

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE Senior Environmental Planner	OFFICE/BRANCH/SECTION Office of Delivery Improvement and Agreements	
WORKING TITLE Delivery Improvement Manager	POSITION NUMBER 913-176-4713-020	REVISION DATE 9/9/26

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 Delivery Improvement & Agreements (ODIA), a Supervising Transportation Engineer, the incumbent will identify and improve project delivery processes, with an emphasis on, but not limited to, environmental issues. In that capacity, the incumbent will plan and lead meetings, participate in meetings planned by others, and maintain records in establishing new project delivery processes, guidelines, and/or policies. The incumbent will help ensure the proposed processes, guidelines, and/or policies comply with applicable laws, regulations, and department policies and procedures. The incumbent encourages subject matter experts and team members to preemptively identify potential risks and offer alternatives that the offices or divisions can implement.

The incumbent will be responsible to oversee the workplan and deliverables for Transportation Permitting Task Force, authorized by Assembly Bill 1282 (2017). This task force brings together transportation and state permitting agencies to collaboratively address statewide transportation permitting challenges. The incumbent will participate, as necessary, in subgroups as the deliverables and schedules for each recommendation are established. The incumbent will act as a liaison between the Division of Project Management and other Project Delivery Divisions and Programs within Caltrans and Permitting Agencies to build consensus and ownership of the solutions developed. The incumbent will help ensure that the Project Delivery Chief Engineer and Project Management, Environmental Analysis, Right of Way and Land Surveys, and Design Division Chiefs are informed of any and all major issues that cannot be resolved at the staff level.

The incumbent will support the Division of Project Management in their effort to support the Advance Mitigation Program (authorized by Senate Bill 1 (2017)). The incumbent will assist in identifying, or responding when others identify areas where inherent obstacles impact the efficiency or timely delivery of advance mitigation projects. The incumbent will also assist in identifying, or responding when others identify inherent obstacles that prevent the efficient or timely delivery of advance mitigation projects within the SHOPP.

The incumbent must understand and have experience with the role environmental has in project project delivery. The incumbent must understand the Caltrans' functional organization to engage and collaborate with subject matter experts and policy owners, both in HQ and the districts. The incumbent will be required to study and understand a wide variety of Caltrans' policies and procedures, including those in Project Delivery, Finance, Planning, Maintenance, and Traffic Operations.

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.

- **Flexibility and Managing Uncertainty** : Adjusts thinking and behavior in order to adapt to changes in the job and work environment. (Employee Excellence - Innovation)
- **Decision Making**: Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Safety, Prosperity, Employee Excellence - Innovation, Integrity, Pride, Stewardship)
- **Ethics and Integrity**: Demonstrated concern to be perceived as responsible, reliable, and trustworthy. Respects the confidentiality of information or concern shared by others. Honest and forthright. Conforms to accepted standards of conduct. (Prosperity, Employee Excellence - Integrity, Pride, Stewardship)
- **Conflict Management**: Recognizes differences in opinions and encourages open discussion. Uses appropriate interpersonal styles. Finds agreement on issues as appropriate. Deals effectively with others in conflict situation. (Employee Excellence - Collaboration, Innovation, People First)
- **Empower Others**: Convey confidence in employees' ability to be successful, sharing significant responsibility and authority; allowing employees freedom to decide how they will accomplish their goals and resolve issues. (Prosperity, Employee Excellence - People First)
- **Customer Focus**: Considers, prioritizes, and takes action on the needs of both internal and external customers. (Prosperity, Employee Excellence - Collaboration, People First, Stewardship)

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

- **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. (Prosperity, Employee Excellence - Collaboration, Integrity, People First)
- **Vision and Strategic Thinking:** Communicates the "big picture". Models the department's Vision and Mission to others. Influences others to translate vision into action. Future oriented, and creates competitive and break through strategies and plans. (Employee Excellence - Innovation)
- **Thoroughness:** Ensures that work and information is complete and accurate. Ensures that assignment goals, objectives, and completion dates are met. Documents and reports on work progress. (Employee Excellence - Integrity, Pride, Stewardship)

TYPICAL DUTIES:

