

**POSITION DUTY STATEMENT**

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE Senior Environmental Planner	OFFICE/BRANCH/SECTION D11 Planning & Local Assistance	
WORKING TITLE Senior Environmental Planner (Specialist)	POSITION NUMBER 911-820-4713-001	REVISION DATE 05/15/2026

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 Deputy District Director for Planning & Local Assistance, the Senior Environmental Planner (Specialist) serves as the District's lead environmental subject matter expert for Federal Highway Administration Agency (FHWA) - funded local agency transportation projects. The incumbent independently evaluates project impacts using established scientific methods and ensures compliance with federal, state, and local environmental requirements, including the National Environmental Policy Act (NEPA), California Environmental Quality Act (CEQA), and the California Coastal Act. The position provides technical guidance to District 11 Local Assistance staff, local agencies, and regulatory partners; reviews environmental studies and documentation; and develops recommendations that support accurate, timely, and defensible environmental determinations. The incumbent leads coordination efforts across functional units, offers expert advice on environmental regulations and policies, and supports project delivery through problem solving, field assessments, and analytical review. The role requires effective communication, professional judgment, and collaboration with diverse stakeholders.

**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.

- **Learning on the Fly:** Learns quickly, is open to change, experiments, and is flexible. (Employee Excellence - Collaboration, Innovation, Integrity, People First, Pride, Stewardship)
- **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, Innovation, Integrity, People First, Pride, Stewardship)
- **Reliability:** Ability to demonstrate dependability in meeting commitments, and providing a consistent work product. Takes responsibility for individual actions in order to meet deadline demands. (Employee Excellence - Innovation, Integrity, People First, Pride)
- **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, Innovation, Integrity, Pride, Stewardship)
- **Teamwork/Partnership:** Develops, maintains, and strengthens partnerships with others inside or outside of the organization through effective communication and collaboration. (Employee Excellence - Collaboration, Innovation, Integrity, People First, Pride, Stewardship)
- **Customer Focus:** Considers, prioritizes, and takes action on the needs of both internal and external customers. (Employee Excellence - Collaboration, Innovation, Integrity, People First, Pride, 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. (Employee Excellence - Collaboration, Innovation, Integrity, People First, Pride, Stewardship)
- **Analytical Skills:** Approaches problems using a logical, systematic, and sequential approach. Weighs priorities and recognizes underlying issues. (Employee Excellence - Integrity, Pride, Stewardship)
- **Thoroughness:** Ensures that work and information is complete and accurate. Ensures that assignment goals, objectives, and completion dates are met. Documents and reports on work progress. (Employee Excellence - Pride, Stewardship)

**TYPICAL DUTIES:**

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

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30%	E	<p><b>NEPA Oversight and Environmental Review</b>  Manages the NEPA oversight process for all District 11 Local Assistance projects and serve as the district's primary environmental subject matter expert. Reviews and evaluates environmental studies, technical analyses, mitigation strategies, and environmental documents for scientific accuracy and compliance with NEPA, CEQA, the California Coastal Act, and other applicable federal, state, and local laws. Develops written technical reviews and ensure analytical findings support clear, defensible environmental determinations. Leads coordination with interdisciplinary specialists, resource agencies, consultants, and local agencies to ensure compliance with all required environmental regulations.</p>
25%	E	<p><b>Project Scoping, Field Assessment, and Issue Resolution</b>  Conducts and participates in field reviews and project scoping to identify environmental constraints, resources, and potential impacts. Develops strategies to resolve complex environmental issues affecting project delivery, scope, cost, or schedule. Verifies revisions to technical reports, ensure environmental commitments are incorporated into project plans, and confirm consistency with NEPA requirements. Applies knowledge of construction processes, including structures, to confirm environmental compliance during project development.</p>
15%	E	<p><b>Environmental Issue Management and Interagency Coordination</b>  Resolves environmental issues on local agency projects, including those of districtwide or statewide significance. Coordinates with district functional units and regulatory agencies to address resource avoidance, implementation of environmental commitments, and clarification of policy or regulatory inconsistencies. Serves as an active member of Project Development Teams, providing expert environmental input throughout the project lifecycle.</p>
15%	E	<p><b>Policy Development, Training, and Statewide Consistency</b>  Provides guidance to district staff, local agencies, and stakeholders on FHWA and Caltrans environmental requirements, policies, and procedures. Develops policy materials, technical guidance, and training to improve environmental compliance within Local Assistance programs. Maintains current knowledge of the Standard Environmental Reference (SER), federal regulations, and statewide environmental practices. Participates in statewide teams to develop updates to the Local Assistance Procedures Manual (LAPM), forms, and guidance, and collaborate with other districts to improve process consistency. Serves as District liaison to Headquarters Division of Local Assistance for special assignments and program-related coordination.</p>
10%	E	<p><b>Program Support and Resource Utilization</b>  Coordinates with Local Assistance Engineering staff to ensure appropriate utilization of environmental resources. Assists local agencies with consultant selection in accordance with federal and state requirements.</p>
5%	M	<p><b>Documentation, Filing, and Data Management</b>  Maintains and updates environmental project data within LP2000 and ensure consistency with the Uniform Filing System. Maintains organized electronic project files and ensure records reflect current project status and decisions. Conducts periodic reviews of procedures and identify or develop methods to improve NEPA compliance and environmental decision-making.</p>

<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 incumbent does not have direct supervisory responsibilities but provides guidance internal and external staff through complex environmental issues, regulations, strategies, and methodologies; and may act in a lead capacity daily.

