

Position Details**Classification:**Senior Environmental Scientist
(Supervisory)**Office:**

Planning and Engineering

Working Title:National Environmental Policy Act (NEPA)
Compliance Coordinator**Location:**

Sacramento

Position Number:

311-660-0764-005

HR Approval Date/Initials:

SA 7/13/26

**CBID/Bargaining
Unit:** S10**Work Week
Group:** E**Tenure:**
Permanent**Time Base:**
Full-time**Job Description Summary**

Under general direction of the California High-Speed Rail Authority's (Authority) Environmental Program Manager I for Environmental Services (National Environmental Policy Act (NEPA) Assignment Manager), the Senior Environmental Scientist, (NEPA Assignment Compliance Coordinator), will administer the implementation of the Authority's NEPA Assignment Program responsibilities, as assigned by the Federal Railroad Administration (FRA) in the NEPA Assignment Memorandum of Understanding (MOU), pursuant to 23 USC 327. The NEPA Assignment Compliance Coordinator will provide guidance and oversee Authority compliance with NEPA (and other related federal regulations and guidance) for Authority and other projects as assigned. The Senior Environmental Scientist will serve as a critical point of contact for federal cooperating agencies during project development. The Senior Environmental Scientist will make final recommendations regarding the adequacy and compliance of environmental documentation prepared under NEPA or any other federal environmental law for which the Authority is responsible to the NEPA Assignment Manager. Major emphasis is placed on ensuring consistent and uniform application of statewide environmental management policies, standards, procedures, guidelines, and practices in compliance with provisions of the MOU and other laws, regulations, and commitments.

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Duties

Percentage

Essential (E)/Marginal (M)

- 30% (E)
- Plans, organizes, and supports implementation of the Authority's federal environmental review responsibilities under the NEPA Assignment MOU.
 - Administers and manages monitoring and reporting on the Authority's compliance with environmental commitments and permit conditions. Oversees and approves updates to the Authority's Environmental Handbook and related guidance.
 - Coordinates the development of an environmental training program and annually report the results to FRA, as required under the NEPA MOU.
 - Identifies problems in the environmental review process and leads interdisciplinary teams of Authority Environmental Services technical specialists to develop appropriate guidance and training.
 - Supports the NEPA Assignment Manager in planning, organizing, and directing NEPA Assignment Program activities in compliance with federal environmental laws, including class-of-action determinations for environmental documents and processes for environmental review and Quality Assurance/Quality Control. This includes systems and procedures for compiling and analyzing environmental approval milestones and recordkeeping.
- 20% (E)
- Works with the NEPA Assignment Manager to develop procedures for monitoring NEPA Assignment program performance.
 - Based on monitoring outcomes, makes recommendations for improvements and develops monitoring reports for submission to the Authority executive office.
 - Oversees consultant contract task orders and performs critical review and approval of work products delivered by consultants working as NEPA Assignment Coordinators under the NEPA Assignment MOU, as required pursuant to federal environmental laws and regulations.
- 20% (E)
- Participates in the Authority's preparation for and responses to, annual FRA audits, as described in the NEPA Assignment MOU, and as required by the MOU, conducts internal self-assessments of Authority practices and performance and reports annually to FRA.
 - Develops procedures for collecting and analyzing program data and for presenting information in reports to both FRA and the

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- Authority and coordinated with the NEPA Assignment Manager, subject to the approval of the Director.
- Assists in reviewing environmental impact statements, environmental assessments, and categorical exclusions prior to approval by the Director for public circulation or final approval by Authority executive office.
 - Provides NEPA review and approval of the Authority's responses to comments on draft environmental documents made by the public and government agencies.
 - Monitors the implementation of corrective actions and reports the results in the annual reports to FRA for deficiencies identified in FRA and internal audits.
 - Oversees the recruitment, hiring, training, and performance management of subordinate staff.
 - Frequent travel is required to other Authority's offices and job sites, offices of state or federal agencies, other meeting facilities, and the sites of proposed projects throughout the state.
 - Provides logistical support for communicating with stakeholders, including newsletters, meetings, and teleconference calls.
 - Attends, participates in, and where appropriate, represents the Authority at meetings with interest groups, individuals, and federal, state, regional, and local, agencies on matters relating to environmental analysis, environmental policies and procedures, and mitigation matters related to the Authority's program.
 - Performs other job-related duties, as required.
- 15% (E)
- 10% (E)
- 5% (M)

License Required Yes ☐ No ☒ Type:	Conflict of Interest (COI) Yes ☒ No ☐	Bilingual Required Yes ☐ No ☒ Language:	Contract Manager Yes ☒ No ☐	Medical Required Yes ☐ No ☒
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Other Special Requirements Information:

Conflict of Interest: This position is designated under the Conflict-of-Interest Code. The position is responsible for making, or participating in the making, of governmental decisions that may potentially have a material effect on personal financial interests. The employee is required to complete form 700 within 30 days of assuming employment. Failure to comply with the Conflict-of-Interest Code requirements may result in disciplinary action.

