversee the hiring and development of new and existing Senior staff . Develop and implement effective performance management procedures that ensures timely completion of performance appraisals, probationary reports, consistent communication with staff, and when warranted, appropriate corrective and disciplinary actions. Provides leadership and direction to subordinate supervisors in recommending and implementing policies, procedures and best practices that promote equal employment opportunity, employee engagement, workforce/succession planning, equity, diversity and inclusion, innovation, and organizational excellence. Provides leadership and direction to subordinate supervisors by evaluating work performance, coaching, mentoring and identifying training opportunities for improved performance.</p>
20%	E	<p>Manages the development of tools, models, and best management practices (as they relate to environmental analysis and regulatory compliance) for the use of staff preparing technical studies and conducting field reviews to assess local and regional project impacts, and to gain the needed in-depth knowledge and data-driven analyses. Coordinates with supervisors to ensure staff applies scientific methods and principles in the development of environmental documents and technical studies. Provides direction and monitoring of office/branch programs and project development responsibilities to ensure they are performed with due diligence and sensitivity. Guides and implement procedures for complying with statutory and regulatory changes and environmental streamlining and efficiency measures. Partners with resource agencies to reduce the time it takes to analyze impact data, coordinate and develop avoidance, minimization, and mitigation measures, and obtain permits. Partners with local agencies and stakeholders to support and meet Caltrans' delivery and environmental commitments.</p>
10%	E	<p>Oversees complex and special studies and projects. Works with other functional divisions within Caltrans', external stakeholders, and other government entities to ensure methodologies are appropriate and technical data is accurately integrated into environmental documentation and utilized appropriately in decision-making.</p>

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5%	M	Represents Caltrans in coordination activities with other state, federal, and local agencies and the academic and environmental communities. Participates in public outreach activities, develops and maintains partnerships with stakeholders.
5%	M	Represents the Department and State as needed on special teams to investigate complex issues and improve business practices and policies, provide technical expertise, present data, and communicate results and implications of analyses.

<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**

The Office Chief directly supervises a multidisciplinary staff of Senior Environmental Scientists and Environmental Scientist.

**KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS**

Knowledge of: Broad knowledge of California and Federal environmental regulatory and resource management laws, regulations, plans, programs, and policies relating to Caltrans' Mission; basic principles of land, water, fish, wildlife, and other natural resources research; principles of ecology, resource management, hydrology, and geology; statistical methodologies; land-use practices with reference to their general effect on human health, natural resources, and the environment; effects of hazardous and non-hazardous waste material and their interactions on water quality and the environment; basic principles of risk assessment and risk management; concepts employed in a variety of disciplines including environmental planning, economics, environmental engineering, and resource management. Knowledge of: Techniques for dispute resolution, principles, practices and trends of public administration, organization and management with emphasis on environmental analyses, budgeting, sound management of fiscal resources, use of management information systems, strategic planning, program development, management and evaluation; performance improvement, principles and practices of employee supervision, development training, Caltrans' organization and administrative policies and procedures; and a manager's/supervisor's role in the Affirmative Action and Equal Employment Opportunity Program and the processes available to meet affirmative action and equal employment opportunity objectives. Ability to: Apply or modify scientific methodologies and principles; collect environmental data; analyze and evaluate data and reach sound conclusions; review, check, and interpret scientific and environmental reports; analyze situations and take appropriate actions; establish and maintain cooperative relations with all persons contacted; communicate effectively; prepare clear, complete, and technically accurate reports; apply laws, rules, regulations, policies, and requirements of California and Federal environmental protection and resource management programs; assess the impact of proposed State and Federal environmental legislation and regulations; understand principles of risk assessment and risk management; work with professionals from a variety of disciplines within and outside of State government; and review and understand technical research reports on emerging environmental issues. Ability to: Establish and maintain project priorities; initiate, recommend, and champion changes that promote innovative solutions; motivate others and resolve conflicts; think cross functionally, learn quickly and comfortably handle risk. Provide leadership in accomplishing strategic priorities and initiatives assigned to EPE. Develop cooperative and trusting relationships with representatives of all levels of government and the public; gain the confidence and support of top level managers and advise them on a wide variety of administrative matters. Analyze: Have the analytical skills to use scientific methodologies, develop research proposals, and set up criteria, procedures, and guidelines for use in analyzing environmental regulations and developing innovative solutions needed for critical project delivery; conduct research and evaluation of short-term and long-term environmental impacts; develop techniques for handling and analyzing a large variety of detailed data; communicate the results and implications of analyses to non-specialists; act as an expert witness in court or at legislative or quasi-judicial hearings.

**RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR**

The incumbent is responsible for day-to-day management of the Office of Environmental Analysis and for providing guidance in statewide environmental analyses. Poor judgment may unnecessarily delay projects, increase Caltrans' transportation project costs, risk loss of delegations and assignments from other agencies, cause lower quality work, mismanagement of public monies and lose public confidence and trust.

**PUBLIC AND INTERNAL CONTACTS**

The incumbent must work collaboratively and communicate regularly with a broad spectrum of individuals and entities, including: Caltrans' executive management from the Regions/Districts and corporate Headquarters; other state and local government agencies; industry representatives and technical experts; special interest groups; the California State Legislature and legislative staff; Department of Finance; and the California Transportation Commission. Transportation Commission; CalSTA; and the general public.

**PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS**

The position requires the ability to work with others in a cooperative manner, multi-task, adapt to changes in priorities, ensure completion of tasks or projects given short notice, develop new insights into situations, foster a positive work environment that encourages creative thinking and innovation; and to adapt behavior and work methods in response to new information, changing

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conditions, or unexpected obstacles.

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### WORK ENVIRONMENT

While at the base of operation, the incumbent will work in a climate-controlled office under artificial lighting in a office. Frequent travel and field work are required within the Region. Some fieldwork requires the ability to work in a variety of climatic and geographical conditions. The incumbent may be required to travel to offices and field locations, as well as occasional travel outside of the area.

This position may be eligible for hybrid-telework. The number of telework days is at the discretion of the Department and based on Caltrans' current telework policy. While Caltrans supports telework, in-person attendance is required based on operational needs. Employees are expected to be able to report to their worksite with minimal notification if an urgent need arises. The selected candidate may be required to conduct business travel on behalf of the Department or commute to the headquartered location. Business travel reimbursements considers an employee's designated Headquarters 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.

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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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