

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE Environmental Scientist	OFFICE/BRANCH/SECTION Environmental / Project Analysis- Branch A	
WORKING TITLE Environmental Scientist	POSITION NUMBER 911-170-0762-911	REVISION DATE 05/01/2026

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 the Environmental Branch Chief, the incumbent is an interdisciplinary team member who will be responsible for preparing and reviewing environmental documents, technical studies, and analytical reports to ensure compliance with the California Environmental Quality Act (CEQA), the National Environmental Policy Act (NEPA) and numerous state and federal environmental resource laws and regulations.

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.

- **Flexibility and Managing Uncertainty** : Adjusts thinking and behavior in order to adapt to changes in the job and work environment. (Employee Excellence - Innovation, People First)
- **Dealing with Ambiguity (Risk)**: Can comfortably handle risk and uncertainty, as well as make decisions to act without having the total picture. (Safety, Prosperity - Innovation)
- **Continuous Professional Development**: Seeks to obtain knowledge and improve performance while supporting others in doing the same. (Equity, Climate Action - 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 - Integrity)
- **Teamwork/Partnership**: Develops, maintains, and strengthens partnerships with others inside or outside of the organization through effective communication and collaboration. (Equity, Prosperity - 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 - Innovation)
- **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. (Equity, Prosperity - Collaboration, Equity)
- **Analytical Skills**: Approaches problems using a logical, systematic, and sequential approach. Weighs priorities and recognizes underlying issues. (Employee Excellence - Innovation)
- **Technical Expertise**: Depth of knowledge and skill in a technical area. (Employee Excellence - Collaboration, Innovation, Integrity)

TYPICAL DUTIES:

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

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20%	E	<p>NEPA/CEQA Analysis: Prepares Environmental Documents and technical analysis which require a high degree of competency in environmental and land use management, experience with natural resources management; community impact assessments, Environmental Justice and Equity analysis, 4(f) evaluations and application of basic project management skills; knowledge of construction methods and be able analyze traffic data, hazardous waste, air quality, Vehicle Miles Traveled (VMT)/Greenhouse Gas (GHG) and water quality analysis as well as all other technical studies as they relate to transportation infrastructure projects. Applies analytical and organizational skills; collaborate with various transportation and resource agency partners; maintain regular and predictable attendance, and exercise good judgment. In addition, the incumbent must have a high-level of experience with federal, State and local environmental laws and regulations and their application in transportation project delivery and have a good working relationship with other governmental agencies and interest groups. Strong written and verbal communication skills and be ability to apply those to technical reports, public facing environmental impact disclosures, general and complex correspondence as well as organizing and leading meetings internally and externally.</p>
20%	E	<p>Cultural Resource Analysis: Researches, prepares, and analyzes cultural resource studies in compliance with various environmental/cultural laws and regulations, such as Assembly Bill 52, Section 106 of the National Historic Preservation Act (NHPA), CEQA/NEPA, Public Resource Code 5024, and Section 4(f) as well as many other laws, policies, and regulations. Conducts research, consults with knowledgeable groups and individuals including tribes, identifies cultural resources, assesses effects and carry out mitigation. Prepares, reviews, and approves ethnographic and cultural resource reports, and other in-house developed documents, in compliance with federal, state, and local laws and regulations. Leads and conducts field surveys, prepares and reviews studies and evaluates cultural resources for National Register of Historic Places and California Register of Historical Resource eligibility.</p>
20%	E	<p>Biological Analysis: Researches, prepares, and analyzes complex technical reports for compliance with CEQA/NEPA, California Endangered Species Act (CESA)/Federal Endangered Species Act (FESA) and Section 7 as well as many biologically related state and federal laws and regulations as they pertain to transportation projects. Leads and conducts protocol level field surveys for a variety of plant, animal, and natural resources, and provides technical data for the biological analysis. Applies Geographic Information Systems (GIS) skills to prepare maps and conduct additional impact calculations. Conducts oversight and reviews of technical studies for highway encroachment permits, reviews local agency documents and identifies impacts and recommended environmental mitigation measures. Prepares permit applications and completes and coordinate all necessary information for a complete permit application. Coordinates with appropriate internal and external experts to identify appropriate mitigation. Works as a liaison with federal, State, and local regulatory entities, including Regulatory agencies such as United States Fish & Wildlife Service (USFWS), California Department of Fish and Wildlife (CDFW), National Marine Fisheries Service (NMFS), United States Forest Service(USFS) and United States Army Corp of Engineers (USACE) for coordination, consultation and compliance with various environmental and biological regulations.</p>
20%	E	<p>Mitigation Analysis: Conducts field surveys, compiles data, and conducts a resource analysis for inclusion into technical re-vegetation, mitigation and conservation planning reports. Plans and executes field work, identifies and secure resources, develop and manage all aspects of contracts and track completion of environmental mitigation obligations. Specific to transportation project delivery, provides technical support to habitat conservation staff on CESA and mitigation land acquisition, supports mitigation and conservation banking, conducts mitigation negotiations, develops procedures and standards to mitigate for impacts to threatened and endangered species, and develops local and regional conservation approaches in coordination with Caltrans staff, private landowners, nonprofits and other agencies. Works with federal, state, and local regulatory entities, including Regulatory agencies such as USFWS, CDFW, NMFS, USFS, Regional Water Quality Control Board (RWQCB) and USACE for coordination, consultation and compliance with various environmental and mitigation regulations.</p>

