

**POSITION DUTY STATEMENT**

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE Senior Environmental Planner	OFFICE/BRANCH/SECTION Env Engineering, Planning, & Management	
WORKING TITLE Environmental Climate Action and Equity Specialist	POSITION NUMBER 910-156-4713-XXX	REVISION DATE

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 Office Chief for Environmental Engineering, Planning, & Management, the incumbent is responsible for developing, recommending, and establishing procedures and instructions related to climate change (greenhouse gas emissions, and adaptation/sea-level rise), Induced Demand/VMT, Equity/Environmental Justice, and future new initiatives in support of district environmental generalists for preparation of environmental documents. This position requires the development of procedures and instructions related to environmental requirements for project planning, programming, and delivery with a focus on California Environmental Quality Act (CEQA) and National Environmental Policy Act (NEPA). In this capacity, the incumbent will research state and national trends and cutting-edge practices in environmental planning and writes memos, guidance, and deliver training. This position requires a broad environmental planning background including varied experience in and knowledge of transportation characteristics, issues and planning and project delivery concepts, and the Department's major activities.

**CORE COMPETENCIES:**

As a Senior Environmental Planner, 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. (Employee Excellence - Collaboration, Innovation, Pride)
- **Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Safety, Equity, Prosperity, Employee Excellence - Equity, Integrity, Pride)
- **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. (Safety, Prosperity, Employee Excellence - Equity, People First)
- **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. (Safety - Collaboration, Innovation, Integrity, Pride)
- **Fostering Diversity:** Capable of working with a diverse work group, including but not limited to differences in race, nationality, culture, age, gender, and differently able. Makes everyone feel valuable regardless of diversity in personality, culture, or background. Fosters a diverse culture to create best solutions. (Equity, Climate Action - Equity)
- **Customer Focus:** Considers, prioritizes, and takes action on the needs of both internal and external customers. (Equity, Prosperity - People First, Stewardship)
- **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. (Safety, Equity - Collaboration, Equity, People First)
- **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. (Climate Action, Prosperity - Innovation, Stewardship)
- **Technical Expertise:** Depth of knowledge and skill in a technical area. (Employee Excellence - Integrity, Pride)

**TYPICAL DUTIES:**

Percentage	Job Description
Essential (E)/Marginal (M) <sup>1</sup>	
40% E	The incumbent will serve as the in-house subject matter expert to mentor and support district environmental generalists in evaluating topics to include, but not limited to Climate Change, Induced Travel/VMT, and Equity in CEQA and NEPA documents. Identify and provide outreach, education, and training opportunities.

**POSITION DUTY STATEMENT**

DOT PM-0924 (REV 01/2025)

30%	E	The Incumbent will act as the in-house subject matter expert to provide recommendations to management and project development teams on topics to include but not limited to Climate Change, Induced Travel/ VMT, and Equity. Identify potential challenges and recommended solutions for complex transportation projects.
20%	E	The incumbent is responsible for gathering, analyzing information, and developing project-level policy and procedures related to climate change (greenhouse gas emissions, adaptation/sea-level rise), Induced travel, and Equity. The incumbent is also responsible for maintaining a working knowledge of the most current research, regulations, and approaches for addressing these topics in CEQA and NEPA environmental documentation. Extensive knowledge of environmental compliance requirements and practices, as well as the ability to research new information, is imperative.
10%	M	Independently, or as part of a team, completes special assignments as requested by the Office Chief or Division Chief. These may include wide-ranging assignments, (e.g., gathering and analyzing project data for responses to legislative, judicial, public inquiries, or drafting policy memos) which frequently require fast review and resolution and involve high profile/complex issues where knowledge, thoroughness, and accuracy are critical.

<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 directly supervise others but may act in a lead capacity over consultants and Research/Student Assistants.

**KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS**

**Knowledge:** An in-depth knowledge of Caltrans' major activity areas and organization, Departmental policies and financial constraints and specific knowledge of planning, project development procedures, project design, construction and maintenance. Requires thorough knowledge of transportation characteristics, issues, and planning concepts as well as federal and state environmental laws, regulations, Executive Orders, and procedures regarding the extent of environmental documentation required and to assure that appropriate measures are taken to avoid or minimize and/or mitigate environmental impacts. Must have extensive knowledge of NEPA, CEQA, and other state and federal environmental compliance requirements and practices. Must have a thorough working knowledge of organizational relationships both within and outside the Department that pertain to planning, design, construction, operation, and maintenance of transportation facilities.

