

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE Senior Environmental Planner	OFFICE/BRANCH/SECTION NR Division of Environmental
WORKING TITLE Resource Agency Liaison (Specialist)	POSITION NUMBER 928-801-4713-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 direction and supervision of the North Region Environmental Office Chief, the Senior Environmental Planner works to coordinate management level interaction with state and federal resource agencies, including the California Department of Fish and Wildlife, U.S. Fish and Wildlife Service, and National Marine Fisheries Service, on matters pertaining to project development and compliance with environmental laws, regulations and policies. In this capacity, the incumbent facilitates partnerships with state and federal resource agencies, coordinates environmental studies for large and complex projects, and promotes efforts to streamline the environmental process. The incumbent will provide leadership, guidance, and training on wildlife connectivity matters.

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.

- **Managing Change:** Demonstrating support for organizational changes needed to improve the department's effectiveness; supporting, initiating, sponsoring and implementing change. (Safety, Employee Excellence - Collaboration, 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)
- **Continuous Professional Development:** Seeks to obtain knowledge and improve performance while supporting others in doing the same. (Employee Excellence - Innovation, Integrity, Pride)
- **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. (Prosperity, Employee Excellence - Collaboration, Stewardship)
- **Teamwork/Partnership:** Develops, maintains, and strengthens partnerships with others inside or outside of the organization through effective communication and collaboration. (Prosperity, Employee Excellence - Collaboration, Equity, Innovation)
- **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. (Equity, Prosperity - Equity, Innovation)
- **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 - Collaboration, Innovation, Stewardship)
- **Forward Thinking:** Anticipates the implications and consequences of situations and takes appropriate actions to be prepared for possible contingencies. Anticipates and prepares for future developments. (Safety, Climate Action - Collaboration, Innovation, Stewardship)
- **Commitment/Results Oriented:** Dedicated to public service and strives for excellence and customer satisfaction. Ensures results in their organization. (Employee Excellence - Collaboration, Innovation, Integrity, Pride)

TYPICAL DUTIES:

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

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40%	E	Under the direction of the North Region Environmental Office Chief, an Environmental Program Manager, the incumbent participates as the departmental representative on biological permitting and wildlife connectivity, including endangered species and California Department of Fish and Game code issues. Coordinates with Environmental staff, Project Managers, Division Chiefs and Caltrans Headquarters staff to identify and resolve project delivery issues with CDFW, USFWS, NMFS, and other agencies as necessary. Coordinates resolution of project delivery issues and prioritizes agency deliverables with environmental staff and Project Managers including, but not limited to, project scope, cost and schedule. Participates in internal discussions with environmental staff and identification of work priorities and coordinates and ranks projects on Agency work lists from the STEVE database; negotiates reduced truncated permit issuance timelines when appropriate. Reviews draft permit conditions as part of the Project Development Team prior to issuance of the final permit/approval.
25%	E	Assists with the training and development of environmental staff and resource agency liaisons as needed. Schedules and coordinates discussions and working groups to advance staff understanding and approval to new laws, listings, policies. Tracks and, in consultation with the North Region Managers, provides input on and/or initiates environmental policies that would benefit North Region programs. Provides technical support in the field, resolves conflicts and ensures proper communication is occurring between staff and agency liaisons. Helps in decision making and works towards predictable and consistent outcomes for field survey techniques, applications of protocols, analysis of impacts, mitigation determinations and permit conditions.
15%	E	Coordinates compliance with the North Region Environmental Document Quality Control Plan. Develops and maintains regional implementation plan, including procedures, training and monitoring, for regional and statewide policies related to product quality control. Ensures appropriate level of technical, peer, and legal reviews are completed on all documents prepared in compliance with the California Environmental Quality Act, the National Environmental Policy Act, California Fish and Game Code, and the Endangered Species Act, among others.
10%	E	Reviews and comments on State and federal legislation concerned with the conservation and regulation of listed species and natural resources. Reviews and comments on draft policies and procedures as published in the Federal Register, Public Notices, and other media. Consults with regulatory and resource agencies in the development of project mitigation measures.
10%	M	Represents the Department and North Region at meetings, including the Biological Consultancy Group, hearings, and other related public forums. Develops a public relations program for North Region to promote environmental stewardship activities to resource agencies and the public, including maintaining the biology page on the NR Environmental website.

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

The incumbent does not supervise. May act in a lead capacity over one or more Associate Environmental Planners, Environmental Planners and/or Environmental Scientists. Provides technical direction and guidance to the region staff as needed.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Must have knowledge of general ecology or general principles behind planning for the conservation and preservation of natural resources; general principles and techniques of research and statistical analysis; communication skills for purposes of data gathering; techniques and methods of evaluating environmental impacts; State and Federal environmental laws, regulations, policies, procedures and guidelines; state, local and regional governmental organizations responsible for environmental and transportation regulation planning; and resource management. Must be able to analyze environmental situations accurately, gather and analyze data, prepare written reports, work effectively with others as an interdisciplinary team member, conduct interviews for data gathering, and apply general techniques for ensuring public participation in the planning process. Technical knowledge in the areas of environmental impact assessment, mitigation measures and contract management is required. Must be able to identify and resolve difficult environmental and transportation problems; to appraise the relative priority of on-going projects; to develop technically sound alternatives and solutions which includes developing new approaches, policy and procedural changes and revisions; to provide thorough and complete staff work to meet the needs of the department.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Consequences of poor performance of this part of the environmental program can result in the following adverse effects:

- Delay of Project - This results when coordination with other State and federal environmental agencies or the private sector breaks down and controversies develop over impact assessment and appropriate mitigation measures. This position would be involved in negotiations at the District/Regional level.
- Increased costs - Delays to projects have the effect of increasing project costs due to inflation. Further, should the delay occur

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after the contract is let for the project, the cost of possible contractor claims would be involved.

- 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 made to the regulatory agencies are kept in a timely manner, maintain cooperative relationships, could lead to loss of credibility with external agencies having review and approval functions, damaging relationships and slowing processing.

High Cost Solutions - Poor judgment in the selection of mitigation measures may result in excessive project costs.

PUBLIC AND INTERNAL CONTACTS

Must establish and maintain good working relationships on a day-to-day basis with State, federal and local agencies such as cities and counties, California Department of Fish and Wildlife, U.S. Fish and Wildlife Service and National Marine Fisheries Service. Arranges for, attends and participates in meetings with local, State and federal resource agencies, Caltrans Districts and consultants in regard to environmental impacts and mitigation.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

You may be required to sit for long periods of time using a keyboard and video display terminal.

WORK ENVIRONMENT

While at your base of operation, you will work in a climate-controlled office under artificial lighting in the District 2 North Region Office in Redding. Some fieldwork requires the ability to work in a variety of climatic and geographical conditions. You may be required to occasionally travel to offices and field locations throughout the North Region.

Possession of a valid driver's license is required when operating state owned or leased vehicles.

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