

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE Environmental Program Manager I (Managerial)	OFFICE/BRANCH/SECTION 07/ Division of Environmental Planning	
WORKING TITLE Office Chief	POSITION NUMBER 907-170-0760	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 general direction of the Assistant Division Chief for the Division of Environmental Planning (DEP), a Principal Transportation Planner, the Environmental Program Manager I (Managerial) serves as Office Chief for the Division of Environmental Planning. In this capacity, incumbent oversees the development of comprehensive environmental studies, permit compliance, and fulfillment of mitigation commitments. The incumbent manages the Office's resources/budgets and staffing needs; reviews environmental documents, technical reports, plans, specifications and estimates (PS&E) and other records for accuracy and compliance with local, state and federal laws. The Office Chief represents the District in matters of statewide significance. The Office Chief may also serve as Acting Division Chief when delegated. The incumbent attends and participates in meetings, conferences, and workshops to confer, advise, learn, and share technical and administrative information about project delivery and environmental compliance, as carried out by the offices to ensure it is meeting its mandated requirements and strategic objectives, as well as preparing the office to meet forthcoming statutory, regulatory, legislative and program changes.

CORE COMPETENCIES:

As an Environmental Program Manager I (Managerial), 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. (Equity, Climate Action - Equity, Innovation)
- Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Employee Excellence - 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. (Safety, Employee Excellence - Integrity)
- Conflict Management:** Recognizes differences in opinions and encourages open discussion. Uses appropriate interpersonal styles. Finds agreement on issues as appropriate. Deals effectively with others in conflict situation. (Employee Excellence - Pride, 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, Innovation)
- 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. (Equity, Employee Excellence - Equity, Innovation)
- Negotiation:** Negotiates in a manner that results in positive business outcomes, while maintaining strong relations with the other negotiating member. (Employee Excellence - Integrity, Stewardship)
- Vision and Strategic Thinking:** Communicates the "big picture". Models the department's Vision and Mission to others. Influences others to translate vision into action. Future oriented, and creates competitive and break through strategies and plans. (Safety - Innovation, Pride, Stewardship)
- Commitment/Results Oriented:** Dedicated to public service and strives for excellence and customer satisfaction. Ensures results in their organization. (Employee Excellence - Collaboration, Innovation)

TYPICAL DUTIES:

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

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

40%	E	Direct the activities of the Division of Environmental Planning utilizing environmental, scientific, and ecological principles and policy making expertise. Plans, organizes, and directs work products for transportation project delivery in all the Los Angeles, Ventura counties, as it relates to the office. Directs staff to develop technical studies, negotiate environmental permits and monitor permit compliance during construction, develop mitigation/monitoring plans and fulfill mitigation commitments. Look for opportunities to streamline project delivery. Provide guidance to supervisors on completing investigations, determining compliance strategies, recognizing obstacles, analyzing alternatives, high-level negotiating with resource agencies, and verifying compliance with permit conditions. Ensure staff applies scientific methodologies and principles in their studies, recommendations, and solutions. Assess supervisors' analyses of situations to determine if effective action is being taken. Review major technical documents prepared by supervisors and staff to ensure accuracy. Advises district management and coordinates with HQ staff on technical concerns and permit issues and strategies for mitigation on major transportation projects while ensuring compliance with the National Environmental Policy Act (NEPA) Assignment throughout the project development process.
20%	E	Provide continuous feedback to staff that highlight performance successes and develop action plans to close competency deficiencies and performance gaps. Oversee the hiring and development of new and existing Senior staff. Develop and implement effective performance management procedures that ensures timely completion of performance appraisals, probationary reports, consistent communication with staff, and when warranted, appropriate corrective and disciplinary actions. Provide leadership and direction to subordinate supervisors in recommending and implementing policies, procedures and best practices that promote equal employment opportunity, employee engagement, workforce/succession planning, equity, diversity and inclusion, innovation, and organizational excellence.
20%	E	Provide leadership and direction to subordinate supervisors by evaluating work performance, coaching, mentoring, and identifying training opportunities for improved performance. Manage the development of tools, models, and best management practices (as they relate to environmental analysis and regulatory compliance) for the use of staff preparing technical studies and conducting field reviews to assess local and regional project impacts, and to gain the needed in-depth knowledge and data-driven analyses. Coordinate with supervisors to ensure staff applies scientific methods and principles in the development of environmental documents and technical studies. Provide direction and monitoring of office/branch programs and project development responsibilities to ensure they are performed with due diligence and sensitivity. Guide and implement procedures for complying with statutory and regulatory changes and environmental streamlining and efficiency measures.
10%	E	Partner with resource agencies to reduce the time it takes to analyze impact data, coordinate, and develop avoidance, minimization, and mitigation measures, and obtain permits. Partner with local agencies and stakeholders to support and meet Caltrans' delivery and environmental commitments. Oversee complex and special studies and projects. Work with other functional divisions within Caltrans', external stakeholders, and other government entities to ensure methodologies are appropriate and technical data is accurately integrated into environmental documentation and utilized appropriately in decision-making. Directs supervisors in dealing with complex emerging or undefined issues that may involve conflict among competing internal or external programs or interests. Documents key decisions and assist legal counsel when necessary. The Office Chief has the overall responsibility to ensure the office's resources are identified, budgeted, and appropriately expended and to notify executive staff when decisions may have substantial budgetary impacts.
5%	M	Represents Caltrans in coordination activities with other state, federal, and local agencies, and the academic and environmental communities. Participates in public outreach activities, develops, and maintains partnerships with stakeholders.
5%	M	Represents the Department and State as needed on special teams to investigate complex issues and improve business practices and policies, provide technical expertise, present data, and communicate results and implications of analyses.

