

CLASSIFICATION TITLE Senior Environmental Scientist (Specialist)	OFFICE/BRANCH/SECTION Biological Studies	
WORKING TITLE Senior Mitigation Biologist	POSITION NUMBER 913-140-0765-013	REVISION DATE 11/18/2025

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 Chief of the Office of Biological Studies Office, an Environmental Program Manager I, the Senior Environmental Scientist/Senior Mitigation Biologist, is an advanced journey-level scientist negotiating complex permitting with state and federal environmental agencies with special focus on transportation mitigation; helps develop guidance, direction and expertise for district staff in the identification, analysis and appropriate cost-effective mitigation and enhancement measures in accordance with scientific principles and compliance with federal, state, and local environmental laws and regulations, including the National Environmental Policy Act (NEPA) and California Environmental Quality Act (CEQA). Identifies and implements programmatic approaches for biological resource permitting. The incumbent will act as an advisor to the Chief of the Biological Studies Office.

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.

- **Creativity and Innovation:** Thinks beyond the confines of traditional models to recognize opportunities, seek creative solutions and take intelligent risks. (Employee Excellence - Innovation, Integrity, Pride, Stewardship)
- **Dealing with Ambiguity (Risk):** Can comfortably handle risk and uncertainty, as well as make decisions to act without having the total picture. (Employee Excellence - Innovation, Integrity, Pride, Stewardship)
- **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 - Collaboration, Innovation, Integrity, Pride, 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 - Innovation, Integrity, Pride, Stewardship)
- **Relationship Building:** The ability to develop and maintain internal and external trust and professional relationships, which includes listening and understanding to build rapport. (Employee Excellence - Innovation, Integrity, Pride, 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. (Employee Excellence - Innovation, Pride, Stewardship)
- **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. (Employee Excellence - Collaboration, Integrity, Pride, Stewardship)
- **Analytical Skills:** Approaches problems using a logical, systematic, and sequential approach. Weighs priorities and recognizes underlying issues. (Employee Excellence - Innovation, Integrity, Pride, Stewardship)
- **Technical Expertise:** Depth of knowledge and skill in a technical area. (Employee Excellence - Innovation, Integrity, Pride, Stewardship)

TYPICAL DUTIES:

Percentage Essential (E)/Marginal (M) ¹	Job Description
30% E	Performs as a Statewide Technical Lead on complex issues related to transportation mitigation. Provides policy, direction, guidance, to Districts on mitigation procedures, including the negotiation, planning and implementation of mitigation for transportation projects. Provides technical assistance to Districts. Applies laws, rules, regulations, policies, and requirements of California and Federal environmental protection and resource management programs for transportation projects.

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20%	E	Reviews, checks and interprets scientific data and technical environmental reports, including District mitigation agreements, Mitigation Credit Purchase Agreements, Non Profit Agreements, Reservation Agreements, and other agreements as needed to satisfy mitigation requirements for transportation projects. Manages list of Outstanding Mitigation Obligation and coordinates with Districts for inputs and updates as needed to help resolve mitigation obligations.
15%	E	Develop scientific methodologies, mitigation strategies and policy in collaboration with internal partners, including Districts, DEA biology offices, and Divisions of Right of Way, Legal, and Accounting. Consult with resource agencies and other external agencies such as The incumbent will lead coordination with Federal, State, and local regulatory entities, including the U.S. Fish & Wildlife Service (USFWS), National Marine Fisheries Service (NMFS), U.S Army Corps of Engineers (USACE), Regional Water Quality Control Board (RWQCB), and California Department of Fish & Wildlife (CDFW) for coordination, consultation, and compliance with various environmental and biological regulations as needed and coordinate on the development of programmatic agreements and mitigation strategies. Analyzes situations and takes appropriate actions.
10%	E	Update and maintain mitigation policy guidance, web content, fact sheets, presentations, District training and reference materials. Works with other Divisions as appropriate to develop information needed for implementing mitigation. Coordinate with the Division of Right of Way regarding Department owned property and inventorying mitigation locations.
10%	E	Provides mitigation training; facilitates workshops and stewardship meetings with Districts with a focus on transportation mitigation topics, issues and innovations.
10%	E	Reviews and comments on state and federal legislation and regulation concerning biological resources; coordinates with other functional units, agencies and state transportation departments on issues of statewide or national importance.
5%	M	Serves as Acting Office Chief for the Office of Biological Studies, in the absence of the Office Chief. Other duties as assigned.

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 supervise. The incumbent may function in a lead capacity over contract implementation, support services staff or student assistants. Provides technical guidance to managers and staff in the twelve districts related to biological issues and transportation mitigation activities.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Knowledge: Basic principles of ecology; natural resource management; hydrology; statistical methods; California and federal environmental laws - namely CEQA and NEPA - and policies pertaining to biological surveys; concepts of environmental planning and multi-modal programs, economics, and resource management; and geographical information systems and related software applications. An in-depth knowledge of Caltrans' major activity areas and organization, departmental policies and financial constraints, and specific knowledge of planning, project development procedures, project design, construction, and maintenance. Must have an in-depth knowledge of the methods of planning, organizing, directing, and controlling major statewide programs. Requires thorough knowledge of transportation characteristics, issues, and planning concepts, as well as federal and state environmental laws, regulations, Executive Orders, and procedures regarding the extent of mitigation tools available to implement compensatory mitigation of environmental impacts. Specific knowledge related to mitigation bank, in-lieu fee programs, NCCP/ HCP development and participation, and mitigation implementation is required. Must be knowledgeable of regulatory constructs requiring compensation and mitigation for biological resources, Caltrans project development and programming process, and methods of administering mitigation projects. Technical knowledge in the areas of habitat assessment, impact analysis and mitigation methodology, wetland science, contract and project management, and concepts of managing information [filing systems, databases, Geographic Information Systems (GIS), etc.] are required. Must have a thorough working knowledge of organizational relationships both within and outside Caltrans that pertain to planning, design, construction, operation, and maintenance of compensatory mitigation as required by transportation projects.

