

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE Environmental Scientist	OFFICE/BRANCH/SECTION D11/Environmental	
WORKING TITLE Environmental Scientist	POSITION NUMBER 911-170-0762-918	REVISION DATE 03/14/2025

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

GENERAL STATEMENT:

Caltrans Environmental Scientists perform a broad range of work concerning environmental issues related to protecting California's resources as related to transportation projects. Incumbents do field analyses; prepare environmental documents and technical studies, environmental permitting packages and regulatory permits; ensure compliance with various environmental laws and regulations; and conduct environmental protection, planning, and mitigation activities. Incumbents apply scientific methods and principles to analyze and evaluate available data on the effects of transportation projects on all aspects of the environment; prepare and review CEQA/NEPA and other technical documents to determine the effects; and implement mitigation strategies to lessen the impact of those projects.

Under the general supervision of the Environmental Branch Chief, the incumbent is an interdisciplinary team member who must establish and maintain a professional working relationship with internal project delivery partners, various regulatory agencies, 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. 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.

- **Flexibility and Managing Uncertainty** : Adjusts thinking and behavior in order to adapt to changes in the job and work environment. (Employee Excellence - Innovation)
- **Dealing with Ambiguity (Risk)**: Can comfortably handle risk and uncertainty, as well as make decisions to act without having the total picture. (Prosperity - People First)
- **Initiative**: Ability to identify what needs to be done and doing it before being asked or required by the situation. Seeks out others involved in a situation to learn their perspectives. (Employee Excellence - Innovation)
- **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. (Prosperity - Integrity)
- **Interpersonal Savvy/Partnering**: Builds constructive and effective relationships, using diplomacy and tact. Is able to relate to a diverse set of individuals. (Prosperity - People First, 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 - People First)
- **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 - People First)
- **Planning and Results Oriented**: Organizes and executes work to meet organizational goals and objectives while meeting quality standards, following organizational processes, and demonstrating continuous commitment. (Prosperity - Integrity, Stewardship)
- **Commitment/Results Oriented**: Dedicated to public service and strives for excellence and customer satisfaction. Ensures results in their organization. (Employee Excellence - People First)

TYPICAL DUTIES:

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

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40%	E	Document Preparation: The incumbent will perform a variety of responsible professional scientific office work, including preparation of Environmental Documents and technical analysis which require a high degree of competency in environmental impact analysis. They will write draft and final reports; prepare compliance documents for regulatory agencies; ensure compliance with environmental laws and regulations during all phases of transportation projects; prepare non-routine correspondence and answer non-routine questions from the public; and do other related work. Incumbents may provide consultative advice to various governmental entities and agencies and public organizations. 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 are required.
30%	E	Field Analysis and Methodology Preparation:. The incumbent will perform a variety of responsible professional scientific field work, including assigned environmental and natural resource analysis, research, surveys, investigations and studies. They will prepare, and analyze methodologies for technical resource studies in compliance with various environmental laws and regulations, lead and conduct field surveys. This position also provides guidance to consultants carrying out environmental field and technical work; works with confidential and privileged information; and is responsible for managing cost, scope, schedule and project resources within their purview.
20%	E	Mitigation Analysis: The incumbent will perform a variety of responsible professional scientific tasks designed to compile and analyze data gathered from complex field surveys to create mitigation and minimization measures for inclusion in environmental documents, mitigation and conservation planning reports, agency MOAs and MOUs, and other mitigation documents. 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. 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. The incumbent will work with federal, state, and local regulatory entities described above for coordination, consultation and compliance with various environmental and mitigation regulations.
10%	M	Coordination and contracting: Participate, with oversight from higher-level staff, in technical and coordination meetings, including periodic coordination meetings with Caltrans and state and federal and local agency partners. Prepare, negotiate and review consultant services contracts, task orders, scopes of work, inter-agency agreements, cooperative agreements, etc. as they relate to oversight of consultants performing all environmental evaluation related tasks. Perform other job-related duties as required.

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
Knowledge of: Basic principles of environmental resources research; principles of ecology; statistical methods; California and Federal environmental laws, rules, regulations, and requirements; principles of risk assessment and risk management; concepts employed in a variety of disciplines including environmental planning, economics, and resource management; geolocation and geo-referencing software applications, resource conservation program impacts and implementation strategies;
Ability to: Apply or modify scientific methods 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.

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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.
- High cost solutions – Poor judgment in the selection of mitigation measures could result in excessive project costs.

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

The incumbent 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.

WORK ENVIRONMENT

While at the base of operation, the incumbent 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. The incumbent 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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