

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE Environmental Scientist	OFFICE/BRANCH/SECTION D8 / Environmental / Environmental Studies	
WORKING TITLE Environmental Resource Staff (Transportation)	POSITION NUMBER 908-101-0762-001	REVISION DATE 02/06/2026

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 Environmental Branch Chief, the incumbent is an interdisciplinary team member who will be responsible for preparing and reviewing complex environmental documents, technical studies, and analytical reports to ensure compliance with the California Environmental Quality Act (CEQA), the National Environmental Policy Act (NEPA) and numerous state and federal environmental resource laws and regulations. The incumbent provides consultation recommendations; identifies and analyzes the environmental impacts of transportation systems, corridors and projects on environmental resources and formulates, calculates and quantifies measures to mitigate biological, cultural, and community and land use impacts. This position also provides guidance to consultants carrying out environmental document preparation and technical work; works with confidential and privileged information; and is charged with managing cost, scope, schedule and project resources within their purview. The incumbent must establish and maintain a professional working relationship with internal project delivery partners, various local partners and interested parties involved with Caltrans' projects. The incumbent must be solution oriented and will need to investigate innovative solutions to meet deliverables. The incumbent must be able to demonstrate knowledge of the transportation project development process through construction. Be able to complete job-related and job-required training as needed, and respond to customer service inquiries. This work requires strong oral and written skills with the specific ability to prepare technical reports as well as written and verbal correspondence. This position may require site visits, sometimes to remote areas, which may require driving a personal or state vehicle on public roadways or on uneven terrain.

CORE COMPETENCIES:

As an Environmental Scientist, 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. (Safety - Integrity)
- **Dealing with Ambiguity (Risk):** Can comfortably handle risk and uncertainty, as well as make decisions to act without having the total picture. (Safety - Integrity)
- **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. (Safety - Integrity)
- **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 - Integrity)
- **Relationship Building:** The ability to develop and maintain internal and external trust and professional relationships, which includes listening and understanding to build rapport. (Safety - Integrity)
- **Customer Focus:** Considers, prioritizes, and takes action on the needs of both internal and external customers. (Safety - Integrity)
- **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 - Integrity)
- **Analytical Skills:** Approaches problems using a logical, systematic, and sequential approach. Weighs priorities and recognizes underlying issues. (Safety - Integrity)
- **Commitment/Results Oriented:** Dedicated to public service and strives for excellence and customer satisfaction. Ensures results in their organization. (Safety - Integrity)

TYPICAL DUTIES:

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

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20%	E	NEPA/CEQA Analysis: Preparation of Environmental Documents and technical analysis which require a high degree of competency in environmental and land use management; experience with natural resources management; community impact assessments; Environmental Justice and Equity analysis; 4(f) evaluations and application of basic project management skills; knowledge of construction methods and be able analyze traffic data, hazardous waste, air quality, VMT/GHG and water quality analysis as well as all other technical studies as they relate to transportation infrastructure projects. The incumbent must be able to apply analytical and organizational skills; collaborate with various transportation and resource agency partners; maintain regular and predictable attendance, and exercise good judgment. In addition, the incumbent must have a high-level of experience with federal, State and local environmental laws and regulations and their application in transportation project delivery and have a good working relationship with other governmental agencies and interest groups. Strong written and verbal communication skills and be ability to apply those to technical reports, public facing environmental impact disclosures, general and complex correspondence as well as organizing and leading meetings internally and externally.
20%	E	Cultural Resource Analysis: The incumbent will research, prepare, and analyze cultural resource studies in compliance with various environmental/cultural laws and regulations, such as Assembly Bill 52, Section 106 of the NHPA, CEQA/ NEPA, Public Resource Code 5024, and Section 4(f) as well as many other laws, policies, and regulations. The incumbent will conduct research, consult with knowledgeable groups and individuals including tribes, identify cultural resources, assesses effects and carry out mitigation. Incumbent will prepare, review, and approve ethnographic and cultural resource reports, and other in-house developed documents, in compliance with federal, state, and local laws and regulations. Incumbent will lead and conduct field surveys, prepare and review studies and evaluate cultural resources for National Register of Historic Places and California Register of Historical Resource eligibility.
20%	E	Biological Analysis: Researches, prepares, and analyzes complex technical reports for compliance with CEQA/NEPA, CESA/ FESA and Section 7 as well as many biologically related state and federal laws and regulations as they pertain to transportation projects. The incumbent must be able to lead and conduct protocol level field surveys for a variety of plant, animal and natural resources and to provide technical data for the biological analysis. This position requires GIS skills to prepare maps and conduct additional impact calculations. The incumbent will conduct oversight and review of technical studies for highway encroachment permits, review of local agency documents and will identify and articulate impacts and recommended environmental mitigation measures. This position must demonstrate the ability to prepare permit applications and complete and coordinate all necessary information for a complete permit application. This position must coordinate with appropriate internal and external experts to identify appropriate mitigation. The incumbent will work as a liaison with federal, State, and local regulatory entities, including Regulatory agencies such as USFWS, CDFW, NMFS, USFS and USACE for coordination, consultation and compliance with various environmental and biological regulations.
20%	E	Mitigation Analysis: Conduct complex field surveys, research and compile data, and conduct a resource analysis for inclusion in mitigation and conservation planning reports. Evaluate GHG and VMT technical reports to develop mitigation measures associated with construction and operation of transportation projects. The incumbent must be able to plan and execute field work, identify and secure resources, develop and manage all aspects of contracts and track completion of environmental mitigation obligations. Specific to transportation project delivery, this position provides technical support to habitat conservation staff on CESA and mitigation land acquisition, support mitigation and conservation banking, conduct mitigation negotiations, develop procedures and standards to mitigate for impacts to threatened and endangered species, and develop local and regional conservation approaches in coordination with Caltrans staff, private landowners, nonprofits, and other agencies . The incumbent will conduct oversight and review of technical studies for encroachment permits, review of local agency documents, and be able to identify and articulate impacts and evaluate recommended environmental mitigation measures.
10%	E	Environmental Project Management: Manage the cost, scope, and schedule of transportation projects within the position's purview. Manage the critical path and coordinate with multiple Caltrans resource disciplines to deliver transportation projects. Analyze, manage, and report program information including records required to substantiate compliance with CEQA/NEPA and other environmental regulations, laws, and policies. Create and maintain electronic records and program databases such as STEVE, CCRD, UFS etc. consistent with internal procedures. Implement program performance measures and report on progress by summarizing relevant data. Perform administrative work as directed, write draft and final reports, prepare technical correspondence, and provide any needed technical guidance as directed by the Environmental Branch Chief.

