

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE Associate Environmental Planner (Natural Sciences)	OFFICE/BRANCH/SECTION Office of Biological Sciences/Permits	
WORKING TITLE Associate Environmental Planner (Natural Sciences)	POSITION NUMBER 904-138-4680-xxx	EFFECTIVE DATE 08/14/2017

As a valued member of the Caltrans team, you make it possible for the Department to provide a safe, sustainable, integrated, and efficient transportation system to enhance California's economy and livability. Caltrans is a performance-driven, transparent, and accountable organization that values its people, resources and partners, and meets new challenges through leadership, innovation and teamwork.

GENERAL STATEMENT:

Under the general direction of a Senior Environmental Planner, the Associate Environmental Planner (Natural Sciences) performs the more difficult and complex natural science studies. The incumbent will research and develop reports to inventory, identify and analyze vegetation and wildlife and assist in the design, development and recommendation of mitigation measures to avoid, reduce or compensate for impacts to biotic resources. May act as lead over special projects or provide guidance to lesser experienced staff.

TYPICAL DUTIES:

Percentage		Job Description
Essential (E)/Marginal (M) ¹		
20%	E	Conducts office and field research and develops reports to inventory, identify and analyze vegetation and wildlife, including threatened and endangered species and wetlands.
20%	E	Conducts and designs field surveys for special-status plant and animal species and prepares mitigation planning and monitoring reports.
20%	E	Analyses project impacts on biotic resources in the design and the development phases of project delivery and formulates recommendation for mitigation measures to reduce impacts to biotic resources.
20%	E	Prepares permit applications such as Streambed Alteration Agreements, Incidental Take Permits, 404 permits, and Biological Assessments. Performs or oversees construction monitoring and reporting activities.
10%	E	Maintain fields in hardcopy and also data enter and organize information using Environmental database tools.
5%	E	Performs oversight and review of Caltrans and other agencies' activities or documents for biological impacts.
5%	M	Solicit additional expertise on the natural environment as required; acts as a District Liaison with Headquarters biological experts, other agencies (e.g. Fish & Game, US Fish and Wildlife Service, etc.), organizations and universities; Participates in meetings with interested individuals, groups, and agencies. As an interdisciplinary team member, provides expertise on vegetation and wildlife in the development and review of project alternatives; coordinate with other District disciplines to implement mitigation/avoidance/compensation measures.

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

None. This position does not supervise but may act in a lead capacity.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

The ability of incumbent to act with a high level of professionalism, fairness, honesty and respect toward co-workers and colleagues is critical to the successful execution of all job duties associated with this appointment and cannot be overemphasized. Incumbent should be comfortable with actively participating in and encouraging a team-oriented work environment, as well as working to foster excellent working relationships with other branch members, District employees, agency representatives and the public. Excellent technical writing/editing skills and public speaking skills are highly desirable.

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Additionally, the incumbent should be familiar with biological sampling and inventory techniques, should be familiar with basic sampling design and statistics, and should be familiar with use of biological keys for the identification of plants and animals.

Knowledge of:

- Principles and concepts for natural science techniques and methodologies as applied in a planning setting
- General principles behind planning for the conservation and preservation of natural resources
- General principles and techniques of research and statistical analysis
- Methods and techniques of evaluation of environmental impacts
- Various types of public facilities and how they service the community
- State and Federal laws and regulations relating to the environment
- State, local and regional governmental organizations as they relate to environmental planning,
- Either the social sciences, natural sciences or environmental design arts
- Trends in environmental, urban and regional planning
- Trends in Federal, State and local environmental assessment and mitigation reports, impact statements, and/or negative declarations

Ability to:

- Adapt and apply formal natural sciences methods and principles to planning problems of an applied practical nature
- Analyze environmental situations accurately
- Gather and analyze data
- Prepare written reports
- Work effectively with others as an interdisciplinary team member
- Conduct interviews for data gathering
- Apply general techniques of insuring participation in the planning process
- Coordinate environmental planning, research, and analysis of proposed projects
- Make an assessment of an existing environment

Analytical Skill in:

- Performing increasingly responsible and varied assignments under decreasing degrees of supervision
- Understanding and applying those aspects of federal, state and local laws, regulations, policies, procedures and standards pertaining to the planning process
- Interpreting maps, site and building plans and specifications, graphs and statistical data
- Researching, analyzing, and summarizing planning data both manually and with basic computer programs
- Preparing clear visual displays, such as maps, graphs, and illustrations
- Making clear and persuasive presentations of ideas; preparing clear, concise and complete technical documents, reports, correspondence and other written materials
- Instructing others in work procedures and providing specific project directions

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Errors in researching and evaluating biological data on the various transportation alternatives for a proposed project could delay the preparation and approval of environmental documents and increase preliminary design costs. Errors in evaluating species of concern and other sensitive resources could adversely affect the long-term viability of those elements. Errors in permitting, environmental compliance, and implementation of biological mitigation could put natural resources at risk and could jeopardize project compliance with permitting and other statutory and regulatory requirements, leading to environmental harm, project penalties and construction delays resulting in an increase in project costs and damage to the credibility of the Department and its relationships with permitting/regulatory agencies.

PUBLIC AND INTERNAL CONTACTS

The incumbent works with engineering, right of way, and transportation planning staff members; provides a liaison role with various governmental agencies' planning staff; may arrange, attend and participate in meetings with local, State, and Federal agencies, interested groups and individuals.

