

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
Associate Environmental Planner	D6 Environmental	
WORKING TITLE	POSITION NUMBER	REVISION DATE
Environmental Construction Liaison	906-156-4711-XXX	

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

GENERAL STATEMENT:

Under general direction of a Senior Environmental Scientist, the Environmental Construction Liaison, assists Construction, Design and Environmental in meeting environmental commitments identified in NEPA/CEQA documents and regulatory permits. Duties would also include the review and inclusion of these commitments in the draft project Plans, Specifications and Estimates documentation and ensure compliance of environmental commitments during construction. Occasional travel and overnight stays may be required. A valid driver's license is desired. Duties include, but are not limited to:

CORE COMPETENCIES:

As an Associate 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.

- Creativity and Innovation:** Thinks beyond the confines of traditional models to recognize opportunities, seek creative solutions and take intelligent risks. (Employee Excellence - Collaboration, Innovation)
- 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 - Innovation, 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. (Equity - 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, Integrity, Pride)
- Teamwork and Collaboration:** Sets team structure. Organizes, leads, and facilitates team activities. Promotes team cooperation and encourages participation. Capable of cross functionality and working well with others on a team to achieve personal goals, team goals, and organizational goals. Takes responsibility for individual actions in order to achieve consistent results. (Employee Excellence - Collaboration, Integrity, 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. (Prosperity - Collaboration, Innovation, Integrity, Pride)
- 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)
- Analytical Skills:** Approaches problems using a logical, systematic, and sequential approach. Weighs priorities and recognizes underlying issues. (Employee Excellence - Collaboration, Innovation, Integrity, Pride)
- 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. (Employee Excellence - Collaboration, Innovation, Integrity, Pride)

TYPICAL DUTIES:

Percentage	Job Description
Essential (E)/Marginal (M) ¹	
50% E	Independently works with Construction staff and monitors ongoing construction projects to promote quality and consistency with environmental commitments. Assist Construction, Design and Environmental in incorporating commitments identified in NEPA/CEQA documents and regulatory permits in the draft project Plans, Specifications and Estimates (PS&E) package. Coordinate with the Resident Engineer prior to construction, represent Environmental at pre-construction meetings, coordinate any commitments required of or by technical specialists to coincide with the project schedule, and to respond to requests for assistance from Construction.

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

30%	E	Works with Specialist in preparation of contract specification language and project plans to ensure packages comply with the project's environmental commitments and ensure they are biddable and buildable. Review and comment on 30%, 60%, and 95% PS&E packages and attend PS&E constructability review meetings. Communicates with Environmental and Construction staff to help them understand environmental and construction issues. Review and prepare non-standard specifications. Review all draft agency permits; specifically the terms and conditions.
10%	E	Review of and participation in Caltrans, contractors, and other agencies activities. Review construction diversion plans, dewatering plans, and other construction related plans as required. Duties also include tracking the completion of environmental commitments and preparing certification of environmental compliance.
10%	M	In coordination with Specialists, prepare or assist in the preparation of necessary environmental documentation for construction contract amendments consistent with CEQA and NEPA. Coordinate with resource agencies and/or external entities to obtain approval or concurrences to facilitate construction projects already in progress. Coordinate with Environmental staff to ensure completion of Environmental Commitment Record in STEVE.

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 position does not involve supervision over others.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

The position does not involve major decision responsibility but requires thorough analysis and full identification of project impacts identified in NEPA/CEQA documentation and regulatory permits, and facilitating the implementation of any environmental commitments identified therein and compliance during construction. Failure to exercise sound and reasonable environmental decisions may affect project delivery schedules and costs. Knowledge of transportation planning; natural, physical and social sciences; data organization; synthesis capabilities; and environmental law including the National Environmental Policy Act and the California Environmental Quality Act.