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10%	M	Agency Coordination and contracting: Participate in technical and coordination meetings, including periodic coordination meetings with Caltrans and state and federal agency partners. Prepares, negotiates, and reviews consultant services contracts, task orders, scopes of work, inter-agency agreements, cooperative agreements, Tribal contracts etc.. Serves as contract manager responsible for contract administration, task order issuance, payment issues, oversight of consultant's work performance, and document review. Perform other job-related duties as required.
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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
None

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

NEPA/CEQA Analysis:
Must have a high degree of competency in environmental and land use management; knowledge and experience with natural resources management; community impact assessments; Environmental Justice and Equity analysis; 4(f) evaluations and application of basic project management skills; knowledge of construction methods and be able analyze traffic data, hazardous waste, air quality, VMT/GHG, and water quality analysis as well as all other technical studies as they relate to transportation infrastructure projects.

Cultural Resource analysis:
The incumbent must have the knowledge, experience and skills to conduct oversight approval for encroachment permits and consultant prepared documents. The incumbent must have knowledge of AB 52 and Section 106 procedures, PRC 5024 requirements, and how to manage cultural resources during highway construction.

Biological Analysis:
The incumbent must have knowledge of how to manage biological resources during highway construction. The incumbent must have knowledge of conducting protocol level field surveys for a variety of plant, animal and natural resources and to provide technical data for the biological analysis. This position requires biologically related state and federal laws and regulations as they pertain to transportation projects.

Mitigation Analysis:
This position requires knowledge of transportation funding to ensure that pre and post construction work is resourced and funds are available for acquisition and development. This position also requires knowledge of avoidance, minimization, and/or mitigation measures for impacts to land use, farmland, community, cultural resources, biological resources, VMT and GHG increases, and cumulative impacts.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Consequences of poor performance and/or judgment errors can result in the following:

- Delay of project – This results when coordination with State and Federal regulatory agencies or the private sector breaks down and controversies develop over impact assessment and appropriate mitigation measures.
- Increased costs – Delays to projects have the effect of increasing project costs due to inflation and/or inappropriate planning. Further, should delays occur after the contract is let, the cost of possible contractor claims could incur.
- 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 are kept in a timely manner could lead to damaging relationships and credibility with external agencies having review and approval functions.

PUBLIC AND INTERNAL CONTACTS

Arranges for, attends and participates in meetings with State, Federal and local agencies, Department staff, and consultants in regard to environmental impacts and mitigation. Direct internal communication with supervisor is required on a regular basis, but in particular on an immediate basis when there is a need to elevate issues.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

You may be required to sit for long periods of time using a keyboard and video display terminal. Also must have the ability to conduct field analysis and surveys.

Must have the ability to deal with multiple tasks, adapt to changes in priorities and complete tasks with short notice; be open to change and new information; adapt behavior and work methods in response to new information, changing conditions, or unexpected obstacles. Must be able to adhere to established deadlines.

Must be able to develop and maintain cooperative working relationships; be tactful and treat others with respect. Must value cultural diversity and other individual differences in the workforce. Behave in a fair and ethical manner towards others and demonstrates a sense of responsibility and commitment to public service.

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WORK ENVIRONMENT

While at your base of operation, you will work in a climate-controlled office under artificial lighting in a office. Frequent travel and field work are required within the Region. Some fieldwork requires the ability to work in a variety of climatic and geographical conditions. You may be required to travel to offices and field locations, as well as occasional travel outside of the Region.

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

SUPERVISOR (Print)

SUPERVISOR (Signature)	DATE
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