Percentage		Job Description
Essential (E)/Marginal (M) ¹		
45%	E	Provide project management level leadership to the AB 1282 Permitting Task Force team. Preside over and/or attend internal and interagency working group and management meetings. Develop work plans, identify and prioritize deliverables (based on stakeholders input), and track progress on deliverables and key performance indicators. The incumbent will lead and/or participate in multidisciplinary teams for the development of deliverables. Identify conflicts and issues in a timely manner, isolate impasses due to environmental law and policies and elevate to the AB 1282 Steering Committee (Senior Management Team) if unable to resolve directly. Act as liaison between the AB 1282 Implementation Management Group and the Division of Project Management.
30%	E	As delivery improvement opportunities arise, as identified by ODIA, or expressed by other offices or divisions, the incumbent will seek to fully understand the current process, guidelines and policies to become as familiar with the subject as possible. The incumbent will develop a network of content experts and policy owners and work closely with them to help inform a reasonable and effective solution. The incumbent will conduct statewide meetings, focus meetings and attend meetings to maintain momentum, isolate the issue and frame an improved process outcome. The incumbent will ensure the decisions and processes are monumented in guidance or policy and that the correct audiences are trained and equipped to implement the improvement. The incumbent will lead and/or participate in pilot projects/programs as necessary (i.e. Early Biological Studies effort)
10%	E	Support the Division of Project Management in their effort to support the Advance Mitigation Program (authorized by Senate Bill 1 (2017)). The incumbent will assist in identifying, or responding when others identify areas where inherent obstacles impact the efficiency or timely delivery of advance mitigation projects. The incumbent will also assist in identifying, or responding when others identify inherent obstacles that prevent the efficient or timely delivery of advance mitigation projects within the SHOPP.
10%	E	The incumbent will perform legislative bill analysis and formally report impacts or opportunities a bill may have toward the Division of Project Management's resources, capacity, Capital Outlay Support (COS) program, mission, core responsibilities, and project delivery in general.
5%	M	The incumbent will support Cooperative Agreements, Delivery Improvement efforts, and other ODIA priorities as needed. They will also take on special assignments across the Department that advance organizational goals and strengthen project delivery outcomes.

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 may be involved as a lead-worker over students or staff who are engaged in similar efforts, otherwise no specific supervision is involved.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Must have thorough knowledge of the project development process, environmental policy, budgets, accounting and programming. The incumbent must analyze situations accurately and develop an effective course of action considering alternatives and risks. The incumbent must have the ability to effectively communicate orally and in writing within the Department and externally. The incumbent must have the ability to provide leadership necessary to develop and control scope and schedule through the use of multi-disciplinary project development team (Task Management), which includes input from and consensus of the public, various internal divisions, State and federal agencies, and external partners. Incumbent is expected to achieve results through others while working in a matrix organization.

The incumbent must have the ability to speak and act with discretion, decorum, and tact in representing the department to State

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

agencies and/or external partners and agencies, and the public.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

This position requires the incumbent to be able to anticipate problems and identify issues, primarily environmental, that may affect project delivery and/or cost including capital outlay support costs. Failure to identify and resolve issues early or failure to coordinate and monitor the program with the functional units assigned to the project can result in project delay or cost increases, or loss of funding opportunities, that are unacceptable. This type of failure will lead to distrust on the part of the District, California Transportation Commission, the local agencies, and other stakeholders concerning Caltrans' ability to deliver its program.

PUBLIC AND INTERNAL CONTACTS

The incumbent will have full responsibility for meetings, tasks and activities pertaining to policy or process improvements. This will require coordinating and communicating with districts, other divisions, other State agencies, external agencies, and with the public. The incumbent will coordinate and advise the Project Delivery Chief Engineer and Project Management, Environmental Analysis, Right of Way and Land Surveys, and Design Division Chiefs of critical contacts and tentative schedules for sensitive or critical public information meetings, public hearings and individual meetings with these entities.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Physical Requirements:

1. Must be able to sit for prolonged periods of time while using a keyboard, mouse, and video display monitor while reading, preparing, and reviewing documents or attending meetings.

Mental Requirements:

1. Must have the ability to multi-task, adapt to changes in priorities, and complete tasks or projects with short notice.
2. Must be able to organize and prioritize large volumes of varied documents.
3. Understand linkages between administrative competencies and mission needs.

Emotional Requirements:

1. Considering and responding appropriately to the needs, feelings, and capabilities of different people in different situations.
 2. Is tactful and treats others with respect.
 3. Seeks to establish a balance between work and personal life.
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WORK ENVIRONMENT

The incumbent's official office location will be the Department's HQ office at 1120 N Street, Sacramento CA 95814 in a climate-controlled setting under artificial lighting.

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 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.

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

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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