

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE Senior Environmental Planner	OFFICE/BRANCH/SECTION Office of Natural Resource Management/MAINTENANCE	
WORKING TITLE HQ VMP Senior Archaeologist	POSITION NUMBER 913-720-4713-XXX	REVISION DATE 05/18/2026

As a valued member of the Caltrans team, you make it possible to improve lives and communities through transportation.

GENERAL STATEMENT:

This position reports to the Supervising Landscape Architect, Office Chief of Natural Resource Management (ONRM) and will be working closely with the Branch Chief, Environmental Stewardship & Management in HQ Maintenance. The incumbent employs technical knowledge and regulatory expertise in prehistoric archaeology, conducts tribal consultation and reviews cultural resources management reports for statewide consistency with the Section 106 Programmatic Agreement, the Public Resources Code (PRC) 5024 Memorandum of Understanding (MOU), and California Environmental Quality Act (CEQA), including the 2019 California Vegetation Treatment Program PEIR (CalVTP). Working independently or as a member of an interdisciplinary team, the incumbent is responsible for carrying out a wide variety of reporting and planning activities designed to satisfy state and federal historic preservation laws and regulations as applied to the Vegetation Management Program (VMP) as the Division of Maintenance, ONRM increases the pace, scale and expands maintenance treatment methods for natural resource management within the right-of-way to achieve the Department's strategic and climate adaptation goals. The incumbent works closely with historical archaeologists, architectural historians, tribes, and other environmental staff and consultants; provides direct assistance to other units; reviews or assists in creation of environmental compliance documents; provides guidance to the regions and districts on environmental analysis and compliance issues; drafts policy, manuals and guidance; conducts training; and may serve in a lead capacity over other Caltrans staff or student assistants and other related work in coordination with the Office of Natural Resource Management as directed by the Branch Chief.

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.

- **Flexibility and Managing Uncertainty** : Adjusts thinking and behavior in order to adapt to changes in the job and work environment. (Climate Action, Employee Excellence - Collaboration, Integrity, Pride, Stewardship)
- **Dealing with Ambiguity (Risk)**: Can comfortably handle risk and uncertainty, as well as make decisions to act without having the total picture. (Climate Action, Employee Excellence - Collaboration, Equity, Integrity, Pride, Stewardship)
- **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. (Climate Action, Employee Excellence - Collaboration, Equity, Integrity, Pride, 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. (Climate Action, Employee Excellence - Collaboration, Innovation, Stewardship)
- **Teamwork/Partnership**: Develops, maintains, and strengthens partnerships with others inside or outside of the organization through effective communication and collaboration. (Climate Action, Employee Excellence - Collaboration, Equity, Innovation, Integrity, Pride, Stewardship)
- **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 - Collaboration, Equity, Innovation, Integrity, 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. (Climate Action, Employee Excellence - Collaboration, Equity, Innovation, Integrity, Stewardship)
- **Analytical Skills**: Approaches problems using a logical, systematic, and sequential approach. Weighs priorities and recognizes underlying issues. (Climate Action, Employee Excellence - Collaboration, Innovation, Integrity, 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. (Climate Action, Employee Excellence - Collaboration, Equity, Innovation, Integrity, Pride, Stewardship)

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

TYPICAL DUTIES:

Percentage	Essential (E)/Marginal (M) ¹	Job Description
30%	E	Reviews archaeological technical and compliance reports, eligibility and effect determinations, environmental documents, and other reports or documents for consistency with the 2024 Section 106 Programmatic Agreement, CEQA, including the CalVTP, and PRC 5024 MOU, for the Office of Natural Resource Management.
25%	E	Provides technical knowledge and regulatory expert advice and consultation with district staff on archaeological and compliance issues for environmental analysis, including evaluation of vegetation management plans, projects, and contracts, and effects on archaeological properties and the environment.
25%	E	Conducts Native American consultation and outreach and provides technical administrative support and contract oversight for work performed by consultants on behalf of Caltrans for consistency with the 2024 Section 106 Programmatic Agreement, CEQA, including the CalVTP, and PRC 5024 MOU.
15%	E	Provides general administrative support to ONRM by general records management and coordination with the Environmental Analysis Division. Works individually or as a team member to draft manuals, handbooks, guidance or policy memoranda, and to provide advice, technical assistance, training and workshops on archaeology and Native American issues.
5%	M	Performs special assignments and studies as the need arises, and conducts other duties as may be required of a Senior Environmental Planner.

