STATE OF CALIFORNIA • DEPARTMENT OF TRANSPORTATION

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
Senior Environmental Planner	D11 Planning & Local Assistance	
WORKING TITLE	POSITION NUMBER	REVISION DATE
Senior Environmental Planner (Cultural Specialist)	911-820-4713-002	10/27/2026

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 Deputy District Director for Planning & Local Assistance, the Senior Environmental Planner (Specialist) is an interdisciplinary team member who is responsible for preparing and reviewing the most complex environmental documents, technical studies, and analytical reports to ensure regulatory compliance with Section 106 of the National Historic Preservation Act (NHPA), California Public Resources Code (PRC) 5024, the California Environmental Quality Act (CEQA), the National Environmental Policy Act (NEPA), and numerous state and federal environmental resource laws and regulations. The position provides technical guidance to District 11 Local Assistance staff, local agencies, and regulatory partners; reviews environmental studies and documentation; and develops recommendations that support accurate, timely, and defensible environmental determinations.

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.

- **Learning on the Fly:** Learns quickly, is open to change, experiments, and is flexible. (Employee Excellence - Collaboration, Integrity)
- **Dealing with Ambiguity (Risk):** Can comfortably handle risk and uncertainty, as well as make decisions to act without having the total picture. (Employee Excellence - Collaboration, 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. (Employee Excellence - Collaboration, Integrity)
- **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 - Collaboration, Innovation)
- **Teamwork/Partnership:** Develops, maintains, and strengthens partnerships with others inside or outside of the organization through effective communication and collaboration. (Prosperity, Employee Excellence - Collaboration, People First)
- **Customer Focus:** Considers, prioritizes, and takes action on the needs of both internal and external customers. (Employee Excellence - Collaboration, Innovation, People First)
- **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. (Employee Excellence - Innovation, People First)
- **Analytical Skills:** Approaches problems using a logical, systematic, and sequential approach. Weighs priorities and recognizes underlying issues. (Employee Excellence - Collaboration, Integrity)
- **Technical Expertise:** Depth of knowledge and skill in a technical area. (Employee Excellence - Collaboration, Integrity, Pride)

TYPICAL DUTIES:

Percentage Essential (E)/Marginal (M)[1]	Job Description

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40%	E	Researches and analyzes data, reports, and statuses of complex environmental documents related to cultural resources. This includes the analysis, authoring, and review of technical reports provided by staff, consultants, and Local Agencies for content, scientific competence, comprehensiveness, and sound conclusions in compliance with with Section 106 of the National Historic Preservation Act and Public Resource Code 5024, NEPA, CEQA and other Federal or California environmental laws, rules, regulations and requirements needed to ensure successful project delivery. Conducts field surveys for cultural resources to provide technical data for analyses of impacts for Local Agency projects. Uses GIS to prepare maps, and develop and recommend avoidance, minimization and mitigation measures to ensure successful compliance with federal and California environmental laws, rules, regulations and requirements. Drafts cultural resources documents and provide enhanced environmental services to local agencies for Local Assistance projects, including reviewing and preparing cultural resources documents and reports. Coordinates with Architectural Historian for Built Environment evaluation or effects when expertise is needed.
40%	E	Conducts and participates in field reviews and project scoping to identify environmental constraints, resources, and potential impacts. Develops strategies to resolve complex environmental issues affecting project delivery, scope, cost, or schedule. Coordinates with Local Assistance staff, local agencies, and HQ to satisfy Section 106 requirements.
10%	E	Leads coordination and consultation with federal, state, and local government entities and regulatory agencies such as Advisory Council on Historic Preservation (ACHP), Bureau of Land Management (BLM), California Coastal Commission (CCC), California Office of Historic Preservation (OHP), local historical commissions, National Park Service (NPS), State Parks, U.S. Army Corps of Engineers (USACE), and United States Forest Service (USFS) for compliance with various environmental laws.
5%	E	Conducts research and stakeholder consultation to analyze, prepare, and implement programs that mitigate the adverse effects of transportation projects on cultural resources.
5%	M	Maintains and updates environmental project data within LP2000. Maintains organized electronic project files and ensure records reflect current project status and decisions. Conducts periodic reviews of procedures and identify or develop methods to improve NEPA compliance and environmental decision-making. Performs other job related duties within the scope of the classification

[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
None.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS
The Senior Environmental Planner (Specialist) has experience with various methods of planning, organizing, directing, and controlling activities regarding environmental documentation as they relate to Cultural resource law, regulations, and guidelines; State and Federal environmental laws and regulations; State, federal, and local laws related to Native American consultation; principles and techniques behind planning for the conservation and preservation of cultural resources; effective communication, report and correspondence writing; trends in environmental assessment and mitigation; Department project development and programming processes; general principles and techniques of research and statistical analysis; communication skills for purposes of data gathering; techniques and methods of evaluating environmental impacts; principles and techniques of supervision and personnel management, budget development and resource management.