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DOT PM-0924 (REV 01/2025)

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

Knowledge of: Broad knowledge of California and Federal environmental regulatory and resource management laws, regulations, plans, programs, and policies relating to Caltrans' Mission; basic principles of land, water, fish, wildlife, and other natural resources research; principles of ecology, resource management, hydrology, and geology; statistical methodologies; land-use practices with reference to their general effect on human health, natural resources, and the environment; effects of hazardous and non-hazardous waste material and their interactions on water quality and the environment; basic principles of risk assessment and risk management; concepts employed in a variety of disciplines including environmental planning, economics, environmental engineering, and resource management.

Knowledge of: Techniques for dispute resolution, principles, practices and trends of public administration, organization and management with emphasis on environmental analyses, budgeting, sound management of fiscal resources, use of management information systems, strategic planning, program development, management and evaluation; performance improvement, principles and practices of employee supervision, development training, Caltrans' organization and administrative policies and procedures; and a manager's/supervisor's role in the Affirmative Action and Equal Employment Opportunity Program and the processes available to meet affirmative action and equal employment opportunity objectives.

Ability to: Apply or modify scientific methodologies and principles; collect environmental data; analyze and evaluate data and reach sound conclusions; review, check, and interpret scientific and environmental reports; analyze situations and take appropriate actions; establish and maintain cooperative relations with all persons contacted; communicate effectively; prepare clear, complete, and technically accurate reports; apply laws, rules, regulations, policies, and requirements of California and Federal environmental protection and resource management programs; assess the impact of proposed State and Federal environmental legislation and regulations; understand principles of risk assessment and risk management; work with professionals from a variety of disciplines within and outside of State government; and review and understand technical research reports on emerging environmental issues.

Ability to: Establish and maintain project priorities; initiate, recommend, and champion changes that promote innovative solutions; motivate others and resolve conflicts; think cross functionally, learn quickly and comfortably handle risk. Provide leadership in accomplishing strategic priorities and initiatives assigned to DEP. Develop cooperative and trusting relationships with representatives of all levels of government and the public; gain the confidence and support of top-level managers and advise them on a wide variety of administrative matters.

Analyze: Have the analytical skills to use scientific methodologies, develop research proposals, and set up criteria, procedures, and guidelines for use in analyzing environmental regulations and developing innovative solutions needed for critical project delivery; conduct research and evaluation of short-term and long-term environmental impacts; develop techniques for handling and analyzing a large variety of detailed data; communicate the results and implications of analyses to non-specialists; act as an expert witness in court or at legislative or quasi-judicial hearings.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The incumbent is responsible for day-to-day management of the Office of Environmental Planning and for providing guidance in statewide environmental analyses. Poor judgment may unnecessarily delay projects, increase Caltrans' transportation project costs, risk loss of delegations and assignments from other agencies, cause lower quality work, mismanagement of public monies and lose public confidence and trust.

PUBLIC AND INTERNAL CONTACTS

The incumbent must work collaboratively and communicate regularly with a broad spectrum of individuals and entities, including: Caltrans' executive management from the Regions/Districts and Headquarters; other state and local government agencies; industry representatives, technical experts and the public.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

The position requires the ability to work with others in a cooperative manner, multi-task, adapt to changes in priorities, ensure completion of tasks or projects given short notice, develop new insights into situations, foster a positive work environment that encourages creative thinking and innovation; and to adapt behavior and work methods in response to new information, changing conditions, or unexpected obstacles.

ADA Notice

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POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

WORK ENVIRONMENT

Based on public health guidance, the incumbent may telework or conduct office work. When in the office, the incumbent will work in a climate-controlled office under artificial light. The incumbent may be required to travel throughout the state and to other Districts, attend off-site meetings and conferences and be subject to the typical rigors of air, auto and transit travel and overnight hotel stays, including lifting and carrying their own luggage, computer equipment and other materials.

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
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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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