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Contract Managers: Ensures that assigned contracts and agreements are administered and managed in accordance with the applicable policies and procedures of the Authority, the State Contracting Manual (SCM) and the California Government Code (GC)."

Knowledge and Abilities

Knowledge of: All knowledge for Environmental Scientist, Senior Environmental Scientist (Specialist) and techniques for dispute resolution, principles and techniques of personnel management and supervision; budgeting and other administrative functions; and a manager's/supervisor's role in the Equal Employment Opportunity Program (EEO) and the processes available to meet EEO objectives.

Ability to: All abilities for Environmental Scientist, Senior Environmental Scientist (Specialist) and plan, organize, and direct the work of others; perceive the alternatives available in the solution of management problems and select realistic courses of action; and effectively contribute to the employer's EEO objectives.

Desirable Qualifications

- Knowledge of the Authority's organization, policies, project management concepts, design, construction, materials engineering and testing processes, and financial constraints.
- Experience working with Federal and State Agencies and Stakeholders.
- Ability to act independently, work within and lead teams and organize work priorities.
- Ability to establish and maintain cooperative relationships, dealing with tact and persuasion with regional, Headquarters, Agency and external counterparts including Legislative staff pertaining to planning, design and construction of transportation facilities.
- Knowledge of federal and state laws and regulations regarding environmental compliance for project delivery and project management.
- Knowledge of trends in environmental assessment, policy and project audit practices and procedures.
- Experience overseeing complex NEPA Documents.
- Experience completing and/or managing environmental technical studies and environmental documents in compliance with the NEPA, California Environmental Quality Act, and state and federal environmental regulations or developing environmental laws and policy.
- Experience with developing policies and procedures for environmental management.
- Analyze and reason logically and creatively to exercise good judgment in identifying, and adopting effective courses of action, to resolving complex environmental issues and mitigation problems.
- Experience with environmental review of large infrastructure projects (10+ mile or multi-thousand acre).
- Experience in formal writing and effective oral communication.

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- Ability to operate independently to assimilate input from various sources, evaluate that input, develop alternative courses of action, and make objective recommendations to the Authority and California State Transportation Agency (CalSTA) management on all environmental issues related to project delivery.
- Ability and experience to organize, conduct, and manage staff to effectively report on large-scale audits of environmental projects including logistical organization, execution, identification of deficiencies and corrective actions.
- Experience in leading and working within integrated multi-disciplinary teams.

Supervision Exercised Over Others

The Senior Environmental Scientist (Supervisor) will exercise technical supervision over one Senior Environmental Scientist (Specialist).

Public and Internal Contacts

The incumbent will have regular contact with various levels of staff at the Authority, consultants, vendors, contractors, staff at other state agencies, and the public. Employees must handle all situations and communications tactfully and respectfully to support the Authority's mission.

Responsibility for Decisions and Consequence of Error

Errors in judgment or failure to carry out the responsibilities of this position could place the Authority in violation of state and federal requirements, which could negatively impact the Authority. The incumbent must exercise good judgment and make effective decisions to fulfill the position's responsibilities.

Physical and Environmental Demands

While working on-site, the incumbent works in a professional office environment, in a climate-controlled area which may fluctuate in temperature and is under artificial light. The incumbent will be required to use a computer, mouse, and keyboard, and will be required to sit for long periods of time at a computer screen. Employee must be able to focus for long periods of time, manage multiple tasks, adapt to changes in priorities, and complete tasks or projects with short notice. Employee must develop and maintain cooperative working relationships and display professionalism and respect for others in all contact opportunities.

Working Conditions and Requirements

- a. Schedule: Flexible schedules may be available for this position. Specific schedules will be set between the supervisor and the employee.
- b. Telework: Part-time telework is available for this position for California residents based on the requirements of the position.
- c. Travel: Frequent travel is required to other Authority's offices and job sites, offices of state or federal agencies, other meeting facilities, and the sites of proposed projects throughout the state.

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- d. Other: In the field, the incumbent may experience all climatic conditions, including rain or snow. Proposed project sites and/or construction sites may be loud, dusty and dirty and may include rugged terrain.

Acknowledgment and Signatures

I have read and understand the duties listed above and can perform them with/without reasonable accommodation (RA). (If you believe you may require RA, please discuss this with the hiring supervisor. If you are unsure whether you require reasonable accommodation, inform the hiring supervisor who will discuss your concerns with the RA Coordinator.)

Incumbent Printed Name:	Signature:	Date:

I have discussed the duties with and provided a copy of this duty statement to the incumbent named above.

Supervisor Printed Name:	Signature:	Date:

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