

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
Senior Environmental Scientist (Specialist)	NR Division of Environmental	
WORKING TITLE	POSITION NUMBER	REVISION DATE
Senior Environmental Scientist Coastal Resources Specialist	927-801-0765-XXX	

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 a Senior Environmental Scientist (Supervisory). The incumbent is an interdisciplinary team member on Project Development Teams (PDT) performing the most complex tasks to facilitate timely delivery of transportation projects within the coastal zone. The incumbent shall lead, with minimal supervision, data analysis, document preparation and application preparation for addressing coastal resources as part of the California Coastal Act and Coastal Zone Management Act. The incumbent shall facilitate State and Local coastal permit coordination, obtain Coastal Development Permits, waivers, exclusions and represent North Region Environmental at coordination meetings and public hearings with coastal permitting agencies while closely tracking and reporting on the status of permits and complex mitigation packages. The incumbent must stay informed of changes related to environmental laws, local coastal plans and policies, lead PDT's in the applicability of such changes, existing law, plans and policies, and provide guidance and direction to PDT's to ensure development of appropriate mitigation measures relative to coastal resource impacts such as Environmentally Sensitive Habitat Areas, wetlands, water quality, public access, historic resources, cultural resources, critical viewsheds, and coastal hazards. Ensure and review inclusion of Sea Level Rise analysis and other Climate Adaptions Strategies, and associated avoidance, minimization, and mitigation measures. The incumbent is responsible for leading coordination efforts to manage the cost, scope and schedule of transportation projects within the coastal zone to ensure the Environmental Program meets its project delivery commitments under the Annual Delivery Plan (ADP) and the Contract for Delivery (CFD).

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

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50%	E	Serves as the point person for determinations on Coastal Development Permit (CDP) decisions for projects within the Coastal Zone. Works with the PDT's, the California Coastal Commission and local coastal jurisdictions to make permitting decisions regarding CDP's, CDP waivers and exclusion applicability. Develops, directs, reviews and comments on CDP application packets to ensure consistency and quality control. Prepares complex CDP permit applications and associated attachments. Provides review, guidance and direction to the PDT to ensure development of appropriate mitigation measures relative to coastal resource impacts. Applies scientific methods and principles in the identification, research, and solution of problems in the areas relative to cost/benefit of impacts to coastal resources for projects within the coastal zone. Acts on behalf of the Department in negotiating CDP conditions and mitigation commitments with the California Coastal Commission and local agencies with coastal permitting authority. Identifies programmatic approaches to permitting and mitigation.
30%	E	Works with state and local California Coastal Act jurisdictional agencies as needed to acquire CDP's, exemptions, and waivers for capital projects. Work effectively with others as an interdisciplinary team member. Coordinate with Headquarters regarding trends in obtaining CDPs, programmatic approaches to project permitting. Incorporate the input of interested parties into the environmental planning process and obtain public input as determined appropriate. Review and comment on coastal policy sections of California Environmental Quality Act (CEQA) documents. Review, comment and may assist with preparation of responses to comments from the California Coastal Commission or local coastal agencies on CEQA documents.
10%	E	Keep STEVE current on all D1 projects within the coastal zone. Analyze, maintain, and enter data regarding project coastal zone permitting needs in coordination with the project Generalist. Monitor the fiscal health of projects within the coastal zone. Coordinate with Project or Task Managers to ensure project is accurately resourced for the necessary coastal permitting work. Monitor project schedules and risks related to coastal permitting. Report monthly on Coastal permit status to the PDT and management. Schedule meetings prior to coastal hearings to develop plan for the hearings.
10%	M	Participate as a departmental representative on coastal permitting issues at public meetings and hearings. Assist in the coordination of and participate in public presentations. Review and comment on draft LCP amendments to avoid or reduce potential conflicts between proposed LCP policies and the capital project delivery program.

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 will not have supervisory responsibility. The incumbent may act as lead on special projects as needed.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Knowledge of:

- Technical knowledge of the California Coastal Act and Local Coastal Plan's (LCP) within the District, including knowledge of the LCP amendment process.
- Technical knowledge of coastal resources within the District, such as visual resources, coastal access, or Environmentally Sensitive Habitat Areas (ESHA).
- Principals of complex mitigation techniques to offset impacts to coastal resources.
- Knowledge of state, local and regional governmental organizations as they relate to environmental planning.
- Natural sciences, field surveys and required technical surveys for ESHA trends in environmental and regional planning. State and Federal laws and regulations relating to the environment.
- Trends in Federal, State and local environmental assessment and mitigation reports, technical studies, and/or environmental documents.
- General principals and techniques of research and statistical analysis.
- Methods and techniques of evaluation of environmental impacts with particular attention to coastal resources.
- Conflict resolution and negotiation techniques.
- Mitigation strategies, methodologies, and process, and requirements per regulation and law.

Ability to:

- Set priorities, set schedules and problem solve solutions to achieve streamlined CDP solutions for the Department's project delivery program to identify CDP needs in various geographic areas and work with California Coastal Commission staff and local agencies to identify and implement potential programmatic permitting solutions. Work effectively with others as an interdisciplinary team member.
- Apply general techniques of insuring participation in the planning process.

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Coordinate mitigation planning, research, and analysis of proposed projects.
Assist in making an assessment of an existing environment.
Establish and maintain cooperative relationships within the District and the Department, and with the public and outside agencies.
Resolve inter-agency conflicts and negotiate mutually agreeable outcomes.
Prepare written reports.
Deal effectively with pressure, maintain focus and intensity, yet remain optimistic and persistent.
Respect cultural diversity and other individual differences in the workforce.
The incumbent must be solution oriented and will need to investigate innovative solutions to meet complex deliverables.
This work requires strong oral and written skills.

Analytical Skill:

Performing increasingly responsible and varied assignments under decreasing degrees of supervision.
Understanding and applying those aspects of federal, state and local laws, regulations, policies, procedures, standards, and numerous agency guidelines pertaining to the planning process.
Interpreting maps, plans and specifications, graphs and statistical data.
Researching, analyzing and summarizing planning data both manually and with basic computer programs.
Preparing clear visual displays, such as maps, graphs, and illustrations.
Making clear and persuasive presentations of ideas; preparing clear, concise and complete technical documents, reports, correspondence and other written materials.

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

The Senior Environmental Scientist (Specialist) interacts with all levels within the Department and frequently represents the Department in contacts with other agencies and the public. Establishes and maintains working relationships with the District's other Offices/Branches, Headquarters, and local agencies for project activities. The Senior Environmental Scientist (Specialist) attends, participates in, and represents the Department during the discussion of environmental matters at meetings with interested groups, individuals, regional, Federal and other State agencies during discussions related to project delivery. The incumbent acts as a member of interdisciplinary teams.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Employees may be required to sit for long periods of time using a keyboard and video display terminal. 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

This is an advanced journey level position located in Eureka. While at your base of operation, you will work in a climate-controlled office under artificial lighting in a North Region 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. You may be required to travel to offices and field locations throughout North Region, as well as occasional travel and overnight stays outside of the Region.

Possession of a valid driver's license is required when operating a State owned or leased vehicle.

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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