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 regulation; assess the impact of proposed state and federal environmental legislation and regulations on transportation programs; 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 public health and environmental issues. Must be able to reason logically and creatively, and exercise good judgment in

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the resolution of complex accounting, budgeting, and implementation related to transportation mitigation. Must be able to analyze environmental situations accurately and develop cost-effective strategies for resolving problems. Must demonstrate the ability to undertake and complete the most difficult and sensitive project studies and negotiations related to mitigation for highway projects. Must be able to take action independently and organize work priorities. Must be able to establish and maintain cooperative relationships with state and federal resource agencies and deal with tact and persuasion with District and Headquarters' counterparts, local transportation agencies, California Transportation Commission and interested parties; and be able to communicate effectively both orally and in writing. Must effectively contribute to the Department's Equal Employment Opportunity objectives. Must have the ability to effectively use personal computers and the Internet to conduct research; write memos, letters, procedures, guidance, and develop graphs, charts or other illustrative materials.

Analytic Abilities: The work and responsibilities assigned to this position require the ability to assimilate technical and procedural input from various sources, including the districts, to evaluate that input, develop alternative courses of action, and to make objective recommendations on all critical issues affecting the planning, project delivery, maintenance, and applied studies related to transportation systems. Must reason logically and creatively using a variety of analytical and problem-solving techniques. May be required to create or interpret spreadsheets, use databases and/or GIS applications.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

This position is responsible for independent action and initiative in carrying out the assigned duties. As a technical expert, the incumbent is expected to routinely make decisions on questions raised either verbally or in letters from the districts regarding environmental issues, performance measures, and documentation for transportation mitigation proposals and agreements. Failure to carry out these responsibilities could result in additional effort to provide measures to develop and deliver transportation mitigation projects, extensive delays to projects or activities, and loss of public confidence in Caltrans as a responsible public agency and first-rate engineering and environmentally sensitive organization.

PUBLIC AND INTERNAL CONTACTS

Must establish and maintain working relationships on a regular basis with Caltrans district and Headquarters' staff, other disciplines in the Division of Environmental Analysis, and other Headquarters divisions. The incumbent must establish and maintain good working relationships on a day-to-day basis with state and federal agencies such as California Fish and Wildlife, California Regional Water Quality Control Board, California Coastal Commission, U.S. Environmental Protection Agency, U.S. Fish and Wildlife Service, U.S. Army Corps of Engineers, and the Federal Highway Administration. Arranges for, attends, and participates in meetings to resolve project delivery issues and revise policy, regulations, and procedures, with local, regional, state, and federal agencies, and consultants in regard to biological studies, especially for mitigation issues.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

The incumbent must be able to sit for prolonged periods of time while using a keyboard/mouse and video display monitor, to read, review or prepare documents. Must be capable of sustained mental activity needed for report writing, auditing, problem solving, analysis and reasoning. The workload may be subject to frequent, substantial and unexpected changes that could affect the scheduling or completion of assignments. Must be capable of manipulating small objects to identify and catalog resources and scientific collections.

The incumbent must have the ability to multi-task, adapt to changes in priorities, and complete tasks or projects with short notice. Must have the ability to develop and maintain cooperative, collaborative working relationships and recognize difficult and/or sensitive situations and handle them effectively and appropriately.

The incumbent must be able to traverse rough, wet, slippery, or uneven terrain, while conducting field surveys. Field conditions may vary depending upon the season, lighting, and time of day/night. This position requires occasional bending, stooping, kneeling, and carrying of field equipment up to 25 pounds. Must have the ability to shift projects as needed. Common safety requirements may include good hearing, good vision, and an ability to focus on safety and fieldwork simultaneously. Common field dangers include but are not limited to traffic, people, plants and animals, and weather. Must be capable of recognizing and avoiding dangers in or adjacent to the highway, in both rural and urban settings.

The incumbent behaves in a fair and ethical manner toward others and demonstrates a sense of responsibility and commitment to public service. The incumbent values cultural diversity and other individual differences in the workforce.

WORK ENVIRONMENT

The work environment is fast-paced, busy and requires considerable flexibility in managing time, priorities, and assignments. It can be demanding and/or stressful. The incumbent may be required to travel to district offices or other meeting facilities, and/or to the sites of proposed projects. In the field the incumbent may experience all climatic conditions, including rain. While at their base of operation, employees will work in a climate-controlled office under artificial light. However, due to periodic problems with the heating and air conditioning, the building temperature may fluctuate.

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

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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. For permanent and limited term appointments, 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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