

Position Details**Classification:**Senior Environmental Scientist
(Supervisory)**Office:**

Planning and Engineering

Working Title:

Cultural Resources Program Manager

Location:

Sacramento

Position Number:

311-660-0764-006

HR Approval Date/Initials:

7/13/26 SA

**CBID/Bargaining
Unit:** S10**Work Week
Group:** E**Tenure:**
Permanent**Time Base:**
Full-Time**Job Description Summary**

Under general direction of the California High-Speed Rail Authority's (Authority) Environmental Program Manager I (EPM I), the Senior Environmental Scientist (Cultural Resource Program Manager) will be responsible for oversight to ensure compliance with Section 106 of the National Historic Preservation Act (Section 106) and Public Resource Code 5024, National Environmental Policy Act (NEPA) and California Environmental Quality Act (CEQA) and the NEPA Assignment Memorandum of Understanding (MOU) for all phases of project delivery and operations for the statewide High-Speed Rail (HSR) project. The incumbent will be responsible for overseeing the implementation of the statewide Section 106 Programmatic Agreement (PA) for the Authority, as well as any necessary revisions to the PA, including coordination and collaboration with the PA signatories. The incumbent oversees and manages the negotiation, development, and implementation of the Memoranda of Agreement (MOAs), Archaeological Treatment Plans (ATPs), and Built-Environment Treatment Plans (BETPs) prepared, as necessary, for the individual HSR project sections.

Duties

Percentage

Essential (E)/Marginal (M)

- 30% (E)
- Provides direction to the staff responsible for the completion of scientific documents necessary for cultural resource compliance with federal and California environmental laws, rules, regulations and requirements. This includes the review of scientific reports completed by in-house staff, consultant and local agencies for content, scientific competence, comprehensiveness, and sound conclusions in compliance with Section 106 of the National Historic Preservation Act and Public Resource Code 5024, NEPA, CEQA

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and other federal or California environmental laws, rules, regulations and requirements needed to ensure successful project delivery.

- Provides statewide oversight and management of cultural resources for technical staff and consultants to ensure proper implementation of and compliance with the California High-Speed Rail Authority (CHSRA) Section 106 PA and NEPA Assignment MOU for all stages of HSR project delivery.
- Provides strategic guidance to Authority executives regarding complex Section 106 compliance issues to support efficient and timely HSR project delivery.
- Establishes procedures and protocols for cultural resource management and planning for the HSR project.
- Manages and oversees the negotiation, development, and execution of individual project section MOAs and TPs.
- Consults, coordinates, and collaborates with PA signatories and stakeholders.
- Oversees Native American outreach and consultation efforts for the Authority.
- Works closely on high profile projects with representatives of the Federal Railroad Administration (FRA), State Historic Preservation Officer (SHPO), the Advisory Council on Historic Preservation (ACHP), and the California Native American Heritage Commission.

20% (E)

- Serves as the NEPA Assignment MOU environmental cultural resource expert to provide advice and recommendations to the Authority executive leadership, the State Legislature, customers, and other entities as required on related policy and procedure.
- Utilizes subject matter expertise to prepare meetings and presentations and develops recommendations in accordance with state and federal NEPA environmental laws and regulations.
- Coordinates with Regional Environmental Construction Coordinators, Project Construction Management staff, and Authority Construction staff to ensure compliance with federal and state laws and policies regulating cultural resources including Public Resource Code 5024, NEPA, CEQA.
- Assists Environmental Services Branch's managers in the resolution of complex environmental and construction issues related to the NEPA Assignment MOU Cultural Resource program.

20% (E)

- Provides expert testimony to leadership on environmental policies and procedures regarding environmental due diligence.
- Evaluates active and proposed legislation potentially affecting cultural resources policies and regulations by reviewing the

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- language, determining project impact, and providing a recommended position.
- Develops and recommends legislative proposals by assessing current operational needs and program enhancements.
- 15% (E)
- Responsible for personnel matters, such as hiring, completing probationary and performance reports, maintaining attendance, timesheets, work schedules, and personnel files.
 - Provides staff coaching and mentoring, informs employees of changes in procedures, policies, and program updates.
 - Oversight for the Authority in the selection, hiring, fee negotiation, and management of cultural resources environmental consultants; determines consulting services needs on an annual and project-specific basis; participates in advertising, selection and contract negotiation activities and usage of consultants by assessing the needs of the Environmental Services Branch and/or projects through analysis and research of consultants and resources according to Authority's policies and procedures.
 - Reviews Requests for Proposals and contract documents to ensure consistency with Section 106 regulatory requirements and commitments. Manages Interagency Agreements.
 - Oversees staff to ensure that assigned contracts and agreements are administered and managed in accordance with the applicable policies and procedures of the Authority, the State Contracting Manual (SCM) and the California Government Code (GC).
 - Act for the EPM I to provide continuity of NEPA Assignment Section management and may act on their behalf as required by attending meetings, representing the Branch as lead worker, making decisions, signing documents, and reporting urgent matters to the Director of Environmental Services.
 - Travels frequently to other Authority's offices and job sites, offices of state or federal agencies, other meeting facilities, and the sites of proposed projects throughout the state, to attend meetings, conduct presentations for community organizations, stakeholders, and the general public.
- 10% (E)
- Provides direction in the assessment of environmental impacts of construction projects on environmental resources and developing mitigation and monitoring programs as necessary.
- 5% (M)
- Performs other job-related duties, as required.

