

POSITION DUTY STATEMENT

PM-0924 (REV 11/2017)

CLASSIFICATION TITLE Associate Environmental Plnr, AH	OFFICE/BRANCH/SECTION D3 North Region Environmental Planning	
WORKING TITLE Associate Architectural Historian	POSITION NUMBER 903-801-4642-XXX	EFFECTIVE DATE

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:

As a participating member of an interdisciplinary team, and under the general direction of a Senior Environmental Planner, the incumbent is responsible for conducting studies of built environmental cultural resources affected by transportation projects pursuant to Section 106 of the National Historic Preservation Act and other applicable state and federal regulations. The incumbent identifies and evaluates architectural or other historic built resources as part of the transportation project development process to aid in the development of modal and design alternatives; prepares written analyses of such resources, including consideration of any associated resources (e.g., archaeological sites) to determine historical significance; identifies and analyzes project impacts to significant built environment resources; and, if required, develops and recommends measures to avoid, minimize, and/or mitigate for identified project impacts upon these resources. Participates in consultation efforts with the State Historic Preservation Officer (SHPO) and the Caltrans Cultural Studies Office (CSO) in Sacramento. Will act as lead over special projects and may provide guidance to less experienced staff.

CORE COMPETENCIES:

As an Associate Environmental Plnr, AH, the incumbent is expected to develop 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, and Goals.

- **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. (Organizational Excellence - Teamwork)
- **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. (Stewardship and Efficiency - Innovation)
- **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. (System Performance - Teamwork)
- **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. (Stewardship and Efficiency - Innovation)
- **Reliability:** Ability to demonstrate dependability in meeting commitments, and providing a consistent work product. Takes responsibility for individual actions in order to meet deadline demands. (Stewardship and Efficiency - Teamwork)
- **Technical Expertise:** Depth of knowledge and skill in a technical area. (Organizational Excellence - Commitment)
- **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. (Stewardship and Efficiency - Commitment)

TYPICAL DUTIES:

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

POSITION DUTY STATEMENT

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- 40% E Conducts field surveys, researches, and prepares written technical documents regarding built environment resources that exist within the area of potential effects (APE) of transportation projects. Document types include Historic Property Survey Reports, Historic Resources Compliance Reports, Historical Resources Evaluation Reports, DPR 523 forms, and Finding of Effect Reports, working closely with District archaeologists and other members of the environment project development team. Where required, assists in the negotiation of agreement documents to address adverse project effects. Preparation of technical memos, screening memos, and other technical writing regarding history, architectural history, preservation, or cultural resources issues is an essential duty.
- Conducts field surveys to identify built environment resources (e.g., buildings, sites, objects, districts, landscapes, etc.) within the project APE that have potential for historical significance under the established criteria for the National Register of Historic Places and the California Register of Historical Resources. Records resources by taking detailed notes and photographs. Identifies and utilizes primary and secondary source materials in libraries, archives, historical societies, local government agencies, Caltrans archives and History Center, and other repositories. Conducts in-depth, independent research in the fields of architectural history, engineering, and technology history; California and regional history; and other general aspects of American history and culture in order to develop a context within resources in the APE will be evaluated. Conducts property-specific research in order to evaluate each built environment property in the APE in accordance with the significance criteria. Field surveys and research are used to support historic architectural evaluations, findings, and conclusions reached in technical reports, and inform the related environmental document. Interacts in the field, in research repositories, in the office, by telephone, and by letter with project team members and interested individuals and groups in the course of the above work.
- Conducts analysis and prepares written technical reports, as listed above, to document evaluation of built environment resources in the APE for historical significance (Historical Resources Evaluation Report), possible or anticipated project impacts on historically significant resources (Finding of Effect Reports), drafts and participates in the preparation of Memoranda of Agreement or Programmatic Agreements to record agreed upon methods to complete identification and evaluation efforts, and/or mitigation commitments for project adverse effects. Uses established architectural and engineering terminology, research methods, current historical theory, and technical report writing style guides. When required, carries out or oversees completion of mitigation responsibilities, including, but not limited to, Historic Structures Reports and Historic American Buildings Survey/Historic American Engineering Record (HABS/HAER) reports. Works with district engineering staff to ensure that historic properties adjacent to construction projects are protected.
- Conducts in-depth independent historical research for other assignments as needed, as directed by the Senior Environmental Planner, including, but not limited to, research for initial assessments for potential site contamination or collaboration on historical archaeological analyses.
- 30% E Peer-reviews Historic Property Survey Reports, Historic Resource Evaluation Reports, Finding of Effect reports, and related technical studies in the fields of historic and architectural history prepared by in-house staff, consultants, and local agencies for content, technical competence, comprehensiveness, sound conclusions, and regulatory compliance. Provides oversight direction for consultant work, and on occasion develops contracts. Reviews CEQA and NEPA environmental documents for consistency with technical studies. Develops fact sheets and provides advice, technical assistance and training on historical topics and architectural history.
- 20% E Works with Caltrans district project development team members as a subject matter expert, providing technical historical expertise and information in order to develop location and design alternatives that avoid or minimize adverse effects on historic properties. These interactions require written, e-mail, telephone, and face-to-face communication. Attendance at meetings in the District Office may be required at least once per week for each project assigned to incumbent and for staff meetings, both formal and informal. Assists in staff-level liaison and discussions in the area of architectural history and/or history with State, Federal, and local agencies. These agencies include: California Office of Historic Preservation, Advisory Council on Historic Preservation, and Federal Highway Administration. These discussions will be conducted by phone, in the district office, and in the offices of these agencies.