**Abilities:** Based on broad environmental planning experience and expertise, the incumbent must be able to reason logically and creatively using a wide variety of analytical and problem-solving techniques to resolve or provide information regarding complex environmental management related issues. Must be able to take action independently and organize work priorities. Must be able to establish and maintain cooperative relationships, dealing with tact and persuasion with District and Headquarters' counterparts; and be able to communicate effectively both orally and in writing. The ability to research new information is imperative. Strong interpersonal and leadership skills are essential. Must have the ability to effectively use personal computers and the internet to conduct research, write memos, letters, procedures, guidance and develop graphs, charts or other illustrative materials.

Must have responsible and recent experience in the state and federal environmental project development process area, preferably writing or coordinating environmental documentation with outside resource agencies and Caltrans Project Delivery staff, or equivalent line or staff environmental experience emphasizing interdisciplinary, coordination, and/or review responsibilities.

**Analytic Abilities:** The work and responsibilities assigned to this position require the ability to assimilate environmental, technical and procedural input from various sources, including the districts, to evaluate that input, develop alternative courses of action and to make objective recommendations on all critical issues affecting the planning, project delivery, maintenance and applied studies related to transportation systems. The incumbent must be able to listen to and understand customer intent, effectively balance intent against appropriate constraints and guidance, provide written and verbal assistance. Must reason logically and creatively using a variety of analytical and problem-solving techniques. May be required to create or interpret spreadsheets, use databases and/or Geographic Information System (GIS) applications, and create presentations.

**RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR**

This position is responsible for independent action and initiative in carrying out the assigned duties. As a technical expert, the incumbent is expected to develop policy on environmental issues, performance measures, and documentation for transportation proposals and activities. Failure to carry out these responsibilities could result in:

- additional effort to provide measures to avoid or minimize environmental impacts

## POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

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- extensive delays to projects or activities
  - litigation that could delay and/or add substantial cost to essential projects or activities
  - loss of public confidence in the Department as a responsible public agency and first-rate engineering and environmentally sensitive organization.
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### PUBLIC AND INTERNAL CONTACTS

Must establish and maintain working relationships on a regular basis with Caltrans District/Region staff; with other disciplines in the Division of Environmental Analysis; and with other divisions in Headquarters, primarily with the Divisions of Transportation Planning, Legal, and the Caltrans Sustainability Program. On an as-needed basis, the incumbent may need to establish and maintain cooperative and collaborative relationships with management and staff of state and federal environmental resource and regulatory agencies, and transportation planning entities, among others. Arranges for, attends, participates in, and where appropriate, represents the Department at meetings with interest groups, individuals, local, regional, state, and federal agencies in regard to environmental performance measures, issues and mitigation matters for projects and programs.

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### PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

The incumbent may be required to sit for long periods of time using a keyboard/mouse and monitor or while attending meetings. Must be able to use fine manipulation and/or simple grasping during the course of their workday. Some walking and standing may be required. The incumbent will be required to effectively communicate in English and may be required to make presentations, lead workshops, and serve on teams. The incumbent must be able to sustain the mental activity needed to conduct necessary research, analysis, and synthesis of issues and make well-reasoned recommendations to management. Must be able to organize and prioritize large volumes of varied documents. The workload is subject to frequent substantial and unexpected changes that could affect the scheduling or completion of assignments. Must be able to handle multiple tasks, adapt to changes in priorities, and complete tasks or projects with short notice and work with others in a cooperative manner. The incumbent must have the ability to develop and maintain cooperative, collaborative working relationships and recognize difficult, emotionally charged and/or sensitive situations and handle them effectively and appropriately. The incumbent behaves in a fair and ethical manner toward others and demonstrates a sense of responsibility and commitment to public service. The incumbent values cultural diversity and other individual differences in the workforce.

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### WORK ENVIRONMENT

The work environment is fast-paced, busy, and requires considerable flexibility in managing one's time, priorities, and assignments. It can be demanding and/or stressful. The incumbent may be required to travel to district offices or other meeting facilities. While traveling, the incumbent may experience all climatic conditions, including rain.

While at the base of operation, the employee will work in a climate controlled office under natural and artificial light. However, due to periodic problems with the heating and air conditioning, the indoor temperature may fluctuate.

## POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

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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