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Special Requirements

The checked boxes below indicate any additional requirements of this position.

License Required Yes ☐ No ☒	Conflict of Interest (COI) Yes ☒ No ☐	Bilingual Required Yes ☐ No ☒	Contract Manager Yes ☒ No ☐	Medical Required Yes ☐ No ☒
Type:		Language:		

Other Special Requirements Information:

Conflict of Interest (COI): This position is designated under the Conflict-of-Interest Code. The position is responsible for making, or participating in the making, of governmental decisions that may potentially have a material effect on personal financial interests. The employee is required to complete Form 700 within 30 days of assuming employment. Failure to comply with the Conflict-of-Interest Code requirements may result in disciplinary action.

Contract Manager: Ensures that assigned contracts and agreements are administered and managed in accordance with the applicable policies and procedures of the Authority, the State Contracting Manual (SCM) and the California Government Code (GC).

Knowledge and Abilities:

Knowledge of: All knowledge for Environmental Scientist, Senior Environmental Scientist (Specialist) and techniques for dispute resolution, principles and techniques of personnel management and supervision; budgeting and other administrative functions; and a manager's/supervisor's role in the Equal Employment Opportunity Program (EEO) and the processes available to meet EEO objectives.

Ability to: All abilities for Environmental Scientist, Senior Environmental Scientist (Specialist) and plan, organize, and direct the work of others; perceive the alternatives available in the solution of management problems and select realistic courses of action; and effectively contribute to the employer's EEO objectives.

Desirable Qualifications

- Knowledge of the Authority's organization, policies, project management concepts, design, construction, materials engineering and testing processes, and financial constraints.
- Experience overseeing Section 106 process.
- Experience working with federal and state Agencies and Tribal Stakeholders.
- Experience developing policies and procedures for Environmental Management.
- Experience acting independently, work within and lead teams and organize work priorities.
- Ability to establish and maintain cooperative relationships, dealing with tact and persuasion, with regional Headquarters, agency and external counterparts

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including Legislative staff pertaining to planning, designing, and construction of transportation facilities.

- Knowledge of federal and state laws and regulations regarding environmental compliance for project delivery and project management.
- Knowledge of trends in environmental assessment, policy and project audit practices and procedures.
- Experience completing and/or managing environmental technical studies and environmental documents in compliance with NEPA, CEQA, and state and federal environmental regulations or developing environmental laws and policy.
- Experience in leading and working within integrated multi-disciplinary teams.
- Reasons logically and creatively and exercises good judgment in identifying and resolving complex environmental issues and mitigation problems.
- Ability to analyze accurately and adopt an effective course of action to resolve very complex environmental impact and mitigation problems.
- Ability to communicate effectively both verbally and in writing.
- Ability to assimilate input from various sources, evaluate that input, and develop alternative courses of action, and to make objective recommendations to Authority.

Supervision Exercised Over Others

The Senior Environmental Scientist (Supervisor) will exercise technical supervision over Senior Environmental Scientist (Specialist).

Public and Internal Contacts

The incumbent will have regular contact with various levels of staff at the Authority, consultants, vendors, contractors, staff at other state agencies, tribal governments, historical societies and the public. Employees must handle all situations and communications tactfully and respectfully to support the Authority's mission.

Responsibility for Decisions and Consequence of Error

Errors in judgment or failure to carry out the responsibilities of this position could place the Authority in violation of state and federal requirements, which could negatively impact the Authority. The incumbent must exercise good judgment and make effective decisions to fulfill the position's responsibilities.

Physical and Environmental Demands

While working on-site, the incumbent works in a professional office environment, in a climate-controlled area which may fluctuate in temperature and is under artificial light. The incumbent will be required to use a computer, mouse, and keyboard, and will be required to sit for long periods of time at a computer screen. Employee must be able to focus for long periods of time, manage multiple tasks, adapt to changes in priorities, and complete tasks or projects with short notice. Employee must develop and maintain cooperative working relationships and display professionalism and respect for others in all contact opportunities. In the field, the incumbent may experience all climatic

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conditions, including rain or snow. Proposed project sites and/or construction sites may be loud, dusty and dirty and may include rugged terrain.

Working Conditions and Requirements

- a) Schedule: Flexible schedules may be available for this position. Specific schedules will be set between the supervisor and the employee.
- b) Telework: Part-time telework is available for this position for California residents based on the requirements of the position.
- c) Travel: Travels frequently to other Authority's offices and job sites, offices of state or federal agencies, other meeting facilities, and the sites of proposed projects throughout the state, to attend meetings, conduct presentations for community organizations, stakeholders, and the general public.
- d) Other: None.

Acknowledgment and Signatures

I have read and understand the duties listed above and can perform them with/without reasonable accommodation (RA). (If you believe you may require RA, please discuss this with the hiring supervisor. If you are unsure whether you require reasonable accommodation, inform the hiring supervisor who will discuss your concerns with the RA Coordinator.)

Incumbent Printed Name:	Signature:	Date:

I have discussed the duties with and provided a copy of this duty statement to the incumbent named above.

Supervisor Printed Name:	Signature:	Date:

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