POSITION DUTY STATEMENT

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10% M Photocopies and scans reports, directives, correspondence and plans for and loaned by other members of the project development team. Accesses, inputs and retrieves information from Caltrans and other state-maintained databases, including the Caltrans Cultural Resources Database (CCRD). Makes photocopies or scans technical studies for circulation to appropriate state and federal agencies. Prepares transmittal letters and transmits reports to these agencies. Files project reports and correspondence in the cultural resources files, and provides copies to the project coordinator/generalist (as appropriate) to maintain a complete and accurate record of project history and decision-making. Training: Incumbent may prepare, lead, and participate in training for other Caltrans cultural resource specialists or consultants, on occasion.

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 is a non-supervisory position. The position is under the general direction of a Senior Environmental Planner. After gaining proficiency with Caltrans policies and procedures regarding cultural resources, the incumbent will receive specific direction on only the more complex or politically-sensitive projects. On individual projects, the incumbent may serve in a lead capacity over other Caltrans staff or student assistants. The Associate may serve as lead worker in the absence of his/her supervisor.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

The Associate Environmental Planner/Architectural History must be able to analyze situations rapidly and accurately and propose effective courses of action for their work in coordination with their Senior Environmental Planner, Environmental Office Chief, district engineering staff, and outside agencies. The incumbent must meet the Minimum Qualifications for the position and possess broad knowledge of the principles and practices of architectural history and history as applied to the evaluation of historic period buildings, bridges, roads, landscapes, and other built resources. Knowledge of California history and architectural history is strongly recommended.

Incumbent must apply sound judgment to the evaluation of the significance of historic buildings, bridges, roads, landscapes and sites for the National Register of Historic Places and as historical resources under CEQA. The incumbent's recommendations for potential National Register eligibility and Section 106 and CEQA effect determinations must be logical and defensible from possible challenges from preservation, community, and environmental interest groups, in consideration of the resultant delays and increased costs such challenges can cause.

The Associate Environmental Planner/Architectural History must have the ability to prepare complex written documents and correspondence in a clear, concise, and complete manner, using Standard English vocabulary, grammar, spelling, and punctuation. The incumbent must be able to communicate effectively, presenting clear and persuasive ideas in an oral or written format.

The Associate Environmental Planner/Architectural History must also be able to utilize a computer for the extensive writing, and, on occasion, the database management that the job requires. The incumbent will prepare visual displays such as maps, graphics, and illustrations requiring graphic production skills, photography skills (digital cameras).

