STATE OF CALIFORNIA • DEPARTMENT OF TRANSPORTATION

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
Scientific Aid	D3/North Region Environmental	
WORKING TITLE	POSITION NUMBER	REVISION DATE
Scientific Aid	928-801-1931-911	

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

GENERAL STATEMENT:

Under the supervision of a Senior Environmental Planner or a Senior Environmental Scientist Supervisor, with general direction of an Associate Environmental Planner or an Environmental Scientist, the incumbent will perform environmental management related duties gaining experience and training in the environmental field.

CORE COMPETENCIES:

As a Scientific Aid, 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.

- **Learning on the Fly:** Learns quickly, is open to change, experiments, and is flexible. (Safety - Integrity)
- **Dealing with Ambiguity (Risk):** Can comfortably handle risk and uncertainty, as well as make decisions to act without having the total picture. (Safety, Employee Excellence - Pride)
- **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. (Safety - Innovation)
- **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. (Safety, Employee Excellence - Collaboration)
- **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 - Integrity)
- **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 - Collaboration)
- **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. (Safety, Employee Excellence - Collaboration)
- **Forward Thinking:** Anticipates the implications and consequences of situations and takes appropriate actions to be prepared for possible contingencies. Anticipates and prepares for future developments. (Safety, Employee Excellence - Collaboration)
- **Technical Expertise:** Depth of knowledge and skill in a technical area. (Prosperity - Innovation)

TYPICAL DUTIES:

Percentage	Essential (E)/Marginal (M)[1]	Job Description
25%	E	Revegetation Site Development and Maintenance: Assist Environmental Planning staff with completing vegetation planting and maintenance projects by using hand tools to prepare planting areas, install plants, install protective fences and cages, remove weeds and repair erosion. The incumbent will also collect native plant materials, irrigate plants and may occasionally direct work crews in the field.
25%	E	Field Surveys/Data Collection: Assist Environmental Planning staff with a wide range of field surveys that may include wetland delineations, botanical/biological surveys, Unmanned Aircraft Systems (UAS) missions, archaeological surveys, environmental compliance and water quality/hazardous waste data collection.

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25%	E	Data Entry and Management: Assist Environmental Planning staff with entering data, developing reports, and verifying data. This may include queries and input into various databases including the CNDDB, BIOS, STEVE, IPAC, NPDES SMART database and others. The incumbent will also assist Caltrans staff in QA/QC of data, electronic file organization, management, archiving and project close out.
20%	E	Reporting and Documentation: Assist Environmental Planning staff with preparation of biological memos, biological technical studies, monitoring reports, regulatory permit applications, NPDES reports and water quality permit applications. Incumbent may also assist with documentation gathering, letter/email prep and project specification development.
5%	M	GIS/GPS Support: Assist with producing maps and editing data using ESRI GIS software. Gather and input GPS data in the field.

[1]ESSENTIAL 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.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS
Knowledge of environmental laws, for example, National Environmental Policy Act (NEPA), California Environmental Quality Act (CEQA) and the Clean Water Act are desired. Knowledge of basic PC use including Microsoft Office suite are required. Must have the ability to research and follow templates for preparing written documentation. The ability to delineate habitats, use Global Position Satellite equipment and GIS software are desired but not required. Must have the ability to conduct field surveys and perform physical labor in inclement weather and steep terrain. Must have the ability to use hand tools including shovels, Mcleods, small hand tools, pumps, and four-wheel drive trucks. A high level of initiative and attention to detail is required.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR
The incumbent will work under close supervision and direction. Consequence of error is minimal since all work is reviewed before being finalized. However, the position will occasionally require unsupervised fieldwork and the incumbent is responsible for making decisions to conduct safe and efficient fieldwork.

PUBLIC AND INTERNAL CONTACTS
The position requires only incidental contact with the public. Internally, the incumbent will work closely with individuals from different divisions within Caltrans as well as private contractors and partner agencies. Tactful communication skills, both written and verbal, are essential.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS
The incumbent may be required to sit for long periods of time using a keyboard and computer monitor. Frequent telephone interaction is common. Employee must be congenial and tactful with dealing with others and must have the ability to develop and maintain cooperative working relationships. Required ability to conduct fieldwork in a variety of climatic and geographical conditions. Work can be demanding at times and requires a level of physical fitness.

WORK ENVIRONMENT
Travel to field locations throughout the Districts is often required. Fieldwork requires the ability to work in a variety of climatic and geographical conditions. Field locations may be in remote areas or on road shoulders adjacent to traffic. Overnight travel is infrequent but can occur.

A vaild driver 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

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