

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE Senior Environmental Scientist (Specialist)	OFFICE/BRANCH/SECTION D5/Environmental Analysis	
WORKING TITLE Senior Environmental Scientist - Lead Worker	POSITION NUMBER 905-156-0765-XXX	REVISION DATE 08/11/2026

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

GENERAL STATEMENT:

Under the direction of the Environmental Branch Chief, Senior Environmental Scientist Supervisor, 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. This position may require site visits, sometimes to remote areas. The Senior Environmental Scientist (Specialist) is the advanced journey level of the series. Decision making at this level has a higher consequence of error than that of an Environmental Scientist. Incumbents may be assigned lead responsibility for a specific project, program function, or area of expertise; may act as a mentor to lower level staff; and may act as consultants to other technical staff, management, and other agencies in those matters.

CORE COMPETENCIES:

As a Senior Environmental Scientist (Specialist), 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, People First)
- **Dealing with Ambiguity (Risk)**: Can comfortably handle risk and uncertainty, as well as make decisions to act without having the total picture. (Safety, Prosperity - Collaboration)
- **Continuous Professional Development**: Seeks to obtain knowledge and improve performance while supporting others in doing the same. (Equity, Climate Action - Equity, Stewardship)
- **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 - Integrity)
- **Teamwork/Partnership**: Develops, maintains, and strengthens partnerships with others inside or outside of the organization through effective communication and collaboration. (Equity, Prosperity - Collaboration)
- **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. (Climate Action - Innovation)
- **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. (Equity, Prosperity - Collaboration, Equity)
- **Analytical Skills**: Approaches problems using a logical, systematic, and sequential approach. Weighs priorities and recognizes underlying issues. (Employee Excellence - Innovation)
- **Technical Expertise**: Depth of knowledge and skill in a technical area. (Employee Excellence - Collaboration, Innovation, Integrity)

TYPICAL DUTIES:

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

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40%	E	Field Analysis and Technical Oversight: Independently perform a variety of complex responsible professional scientific field work, serving as a technical lead. Perform technical analysis of the environmental documents, including assigned environmental and natural resource analysis, research, surveys, investigations and studies. Prepare and analyze methodologies for technical resource studies in compliance with various environmental laws and regulations, and will lead and conduct field surveys independently or alongside the Environmental Scientist. Based on the recommendations of the Environmental Scientists, which are provided by the ES to the consultants, the Senior will guide the consultants in carrying out environmental field and technical work. Work with confidential and privileged information as needed. Assess, manage, and oversee the cost, scope, schedule and project resources within their purview. Serve as lead to Environmental Scientists in any other capacity. Review field study methodologies and technical reports as prepared by the ES. Provide guidance and mentor ship to raise the professional expertise of the ES.
30%	E	Document Review and Technical Assistance: Review documentation as prepared by the ES, in relation to Environmental Documents and technical analysis which require a high degree of competency in environmental impact analysis. Work with the ES toward the preparation of compliance documents for regulatory agencies. Ensure environmental evaluations meet standards for scientific accuracy and regulatory compliance. Review and provide feedback accordingly to the ES, on correspondence staff prepare and answer the most complex questions from the public. Lead Environmental Scientists to review document requirements, structure, content and formatting. Provide final draft package for management review, approval, and signature for all reports, including the most complex and regulatory compliance documents.
20%	E	Mitigation Analysis: Act as a lead technical subject matter expert, leading the development and implementation of mitigation strategies as prepared by the ES, who are responsible for the performance of a variety of complex responsible professional scientific tasks designed to compile and analyze data gathered from complex field surveys to create mitigation and minimization measures. These measures are included in environmental documents, mitigation and conservation planning reports, agency Memorandum of Agreements (MOA) and Memorandum of Understanding (MOU). The incumbent must be able to assist the ES with planning and executing field work, identify and secure resources, develop and manage all aspects of contracts and track completion of environmental mitigation obligations. The incumbent will conduct peer review and technical oversight and review of environmental studies for encroachment permits, review of local agency documents and be able to identify, articulate, and communicate the impacts to management in order to make recommendations on environmental mitigation measures.
10%	M	Coordination and contracting: Serve as statewide contact, for assigned projects. Work with federal, state, and local regulatory entities , to serve as a contact in ensuring compliance with various environmental and mitigation regulations. Facilitate and coordinate meetings, including periodic coordination meetings with Caltrans and state and federal and local agency partners. Work with ES to 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

No supervision exercised over others. Incumbents may be assigned lead responsibility for a specific project, program function, or area of expertise; may act as a mentor to lower level staff; and may act as consultants to other technical staff, management, and other agencies in those matters.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Knowledge of: The Senior Environmental Scientist (Specialist) is the advanced journey level of the series. Incumbents independently identify problems, develop courses of action, and conduct critical and/or sensitive scientific investigations and studies and may prepare guidance, policy, planning, or regulatory documents and legislative proposals on issues of importance to the employer, and do other related work. Decision making at this level has a higher consequence of error than that of an Environmental Scientist, Range C. Incumbents may be assigned lead responsibility for a specific project, program function, or area of expertise; may act as a mentor to lower level staff; and may act as consultants to other technical staff, management, and other agencies in those matters.

In addition to the above, broad knowledge of the legislative process; California and Federal environmental regulatory and

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resource management laws, regulations, plans, programs, and policies relating to their program area; resource management practices and techniques; and chemical substances and waste materials and their interactions with and effects on public health and the environment.

Ability to: In addition to the above, develop scientific methodologies, research projects, criteria, procedures, guidelines, reference materials, planning and regulatory documents, and other innovative solutions for critical and/or sensitive environmental management problems; independently plan environmental studies; provide research and evaluation of short-term and important projects concerning public health, agricultural productivity, and environmental protection; develop techniques for handling and analyzing a large variety of detailed data; communicate the results and implications of studies to nonspecialists; act as an expert witness in court or at legislative or quasi-judicial hearings; provide leadership in accomplishing basic functions and objectives in assigned programs; and inspire confidence and effective working relationships with employees, managers, and leaders in government and industry.

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

Independently 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 area.

This position may be eligible for telework. The amount of telework is at the discretion of the Department and based on Caltrans's current telework policy. While Caltrans supports telework, in-person attendance may be required based on operational needs. Employees are expected to be able to report to their worksite with minimal notification if an urgent need arises. The selected candidate may be required to conduct business travel on behalf of the Department or commute to the headquartered location. Business travel reimbursements considers an employee's designated Headquarters 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. Working hours will be set sometimes between 6:00am and 6:00pm. Employee must be reachable during work hours while teleworking. Occasional overtime, travel, and overnight stays may be required.

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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