

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
Senior Environmental Planner	DOTP - Office of Air Quality & Climate Change	
WORKING TITLE	POSITION NUMBER	REVISION DATE
Environmental Planning Program Manager	900-074-4713-921	09/14/2026

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

GENERAL STATEMENT:

Under general direction of the Chief, Office of Air Quality and Climate Change (Supervising Transportation Planner), the Senior Environmental Planner serves as the program manager for Environmental Considerations. The Senior Environmental Planner leads the environmental aspects of climate adaptation planning for the Department of Transportation Planning (DOTP), such as developing adaptation tools for project planning which includes development and implementation of the Planning and Environmental Linkages (PEL) Program. The incumbent is responsible for coordinating with the Caltrans, Division of Environmental Analysis (DEA), and all 12 districts' planning and environmental staff, to establish and manage the Environmental Planning program.

CORE COMPETENCIES:

As a Senior Environmental Planner, 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.

TYPICAL DUTIES:

Percentage		Job Description
Essential (E)/Marginal (M) ¹		
50%	E	Perform difficult and complex environmental planning, analysis, and research assignments, working independently and as a team member. Lead the development of climate adaptation design templates and planning tools to inform the pre-Project Initiation Document (PID) and PID process. Serve as the Program Manager for the Environmental Planning Program, which includes co-managing the program with the Division of Environmental Analysis (DEA). Lead and work on the development of policies, processes, and procedures to better facilitate collaborative planning efforts between the DOTP and DEA, including the development of the Planning and Environmental Linkages (PEL) Program; coordinate with DEA, DOTP Resources Office, and Planning/Environmental staff in Caltrans' district offices to identify environmental/ PEL workload and resources needed to support these activities. Provide input on wildlife crossing and fish passage planning and guidance documents. Work with districts to identify needed feasibility studies to support climate adaptation, wildlife crossing, fish passage, and other topics as needed. Provide input to infrastructure resiliency planning, including critical infrastructure resiliency planning. Work in a cooperative, integrated and on-going manner with internal and external stakeholders, including relevant state agencies, to identify and develop opportunities to strengthen the Environmental Planning Program.
25%	E	Serve as the subject matter expert for environmental considerations in planning. Research and remain up to date on the latest global climate models, climate mapping resources, and climate research and informs DOTP planning on documents as needed. Work with the Division of Design, the Division of Engineering Services, Maintenance, Traffic Operations, and other divisions, as needed, to develop tools needed to plan and design climate adaptation projects. Work with the Division of Data and Digital Services to develop maps and tools needed to inform climate planning. Conduct outreach and engagement with stakeholders, maintain an active network of partners, and build collaborative relationships with internal Caltrans' programs and external organizations at the state, local, and regional and non-governmental organizational levels, including organizations that represent under-represented and disadvantaged communities.
15%	E	Prepare environmental planning materials, such as correspondence, issue memos, fact sheets, legislative reviews, data analysis and other written material, as required. Perform additional assignments which may be generated by requests from the Department's management, Districts, or other HQ units.
10%	M	Work with the Office Chief to manage office resources, with a focus on managing resources allocated to the districts for all three program areas. Work directly with the Air Quality and Climate Change Branches to support their needs for resource management. Perform other job-related duties within the scope of the classification as assigned.

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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

The position does not supervise, but may direct the work of associate and assistant level staff in the office.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Strong leadership, communication, flexibility, partnership, and strategic thinking skills, as well as a deep commitment to the Department's strategic vision, mission, values, and goals, to provide excellent customer service, and to advance equity meaningfully through all efforts.

The ability to understand and articulate, both verbally and in writing, research and analysis methods, and their conclusions. Knowledge of, and the ability to communicate, 1) principles, process, procedural practices and legal requirements of the planning and project delivery processes; 2) laws and regulations; 3) legislative processes; 4) roles and responsibilities of the Federal, State and Regional governments in providing environmental planning, climate change mitigation, climate change adaptation and air quality services; 5) principles, process, practices and legal requirements of public participation; and 6) current departmental policies and programs.

The ability to effectively work with minimum direction and supervision; to produce completed staff work; to initiate action independently or as an interdisciplinary team member; to handle multiple assignments simultaneously; to learn new tasks quickly with little or no formal training; to use internet, spreadsheet and word processing applications; to communicate effectively both verbally and in writing; to effectively prepare and deliver presentations; and to be responsive to customers and management.

The ability to develop and maintain effective working relationships and partnerships and work cooperatively with others. The ability to effectively direct the work of others and negotiate resolution of issues and problems. The ability to respond to inquiries from Departmental management and internal and external customers in a timely and effective manner

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Recommendations and actions made by this position may impact the Departments' overall Planning program and relationships with our regional and local agency and government partners. Actions regarding the Department's programs could result in the inefficient use of state funding, delay of project delivery, and ineffective transportation planning.

PUBLIC AND INTERNAL CONTACTS

The incumbent engages with internal and external stakeholders on an ongoing basis, by phone, mail, email and in person. Ongoing contact that establishes effective, two-way communication with our stakeholders and external partners is vital to Caltrans' success in implementing climate action initiatives. Internal, external and public stakeholders include:

Internal Contacts - The incumbent will work closely with planning and environmental staff in the district offices and various Headquarters functions (including DOTP offices, the Division of Environmental Analysis and the Director's Office of Sustainability) in performing duties of this position.

External Contacts - The incumbent will coordinate with relevant external agencies including FHWA, CALSTA, CTC, California Air Resources Board, California Coastal Commission and other relevant federal, state, regulatory and local agencies including Metropolitan Planning Organizations (MPOs) and Regional Transportation Planning Agencies (RTPAs). This includes regular engagement through coordination of an advisory committee/working group consisting of external climate stakeholders.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Employee may be required to use a phone, computer, keyboard, and monitor for long periods of time in an office setting. Develop and maintain cooperative working relationships by demonstrating tactfulness and treating others with respect, make decisions in a fair and ethical manner, and demonstrate a sense of responsibility and commitment to public service. Ability to be open to change and new information, adopt new work methods in response to changing conditions or unexpected obstacles, and multi-task and complete tasks accurately within deadlines and with short notice.

WORK ENVIRONMENT

The incumbent works in front of a dual-monitor computer system under artificial light in an office setting with long periods of working in a sitting or standing position. The incumbent may be required to travel to work related events throughout the State as necessary.

This position may be eligible for telework. The amount of telework is at the discretion of the Department and based on Caltrans 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

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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.

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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