Knowledge of: California's past, ethnography, cultural materials, and technologies; method and theory of cultural resource analysis for environmental compliance, including field and laboratory analysis; primary federal and state laws and regulations that pertain to Caltrans' cultural procedures, especially Section 106 of the National Historic Preservation Act and California Public Resources Code 5024; technical studies required for compliance with these laws and regulations; collections management and curation guidelines; timing and relationship of technical studies to CEQA and NEPA environmental documents; industry trends in environmental impact assessment and mitigation.

Ability to: Develop scientific methods and principles; collect environmental data; analyze and evaluate data and reach sound conclusions; review, check, and interpret scientific and environmental reports; analyze situations and take appropriate actions; establish and maintain cooperative relations with all persons contacted; communicate effectively; prepare clear, complete, and technically accurate reports; apply laws, rules, regulations, policies, and requirements of California and Federal environmental

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protection and resource management programs; assess the impact of proposed State and Federal environmental legislation and regulations; understand principles of risk assessment and risk management; work with professionals from a variety of disciplines within and outside of State government; and review and understand technical research reports on emerging public health and environmental issues.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Must be able to provide adequate and timely completion of technical archaeological reports and cultural resource compliance documents, which is critical for meeting transportation project schedules as well as be able to make recommendations based on the findings of such reports; determines that all local, state and federal environmental regulations are met for planning and implementation of transportation projects, determines that all reasonable alternatives have been explored before decisions are made; develops staffing plans, office budget and training plan; schedules projects. Decisions and recommendations will have a direct impact on the ability of the District to achieve its construction and maintenance goals.

Consequences of not meeting the requirements of this position would likely result in any of the following or combinations thereof: Project delay resulting from failure to develop and implement mitigation opportunities, especially as competition increases for those same, very limited, mitigation resources; increased project costs resulting from failure to develop and implement mitigation opportunities, especially as competition increases for those same, very limited, mitigation resources, driving costs higher; litigation resulting from potential failure to comply with environmental laws, regulations, and mitigation requirements in a reasonable, timely manner; and a loss of credibility with the public, resource agencies, and transportation partners resulting in strained relationships, additional project delays and in turn, increased project costs.

PUBLIC AND INTERNAL CONTACTS

Arranges for, attends, and participates in meetings with state, federal and local agencies, Department staff, consultants, and public and tribal stakeholders in support of environmental impact and mitigation analysis. May be asked to represent the Department with external partners, elected officials, and the public. Must be able to establish and maintain positive working relationships within the Department and with local, State, and Federal agencies and others such as cities, counties, and the Federal Highway Administration. Must be able to interact with a wide range of people from different cultures and socio-economic backgrounds. Shall participate in consultation and negotiation with Native Americans, as well as other entities involved with cultural resource issues. Must also be able to develop and maintain positive working relationships with environmental-related groups in the public and private sectors.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

The incumbent must be able to sit for extended periods while using a computer, review technical documents, and conduct analytical work. Field duties require the ability to walk on uneven terrain, traverse various climatic and geographic conditions, and perform site assessments that may involve standing, bending, or carrying equipment. The position requires sustained concentration, the ability to manage multiple priorities, adapt to changing deadlines, and respond to unexpected project needs. The incumbent must exercise sound judgment, work independently on assignments with significant impact, and complete tasks within established time frame. The role requires maintaining cooperative and professional working relationships, responding appropriately to challenging or sensitive situations, and demonstrating tact, fairness, and commitment to public service. The incumbent must respond to and manage high-demand situations effectively, communicate clearly, and interact respectfully with internal and external partners.

WORK ENVIRONMENT

The incumbent primarily works in a climate controlled office environment with artificial lighting. Travel within the region is required to conduct site visits, attend meetings, and perform field work as needed. Field activities may occur in remote locations and in a variety of weather, terrain, and environmental conditions. These activities may involve exposure to vehicle traffic, uneven ground, dust, noise, or other field related hazards. Occasional travel outside the district may be necessary to support program needs or attend statewide meetings. Possession of a valid California driver’s license is required to operate 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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