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### KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

#### Knowledge of:

Federal and State environmental laws, regulations, and policies, including NEPA, CEQA, the California Coastal Act, Section 4(f), and applicable federal regulations administered by the U.S. Army Corps of Engineers (ACOE), U.S. Fish and Wildlife Service (USFWS), National Oceanic and Atmospheric Administration (NOAA), and the U.S. Coast Guard; Environmental planning principles, multimodal transportation planning, community impact analysis, resource management, and applicable economic and scientific concepts; Caltrans Project Delivery processes, including the Standard Environmental Reference (SER), annotated outlines, and Local Assistance procedures; Geographic information systems (GIS) and related analytical software used for environmental evaluation and current environmental planning trends, policy developments, and emerging practices at the state and federal levels.

#### Ability to:

Apply and adapt scientific methods to evaluate environmental data and develop sound conclusions; Review, interpret, and assess technical and environmental reports for accuracy, completeness, and compliance; Analyze situations, recommend appropriate actions, and resolve complex environmental issues; Communicate effectively through clear, technically accurate written reviews and professional correspondence; Interpret and apply relevant laws, regulations, policies, and environmental protection requirements; Work collaboratively with interdisciplinary project teams, regulatory partners, and local agencies; Understand principles of risk assessment and risk management, and incorporate scientific findings into decision making; Review and understand technical research on public health and environmental issues, and translate findings for non specialists; Lead environmental activities within assigned programs, maintain effective professional relationships, and provide expert guidance.

#### Analytical Requirements:

Evaluate a wide range of environmental information and scientific data to identify impacts, determine appropriate mitigation, and ensure regulatory compliance; Assess implications of proposed legislation or regulatory changes on local agency transportation projects; Develop innovative and defensible solutions to environmental issues and support project delivery through accurate and timely analysis.

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### RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The Senior Environmental Planner (Specialist) performs work at an advanced journey level and is responsible for making sound, defensible environmental decisions. Errors in judgment or analysis may cause significant impacts to Local Assistance project delivery. Consequences of error include:

- **Project Delays:** Breakdowns in coordination with regulatory agencies or inaccurate impact assessments can delay project approval and delivery.
  - **Increased Costs:** Delays may result in inflationary cost increases or contractor claims if issues arise after a contract has been awarded.
  - **Legal Exposure:** Failure to comply with environmental laws and procedures may result in litigation, further delaying projects and increasing costs.
  - **Loss of Credibility:** Inadequate environmental documents, missed commitments, or procedural errors may harm Caltrans' professional relationships with partner agencies.
  - **Inefficient or High Cost Solutions:** Poor judgment in selecting mitigation measures may lead to unnecessary or excessive project expenditures.
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### PUBLIC AND INTERNAL CONTACTS

The incumbent serves as an interdisciplinary team member and must maintain effective, professional working relationships with internal project delivery partners, regulatory agencies, local agencies, and other interested parties involved in Caltrans projects. The incumbent is expected to respond promptly to customer inquiries and consistently represent the Department in a professional and courteous manner. The position requires regular coordination with State, Federal, and local public agencies, Caltrans staff, and consultants regarding environmental impacts, project issues, and mitigation strategies. The incumbent independently arranges, attends, and participates in meetings and must keep the supervisor informed, particularly when issues require elevation or immediate attention.

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### PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

The incumbent must be able to sit for extended periods while using a computer, review technical documents, and conduct analytical work. Field duties require the ability to walk on uneven terrain, traverse various climatic and geographic conditions, and perform site assessments that may involve standing, bending, or carrying equipment. The position requires sustained concentration, the ability to manage multiple priorities, adapt to changing deadlines, and respond to unexpected project needs. The incumbent must exercise sound judgment, work independently on assignments with significant impact, and complete tasks

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within established timeframe. The role requires maintaining cooperative and professional working relationships, responding appropriately to challenging or sensitive situations, and demonstrating tact, fairness, and commitment to public service. The incumbent must respond to and manage high-demand situations effectively, communicate clearly, and interact respectfully with internal and external partners.

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### WORK ENVIRONMENT

The incumbent primarily works in a climate controlled office environment with artificial lighting. Travel within the region is required to conduct site visits, attend meetings, and perform field work as needed. Field activities may occur in remote locations and in a variety of weather, terrain, and environmental conditions. These activities may involve exposure to vehicle traffic, uneven ground, dust, noise, or other field related hazards. Occasional travel outside the district may be necessary to support program needs or attend statewide meetings. Possession of a valid California driver's license is required to operate a State owned or leased vehicle.

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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)

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