Ability to plan and organize work; prepare written reports; analyze situations completely and accurately develop an effective recommended course of action; relate and work with interdisciplinary groups. Must be able to assimilate field data, oral information and written reports into a concise administrative record that clearly identifies compliance with environmental commitments and decisions made by the Project Development Team. Tasks may involve extensive coordination with other offices and branches; especially with Resident Engineers, Project Managers, Office Engineers, Project Engineers, and Environmental staff.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The Environmental Construction Liaison independently makes decisions relative to the collection and analysis of data and report content. The incumbent makes recommendations regarding scope of study, level of detail, method of impact analysis, impact evaluation factors, mitigation plans, and the commitment of branch resources. Failure to identify issues early and bring these to the attention of the supervisor can result in project delay or cost increases. Errors may delay project delivery or require that work be redone. Incumbent will not be responsible for any engineering duties that must be carried out by a licensed engineer. Incumbent is responsible for his/her actions, decisions, quality of work, and proper use of State time, equipment and materials. Improper performance of duties and/or failure to adhere to established policies, procedures and guidelines could lead to adverse action and possible termination.

PUBLIC AND INTERNAL CONTACTS

The incumbent will work closely with other Environmental staff, Project Managers and engineering staff to ensure timely project delivery. As required, the Incumbent will work with will work with headquarters, other district offices and functional units, and occasionally the public to fulfill branch business. The Environmental Construction Liaison may collect and communicate information to Caltrans management, functional units, public, private industry and various agencies of federal, state, local and tribal government. In these and all interactions, it is expected that the Environmental Construction Liaison will represent the Department in a professional and cooperative manner.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

May be required to sit or stand for long periods of time while using a computer, travel to attend meetings, or do construction site visits both day and evening. The Environmental Construction Liaison may be required to move large or heavy files, displays, and equipment from one location to another. Must be able to develop and maintain cooperative working relationships and interact with many people, often in stressful situations, while maintaining a calm and diplomatic attitude. While performing field reviews, employee may be required to work on uneven terrain, lift, carry, bend, kneel and stoop. The workload is subject to frequent, substantial, and unexpected changes. Must be able to organize, prioritize, concentrate for long periods of time, formulate

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

effective strategies, multi-task, adapt to changes in priorities, and complete complex tasks or projects with short notice. Must quickly grasp new information and comprehend technical policy and procedural documents.

WORK ENVIRONMENT

Work will be done in a climate-controlled office under artificial lighting. While in the field, the incumbent may be exposed to a variety of hazardous and/or unpleasant field conditions, including wet, rainy, cold or hot weather. Visits to project sites may involve exposure to vehicular traffic, construction equipment, dust, weather extremes, and walking on uneven surfaces and climbing slopes. Hard hat, safety vest or approved safety shirt, appropriate footwear and eye protection must be worn at all times in the field. Occasional overtime, travel, and overnight stays may be required. 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 headquartered location as needed to meet operational needs. Business travel may be required, and reimbursement considers an employee's designated headquartered location, primary residence, and may be subject to CalHR regulations or applicable bargaining unit contract provisions. All commute expenses to the headquartered 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
------------------------	------

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE Environmental Planner	OFFICE/BRANCH/SECTION D6 Environmental	
WORKING TITLE Environmental Construction Liaison	POSITION NUMBER 906-156-4640-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 supervision of a Senior Environmental Scientist, the Environmental Construction Liaison, assists Construction, Design and Environmental in meeting environmental commitments identified in NEPA/CEQA documents and regulatory permits. Duties would also include the review of these commitments in the draft project Plans, Specifications and Estimates documentation and ensure compliance of environmental commitments during construction. Occasional travel and overnight stays may be required. A valid driver's license is desired. Duties include, but are not limited to:

CORE COMPETENCIES:

As an 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.

- Creativity and Innovation:** Thinks beyond the confines of traditional models to recognize opportunities, seek creative solutions and take intelligent risks. (Employee Excellence - Collaboration, Innovation)
- 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 - Innovation, 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. (Equity - 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, Integrity, Pride)
- Teamwork and Collaboration:** Sets team structure. Organizes, leads, and facilitates team activities. Promotes team cooperation and encourages participation. Capable of cross functionality and working well with others on a team to achieve personal goals, team goals, and organizational goals. Takes responsibility for individual actions in order to achieve consistent results. (Employee Excellence - Collaboration, Integrity, 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. (Prosperity - Collaboration, Innovation, Pride)
- 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)
- Analytical Skills:** Approaches problems using a logical, systematic, and sequential approach. Weighs priorities and recognizes underlying issues. (Employee Excellence - Collaboration, Innovation, Integrity, Pride)
- 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. (Employee Excellence - Collaboration, Innovation, Integrity, Pride)

TYPICAL DUTIES:

Percentage Essential (E)/Marginal (M) ¹	Job Description
50% E	Works with Construction staff and monitors ongoing construction projects to promote quality and consistency with environmental commitments. Conducts field visits to monitor construction compliance with environmental commitments. Coordinate with the Resident Engineer prior to construction, represent Environmental at pre-construction meetings, coordinate any commitments required of or by technical specialists to coincide with the project schedule, and to respond to requests for assistance from Construction.

