

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
Senior Environmental Scientist (Sup)	District 7/ Division of Environmental Planning	
WORKING TITLE	POSITION NUMBER	REVISION DATE
Senior Environmental Scientist (Supervisory)	907-170-0764-008	

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 Supervising Environmental Planner, Deputy District Director, Assistant Deputy District Director for the Division of Environmental Planning, the incumbent is responsible for the leadership of a multi-disciplinary team of environmental scientists and environmental planners including but not limited to biological, and construction liaison staff. This position includes hiring, staff development and performance reviews. As the Branch Chief, the incumbent is responsible for the accuracy and quality of a broad range of technical documents being prepared in their branch. In addition, the incumbent is responsible to plan, organize and direct the timely completion of the required documents. This position manages project schedules, resources, and risks. The Senior Environmental Scientist works to coordinate management level interaction with local and regional agencies, federal and state resource agencies, elected officials, project stakeholders and the public on matters pertaining to project development and compliance with environmental laws, regulations, and policies.

CORE COMPETENCIES:

As a Senior Environmental Scientist (Sup), 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.

- Change Leadership:** Develops new and innovative approaches needed to improve effectiveness and efficiency of work products. Encourages others to value change. Considers impact and recommends changes. (Employee Excellence - Innovation)
- Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Employee Excellence - Innovation)
- 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. (Employee Excellence - 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. (Employee Excellence - Innovation, Stewardship)
- Fostering Diversity:** Capable of working with a diverse work group, including but not limited to differences in race, nationality, culture, age, gender, and differently able. Makes everyone feel valuable regardless of diversity in personality, culture, or background. Fosters a diverse culture to create best solutions. (Equity - Equity)
- Understanding Others/Motivation:** Understands why groups do what they do and their motivation. Is able to look from multiple perspectives in order to understand others. (Employee Excellence - Collaboration, Stewardship)
- Interpersonal Effectiveness :** Effectively and appropriately interacts and communicates with others to build positive, constructive, professional relationships. Tailors communication style based on the audience. Provides and is receptive to feedback. (Employee Excellence - Integrity)
- 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. (Employee Excellence - Innovation, Stewardship)
- Managing Performance:** Responsible for employee performance, setting clear goals and expectations, tracking progress against departmental and unit goals, providing feedback, and addressing performance issues promptly. (Employee Excellence - Collaboration)

TYPICAL DUTIES:

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

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

40%	E	Each branch chief will manage a large workload of diverse projects. These projects may include but are not limited to, major infrastructure, safety, paving, culvert replacement, mitigation, fuel reduction, wildlife connectivity, Clean CA, local oversight, etc ... Each of these projects may be in a different phase of project delivery and in an environment with unique environmental resources. Management of the staff to ensure that these tasks are delivered on time and within budget is critical to their success. To ensure successful delivery this position is responsible for providing technical guidance on a multitude of scientific and research based analytical reports that are summarized into the CEQA/NEPA documents and as such is responsible for understanding the various protocols used for appropriate and defensible field studies. While the environmental products may vary in each branch, all products must demonstrate that transportation projects are being analyzed in accordance with state and federal laws, regulations, policies, and guidelines. The Senior Environmental Scientist supervisor is responsible for ensuring that their staff working with the best available guidance and information.
30%	E	The Senior Environmental Scientist supervisor, also referred to as a branch chief, manages a multi-functional team of various environmental professionals and establishes work priorities, assigns projects, manages schedules, monitors resources and milestones to produce optimum results in an efficient and qualitative manner. This position ensures that staff are conducting their work following all safety protocols and that staff are current on mandated trainings and professional development. The Senior Environmental Scientist supervisor is responsible for performance management and conducts annual staff reviews, evaluates staff's skill sets and works with staff to create an individual professional development plan. This position is responsible for the branch's data management and ensures that staff are following best practices for securing data and that studies are filed appropriately in the project file and that required databases are maintained with current information. The incumbent ensures that staff are following all appropriate charging practices.
10%	E	The incumbent coordinates with various functional units to help the team obtain information necessary to complete their environmental work products. This position is responsible for maintaining communication with the Deputy District Director, Project Management, and others on the environmental risks to project delivery. Assists with contract management and oversight of consultant prepared technical studies and reports. This position ensures that task management is being implemented.
10%	E	The incumbent will often act as a liaison between the Department, local and regional environmental agencies, boards, and commissions and represents the Department at meetings, hearings, and other related public forums.
5%	E	As Environmental regulations and policies change frequently, the Senior Environmental Scientist supervisor is responsible for staying current on changes and communicating those changes effectively to staff.
5%	M	The incumbent is responsible for following all safety protocols including quarterly safety meetings, mandated trainings and all required supervisory trainings and refresher courses.

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

Directly supervises a branch made up of various environmental professionals that may include but is not limited to Environmental Scientists and Environmental Planners

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; principles and techniques of supervision and personnel management, budget development 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. 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

Responsible to plan, organize and direct timely completion of all environmental clearances for transportation projects which often

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

includes making difficult, complex and technical environmental planning and administrative decisions; errors in judgment regarding the application of federal and state laws, rules and regulations could cause a loss of funding and project failure; detailed supervision which includes making decisions and providing advice as an interdisciplinary team member in planning and developing transportation planning systems. Failure to manage allocated budget resources could adversely affect management performance and program delivery.

PUBLIC AND INTERNAL CONTACTS

Responsible for providing technical advice on all matters relating to environmental planning to both Headquarters and Region Managers, as well as staff from local, regional, state, and federal agencies. May be asked to represent the Department with external partners, elected officials and the public.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Employees may be required to sit for long periods of time using a keyboard and video display terminal. Must have the ability to multi-task, adapt to changes in priorities, and complete tasks or projects on short notice. Must be able to develop and maintain cooperative relationships and be able to gain and maintain the confidence of internal and external contacts. Must be able to demonstrate a sense of responsibility and commitment to public service. May need to occasionally attend field visits in a highway setting.

WORK ENVIRONMENT

The office climate is controlled with artificial lighting. The office environment requires conduct appropriate for a small office setting with modular office cubicles. Awareness and consideration of other office employees is essential. The employee may have to occasionally travel to offices and field locations, including during winter months when snow and ice may be present on the roadway.

The incumbent works in front of a dual-monitor computer system under artificial light in an office setting with long periods of working in a sitting or standing position.

This position may be eligible for telework. The amount of telework is at the discretion of the Department and based on Caltrans's evolving telework policy. Caltrans supports telework, recognizing that in-person attendance may be required based on operational needs. Employees are expected to be able to report to their worksites with minimum notification if an urgent need arises. The selected candidate will be required to commute to the headquarterd location as needed to meet operational needs. Business travel may be required, and reimbursement considers an employee's designated headquarterd location, primary residence, and may be subject to CalHR regulations or applicable bargaining unit contract provisions. All commute expenses to the headquarterd location will be the responsibility of the selected candidate.

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
------------------------	------