STATE OF CALIFORNIA • DEPARTMENT OF TRANSPORTATION

# POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

| CLASSIFICATION TITLE | OFFICE/BRANCH/SECTION | |
|---|---|---|
| Senior Environmental Planner | D8/ ENVIRONMENTAL PLANNING | |
| WORKING TITLE | POSITION NUMBER | REVISION DATE |
| Senior Environmental Specialist | 908-104-4713-002 | 02/04/2026 |

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 Environmental Program Manager I, the Senior Environmental Planner (specialist) performs the most difficult and complex work which is crucial to the Department's mission. The incumbent is responsible for coordinating with Department staff, Headquarters, local agencies, resource agencies, private stakeholders, and the public in the development of various transportation projects. The incumbent is responsible for resolving complex problems regarding environmental compliance and the timely delivery of work products. Additionally, the incumbent acts as a liaison with Departmental staff, Headquarters staff, local agencies, land management agencies, and the public in the development and delivery process as needed.

## 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 | Essential (E)/Marginal (M)[1] | Job Description |
|---|---|---|
| 40% | E | Provides oversight review of environmental documents/reports for special transportation projects (e.g. rail, design-build, public-private partnership., etc). Assures management that documents/reports are prepared in accordance with State and Federal environmental regulation, laws, and policies. Provides guidance to project sponsor(s) on adequacy and completness of documentation required for environmental compliance. Reviews and comments on the feasibility of environmental schedules prepared by project sponsor(s). |
| 20% | E | Represent the Department at coordination meetings with various State and Federal agencies, public and private organizations, and other stakeholders. |
| 20% | E | Conduct National Environmental Policy Act (NEPA) Quality Control reviews of environmental documents. Prepares Risk Management Plans for projects focused on activities conducted by the Division. |
| 15% | E | Provide oversight reviews of environmental documents/reports for Streamline Oversight Process and Encroachment Permits. Assure managment that documents/reports are prepared in accordance with State and Federal environmental regulations, laws, and policies. Provides guidance to project sponsors on adequacy and completeness of documentation required for environmental compliance. Provides oversight review of environmental documents/reports for Inter-Governmental Review/ California Environmental Quality Act (IRG-CEQA) projects |
| 5% | M | Represent the department at various formal and informal meetings attended by representatives from other public agencies, elected officials, consulting firms, and the public. Provides support and assistance to other functions within the Division. |

[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

May act in a lead capacity over Associate Environmental Planners and Environmental Planners. Provdies technical direction and guidance to environmental staff as needed.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Knowledge:

Methods of planning, organizing, directing, and controlling activities regarding environmental documentation; State and Federal environmental laws and regulations; effective communication, report and correspondence writing; trends in environmental assessment and mitigation; Department project development and programming processes; methods of administering environmental projects and programs; Department Equal Employment Opportunity program; principles and techniques of

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supervision and personnel management; and Department organization and policies. Technical knowledge in the areas of environmental impact assessment, mitigation, and contract management is required.

Ability:
Analyze environmental situations accurately and develop cost effective strategies for resolving problems; maintain cooperative relationships with State and Federal resource agencies; deal with Department staff and others with respect and tact; utilize effective oral and written communication; effectively contribute to the Department's Equal Employment Opportunity objectives. Must demonstrate ability to undertake and complete most difficult and sensitive responsibilities related to mitigation of environmental impacts.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR
The incumbent is responsible for his/her actions, decisions, quality of work, and proper use of State time, equipment, and materials.

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 reasonably timely manner;
• Loss of credibility with the public, resource agencies, and transportation partners resulting in strained relationships and additional project delays and in turn, increased project costs.

PUBLIC AND INTERNAL CONTACTS
Must establish and maintain positive working relationships on a day-to-day basis within the Department and with local, State, and Federal agencies and others such as cities, counties, and the Federal Highway Administration. Must develop and maintain positive working relationships with environmental-related groups in the public and private sector.

Arranges for, attends, and participates in meetings within the Department and with local agencies, State, and Federal resource agencies, and consultants.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS
The work includes office and field activities. The incumbent may be required to sit for long periods of time using a keyboard and a video display terminal (personal computer). Participation in field reviews may be under temperature extremes and over uneven terrain. Bending, kneeling, and stooping are also necessary.

Mental requirements include the ability to sustain concentration and related activities needed for report analysis and writing, researching and sorting data and information, data and report filing, long term memory capabilities, problem solving and logic reasoning. The ability to adapt to constantly changing job and project related requirements is also required.

Emotional requirements include the ability to develop and maintain cooperative working relationships, ability to accept and act on verbal directions, ability to recognize emotionally charged issues in verbal and written communications, ability to respond and maintain composure while dealing with difficult or emotional situations, and ability to maintain a positive attitude while working with others to solve problems.

WORK ENVIRONMENT
Work is normally conducted between the hours of 7:00 AM and 5:00 PM in a professional office atmosphere under fluorescent and/or incandescent lighting. Office temperatures are normally controlled with heating and/or air conditioning set to accommodate the comfort level of the majority of the workers, except when energy conservation measures may be required. Field activities will be conducted as needed and under a wide variation in weather conditions and climates including extreme temperatures exceeding 100 degrees Fahrenheit.

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. Employees may be required to conduct business travel on behalf of the Department or commute to the assigned Headquarters location. Business travel reimbursements consider an employee's designated Headquarters location, primary residence, and may be subject to California Department of Human Resources regulations or applicable bargaining unit contract provisions. All commute expenses to the Headquarters location will be the responsibility of the employee.

Occasional public hearings and meetings in board or conference room atmospheres may involve working and traveling before or after hours to attend these meetings and to setup or take down displays and equipment. This position will require some travel to the work site or meeting location and overnight stay for limited periods of time (normally one to three working days but no more

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than five consecutive working days at any one time).

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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