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

30%	E	Review contract specification language and project plans to ensure packages comply with the project's environmental commitments and ensure they are biddable and buildable. Review and comment on 30%, 60%, and 95% PS&E packages and attend PS&E constructability review meetings. Communicates with Environmental and Construction staff to help them understand environmental and construction issues. Review and comment on non-standard specifications. Review all draft agency permits; specifically the terms and conditions.
10%	E	Review of and participation in Caltrans, contractors, and other agencies activities. Review construction diversion plans, dewatering plans, and other construction related plans as required. Duties also include tracking the completion of environmental commitments and preparing certification of environmental compliance.
10%	M	In coordination with Specialists, assist in the preparation of necessary environmental documentation for construction contract amendments consistent with CEQA and NEPA. Coordinate with Environmental staff to ensure completion of Environmental Commitment Record in STEVE.

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 position does not involve supervision over others.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS
The position does not involve major decision responsibility but requires thorough analysis and full identification of project impacts identified in NEPA/CEQA documentation and regulatory permits, and facilitating the implementation of any environmental commitments identified therein and compliance during construction. Failure to exercise sound and reasonable environmental decisions may affect project delivery schedules and costs. Knowledge of transportation planning; natural, physical and social sciences; data organization; synthesis capabilities; and environmental law including the National Environmental Policy Act and the California Environmental Quality Act.

Ability to plan and organize work; prepare written reports; analyze situations completely and accurately develop an effective recommended course of action; relate and work with interdisciplinary groups. Must be able to assimilate field data, oral information and written reports into a concise administrative record that clearly identifies compliance with environmental commitments and decisions made by the Project Development Team. Tasks may involve extensive coordination with other offices and branches; especially with Resident Engineers, Project Managers, Office Engineers, Project Engineers, and Environmental staff.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR
The Environmental Construction Liaison independently makes decisions relative to the collection and analysis of data and report content. The incumbent makes recommendations regarding scope of study, level of detail, method of impact analysis, impact evaluation factors, mitigation plans, and the commitment of branch resources. Failure to identify issues early and bring these to the attention of the supervisor can result in project delay or cost increases. Errors may delay project delivery or require that work be redone. Incumbent will not be responsible for any engineering duties that must be carried out by a licensed engineer. Incumbent is responsible for his/her actions, decisions, quality of work, and proper use of State time, equipment and materials. Improper performance of duties and/or failure to adhere to established policies, procedures and guidelines could lead to adverse action and possible termination.

PUBLIC AND INTERNAL CONTACTS
The incumbent will work closely with other Environmental staff, Project Managers and engineering staff to ensure timely project delivery. As required, the Incumbent will work with will work with headquarters, other district offices and functional units, and occasionally the public to fulfill branch business. The Environmental Construction Liaison may collect and communicate information to Caltrans management, functional units, public, private industry and various agencies of federal, state, local and tribal government. In these and all interactions, it is expected that the Environmental Construction Liaison will represent the Department in a professional and cooperative manner.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS
Work will be done in a climate-controlled office under artificial lighting. While in the field, the incumbent may be exposed to a variety of hazardous and/or unpleasant field conditions, including wet, rainy, cold or hot weather. Visits to project sites may involve exposure to vehicular traffic, construction equipment, dust, weather extremes, and walking on uneven surfaces and climbing slopes. Hard hat, safety vest or approved safety shirt, appropriate footwear and eye protection must be worn at all times in the field. Occasional overtime, travel, and overnight stays may be required. 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

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

commute to the headquartered location as needed to meet operational needs. Business travel may be required, and reimbursement considers an employee's designated headquartered location, primary residence, and may be subject to CalHR regulations or applicable bargaining unit contract provisions. All commute expenses to the headquartered location will be the responsibility of the selected candidate.

WORK ENVIRONMENT

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