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PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

May be required to sit for long periods of time during meetings, or while using a monitor and keyboard. The incumbent must be able to effectively conduct and direct fieldwork and construction monitoring under adverse weather or terrain conditions, or in close proximity to live traffic and/or construction equipment. This work requires good or correctable visual abilities, to identify and assess biological and public access resources and to record them. The incumbent should also be able to utilize a computer for database management and writing reports. The incumbent must analyze situations rapidly and accurately and propose effective courses of action for the work in coordination with Caltrans management and outside agencies. The incumbent also needs to be capable of demonstrating flexibility, firmness, and a calm demeanor when appropriate in potentially physically and emotionally stressful situations. The incumbent must be able to work in a fast-paced environment and multi-task.

WORK ENVIRONMENT

Duties will require work to be conducted in both a Department office and a field environment. The duties will on occasion require work meetings off-site in the offices of other agencies and consultants and with members of the public. Periodically, attendance at public meeting during the evenings may be required. The incumbent may also be exposed to uneven terrain and extreme weather conditions during field reviews.

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.)

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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CLASSIFICATION TITLE ENVIRONMENTAL PLANNER	OFFICE/BRANCH/SECTION 04/ENVIRONMENTAL	
WORKING TITLE ENVIRONMENTAL PLANNER (Natural Sciences)	POSITION NUMBER 904-138-4635-XXX	EFFECTIVE DATE 08/14/2017

As a valued member of the Caltrans team, you make it possible for the Department to provide a safe, sustainable, integrated, and efficient transportation system to enhance California's economy and livability. Caltrans is a performance-driven, transparent, and accountable organization that values its people, resources and partners, and meets new challenges through leadership, innovation and teamwork.

GENERAL STATEMENT:

Under the direct supervision of a Senior Environmental Planner, the Environmental Planner (Natural Sciences) assists in the preparation and processing of biological environmental documents. Duties include the field review of projects and the preparation of studies to the standards necessary for State and Federal endangered species approvals, streambed alteration permits, wetlands findings, and other regulations with biological information requirements. Must have a valid California Driver's License. Duties include but not limited to:

TYPICAL DUTIES:

Percentage	Job Description
Essential (E)/Marginal (M) ¹	
20% E	Assist in the research for and preparation of biological reports. Use computer skills to prepare components of biological reports and review such biological reports prepared by contractors. Assist in the evaluation of projects with respect to relevant biological laws and regulations for determining impacts to wetlands, endangered species, and other biological resources.
20% E	Assist in field surveys for special-status plant and animal species and assist in the preparation of mitigation planning and monitoring reports. Field surveys include, but are not limited to walking transects, trapping, collecting specimens, digging soil pits, and visually identifying plant and animal species.
20% E	Analyses project impacts on biotic resources in the design and the development phases of project delivery and formulates recommendation for mitigation measures to reduce impacts to biotic resources.
20% E	Assist in the oversight and review of Caltrans and other agencies' activities or documents for biological impacts. Field reviews of proposed projects and preparation of scoping documents for planning purposes. Assist in the preparation of permit applications such as Streambed Alteration Agreements, Incidental Take permits, 404 permits, and Biological Assessments.
10% E	Maintain and organize files in hardcopy and enter information into environmental databases for information tracking.
5% E	Performs oversight and review of Caltrans and other agencies' activities or documents for biological impacts.
5% M	Solicit additional expertise on the natural environment as required; acts as a District Liaison with Headquarters biological experts, other agencies (e.g. Fish & Game, US Fish and Wildlife Service, etc.), organizations and universities; Participates in meetings with interested individuals, groups, and agencies. As an interdisciplinary team member, provides expertise on vegetation and wildlife in the development and review of project alternatives; coordinate with other District disciplines to implement mitigation/avoidance/compensation measures.

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SUPERVISION OR GUIDANCE EXERCISED OVER OTHERS

This position will not have supervisory responsibility.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Knowledge of:

- Principles and concepts for natural science techniques and methodologies as applied in a planning setting

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 - General principles and techniques of research and statistical analysis
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RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The Environmental Planner (N/S) receives specific direction and work is checked and approved by others. The Environmental Planner has no authority to make commitments of resources or environmental approval decisions. Errors in analyses could cause delays to permit approvals and could cause delays in construction.

PUBLIC AND INTERNAL CONTACTS

The Environmental Planner (NS) has contacts with people in and out of government. These contacts are a result of assisting in consulting with outside experts; assisting in responding to environmental complaints and information requests; liaison with local, State, and Federal environmental monitoring and control agencies, and assisting in the coordination with other Caltrans employees contributing to environmental studies. The Environmental Planner (NS) may represent the Department regarding environmental issues at public and agency meetings for projects and regarding specific subjects.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

- Employees may be required to sit for long periods of time using a keyboard and video display terminal.
- Employees may be expected to lift and/or carry field equipment weighing up to 50 pounds.
- Employees may be required to move large or cumbersome reports from one location to another.
- Must have the ability to multi-task, adapt to changes in priorities and complete tasks or projects with short notice.
- Requires occasional bending, stooping and kneeling, walking, digging while performing field surveys. Field surveys may also take place over uneven terrain in a variety of weather conditions.

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- Travel for external meetings or for field work might require driving or riding in a car for prolonged periods.
- Emotional requirements may include the ability to develop and maintain cooperative working relationships in an interdisciplinary setting, respond appropriately to difficult situations, recognize emotionally charged issues and problems and acknowledge the various responses.
- Mental requirements may include sustained mental activity needed for report writing and analyses.

WORK ENVIRONMENT

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EMPLOYEE (Signature)

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