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10%	E	<p>Environmental Project Management: Manages the cost, scope and schedule of transportation projects within the position's purview. Defines the critical path environmental deliverables. Analyzes, manages, and reports program information including records required to substantiate compliance with CEQA/NEPA and other environmental regulations, laws, and policies. Creates and maintains electronic records and program databases such as STEVE, Caltrans Cultural Resource Database (CCRD), Uniform File System (UFS), etc., consistent with internal procedures. Implements program performance measures and report on progress by summarizing relevant data. Performs administrative work as directed, writes draft and final reports, prepares technical correspondence, and provides any needed technical guidance as directed by the Environmental Branch Chief.</p>
10%	M	<p>Agency Coordination and contracting: Participates in technical and coordination meetings, including periodic coordination meetings with Caltrans and state and federal agency partners. Prepares, negotiates and reviews consultant services contracts, task orders, scopes of work, inter-agency agreements, cooperative agreements, Tribal contracts etc.. Serves as contract manager responsible for contract administration, task order issuance, payment issues, oversight of consultant's work performance, and document review. Performs other job-related duties as required.</p>

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

This position does not supervise others.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Knowledge of: Basic principles of land, water, fish, wildlife, and other natural resources research; principles of ecology; soil and irrigation sciences, resource management, hydrology, geology, and waste prevention; statistical methods; land-use practices with reference to their general effect on human health, natural resources, agricultural productivity, and the environment; effects of hazardous and non-hazardous waste material and their interactions on the environment; chemical reactions; California and Federal environmental laws, rules, regulations, and requirements; basic toxicology, hydrology, geology, and principles of risk assessment and risk management; concepts employed in a variety of disciplines including environmental planning, economics, and resource management; geolocation and geo-referencing software applications, resource conservation program impacts and implementation strategies; and recycling issues.

Ability to: Apply or modify scientific methods 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 public health and environmental issues.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Consequences of poor performance and/or judgment errors can result in the following:

- Delay of project – This results when coordination with State and Federal regulatory agencies or the private sector breaks down and controversies develop over impact assessment and appropriate mitigation measures.
- Increased costs – Delays to projects have the effect of increasing project costs due to inflation and/or inappropriate planning. Further, should delays occur after the contract is let, the cost of possible contractor claims could incur.
- Litigation – Failure to comply with environmental laws leaves Caltrans vulnerable to legal action to force compliance. Litigation leads to delay and cost effects described above.
- Loss of credibility – Failure to produce adequate studies, follow procedures correctly, or ensure that commitments are kept in a timely manner could lead to damaging relationships and credibility with external agencies having review and approval functions.
- High cost solutions – Poor judgment in the selection of mitigation measures could result in excessive project costs.

PUBLIC AND INTERNAL CONTACTS

Arranges for, attends and participates in meetings with State, Federal and local agencies, Department staff, and consultants in regard to environmental impacts and mitigation. Direct internal communication with supervisor is required on a regular basis, but in particular on an immediate basis when there is a need to elevate issues.

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PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

You may be required to sit for long periods of time using a keyboard and video display terminal. Also must have the ability to conduct field analysis and surveys.

Must have the ability to deal with multiple tasks, adapt to changes in priorities and complete tasks with short notice; be open to change and new information; adapt behavior and work methods in response to new information, changing conditions, or unexpected obstacles. Must be able to adhere to established deadlines. This position may require site visits, sometimes to remote areas, which may require driving a personal or state vehicle on public roadways or on uneven terrain.

Must be able to develop and maintain cooperative working relationships; be tactful and treat others with respect. Must value cultural diversity and other individual differences in the workforce. Behave in a fair and ethical manner towards others and demonstrates a sense of responsibility and commitment to public service.

WORK ENVIRONMENT

While at your base of operation, you 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. You may be required to travel to offices and field locations, as well as occasional travel outside of the Region.

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