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 is a non-supervisory position. On individual projects, the incumbent may serve in a lead capacity over other Caltrans staff, consultants, or student research assistants. The incumbent may be asked to act for their supervisor during periods of leave.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

The incumbent must be PQS Principal Investigator (PI) or Co-PI in prehistoric archaeology

The incumbent must possess technical knowledge of prehistoric archaeological method and theory; experience with historical archaeology would be beneficial. The incumbent must have knowledge of the primary federal and state laws and regulations that pertain to Caltrans' historic properties procedures, especially Section 106 of the National Historic Preservation Act, California Public Resources Code, CEQA, and California (AB 275) and federal Native American Graves Protection and Repatriation Act (NAGPRA), and have experience completing and/or managing environmental technical studies or environmental documents and the related tribal consultation in compliance with these laws and regulations. Knowledge of California's prehistory, ethnography, tribal heritage, cultural materials, and technologies is essential. They must have a working knowledge of trends in environmental assessment and mitigation for archaeological resources.

The incumbent must have knowledge and experience working with and consulting with California Tribal governments and representatives. They must have an understanding of the timing and relationship of tribal consultation and coordination, cultural resources management-related studies and documents and how best to integrate them into the overall environmental compliance process and project delivery framework.

Based on experience and expertise, the incumbent must be able to exercise good judgment in matters relating to communication and consultation with Tribal governments and representatives, the interpretation of federal and state cultural resource laws and regulations and in recommending appropriate studies and mitigation; and communicate effectively both orally and in writing. The incumbent must be familiar with software and applications needed in the development of training and outreach materials. They must be able to work effectively with others as an interdisciplinary team member, and be able to communicate effectively both orally and in written form with management and employees in Headquarters, Regions/Districts and people outside the Department.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The incumbent is responsible for independent action in carrying out the assigned duties. Based on experience and expertise, incumbent must be able to provide accurate and timely recommendations to Regions/Districts on various archaeological compliance issues. Failure to carry out these responsibilities could result in:

- Additional effort required to provide measures to avoid or minimize environmental impacts.
- 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 Caltrans as a responsible public agency and environmentally sensitive organization.

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

- Loss of partnering agencies' confidence in Caltrans as a good steward of the environment.
- Loss or degradation of significant heritage resources.

PUBLIC AND INTERNAL CONTACTS

The incumbent must establish and maintain good working relationships with Caltrans District Environmental Branch Managers, District Archaeologists and other specialist staff in the Districts and Headquarters. The incumbent may attend or participate in meetings with other state and federal governmental agencies, such as the Office of Historic Preservation, the Federal Highway Administration, and the Advisory Council on Historic Preservation, as well as local agencies, special districts, Native American communities or tribal governments, local and statewide prehistoric archaeology societies and preservation groups, and with other environmental and community advocacy groups. The incumbent may also meet the public in the course of information gathering for proposed projects.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Incumbent must be able to effectively communicate in English and may be required to make presentations, participate in workshops, and serve on teams. The incumbent must be able to sustain the mental acumen needed to conduct the necessary research, analysis, and synthesis of issues, and make well-reasoned recommendations to management. Must be capable of translating between vegetation management, maintenance staff, planning and archaeological language and common language. The workload is subject to frequent and unexpected changes that could affect the scheduling or completion of assignments. As a result, the incumbent must often 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 behaves in a fair and ethical manner toward others and demonstrates a sense of responsibility and commitment to public service. The incumbent also values cultural diversity and other individual differences in the workforce.

WORK ENVIRONMENT

The work environment will include both field and office environments. In the field the incumbent may experience all climatic conditions, including rain, and sometimes extreme heat. Incumbent may be required to visit project sites, where the environmental conditions may vary considerably. While at their base of operation, the employee will work in a climate-controlled office, mostly under artificial light. However, due to periodic problems with the heating and air conditioning, the building temperature may fluctuate. The incumbent may be required to sit for extended periods of time while attending meetings or when responding to electronic mail or writing reports. The incumbent will be using a keyboard/mouse and video display monitor.

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