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The Associate Environmental Planner/Architectural History will be responsible for the adequate and timely completion of cultural resource survey and evaluation technical reports to achieve project approval of the environmental document and tasks related to mitigation obligations. The incumbent's work may require decisions about development, sequencing, and prioritization of tasks, delegating work to others, and identifying any other functional unit dependencies. The consequences for error can include unanticipated project delay and project cost overruns.

PUBLIC AND INTERNAL CONTACTS

The Associate Environmental Planner/Architectural History establishes and maintains collaborative relationships within the District and the Department, and with public agencies. The incumbent attends, participates in, and represents the Department in a professional manner at meetings with Federal, State, and local agencies, consultants, historical societies, preservation groups, museums, and with other environmental and community advocacy groups and individuals. The incumbent acts as a collaborative member of an interdisciplinary team.

The incumbent will also meet the public in the course of information gathering for proposed projects. The incumbent will be required occasionally to meet with property owners in the course of conducting field surveys and documenting the potential significance of historic properties, including photographing buildings and structures, and, when necessary, conducting oral histories. Because the Caltrans Architectural Historian is frequently the first Caltrans employee that the public encounters in a proposed project area, the incumbent is required to convey a presence that demonstrates honesty, integrity, sensitivity, and respect. Failure to demonstrate these characteristics can reflect poorly on the Department, resulting in reduced confidence in Caltrans as an agency and possibly escalation of problems to a higher level for review. The incumbent must possess common-sense judgment and problem-solving abilities, and be able to render proper judgment in urgent or emergency conditions.

ADA Notice

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POSITION DUTY STATEMENT

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PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

The Associate Environmental Planner/Architectural History must be able to effectively participate as a team member, which requires attendance at meetings and coordination with other team members in the district office for a majority of hours during the work week. The incumbent must be able to develop cooperative relationships with individuals in a wide range of disciplines and with respect to cultural diversity and individual differences. In the office, the incumbent may be required to sit for long periods of time using a keyboard and a video display terminal. The incumbent may be required to move large or cumbersome reports from one location to another.

The Associate Environmental Planner/ Architectural History must be able to effectively handle multiple projects simultaneously, adapt to changes in protocols and priorities, complete projects or tasks within a short time span, and perform with a frequently heavy workload. The incumbent must be able to analyze situations rapidly and accurately and propose effective courses of action for the work in coordination with the Senior Environmental Planner 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 Associate Environmental Planner/Architectural History may be required to travel and to work overtime on occasion. This job requires good or correctable visual abilities in order to identify and assess cultural resources and to record them. The Associate Environmental Planner/Architectural History must have the physical mobility for survey and mitigation fieldwork in occasionally rough terrain. While performing fieldwork, the employee may be required to walk on uneven terrain and may be required to bend, stoop, or kneel. The employee may be exposed to a variety of hazardous and/or unpleasant field conditions, including wet, rainy, cold, or hot weather.

WORK ENVIRONMENT

Duties will require work to be conducted in both Caltrans office and field environments during normal office hours. The duties will on occasion require work meetings offsite in the offices of other agencies or consultants and public meetings held during the evening hours. At the district office or other work locations, employee will normally work in a climate-controlled environment and under artificial light.

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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POSITION DUTY STATEMENT

PM-0924 (REV 11/2017)

CLASSIFICATION TITLE Environmental Plnr, AH	OFFICE/BRANCH/SECTION D3 North Region Environmental Planning	
WORKING TITLE Architectural Historian	POSITION NUMBER 903-801-4618-XXX	EFFECTIVE DATE

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:

As a participating member of an interdisciplinary team, and under the supervision of a Senior Environmental Planner, the incumbent assists in conducting studies of built environmental cultural resources affected by transportation projects pursuant to Section 106 of the National Historic Preservation Act and other applicable state and federal regulations. The incumbent identifies and evaluates architectural or other historic built resources as part of the transportation project development process to aid in the development of modal and design alternatives; prepares written analyses of such resources, including consideration of any associated resources (e.g., archaeological sites) to determine historical significance; identifies and analyzes project impacts to significant built environment resources; and, if required, develops and recommends measures to avoid, minimize, and/or mitigate for identified project impacts upon these resources with peer review by an Principal Architectural Historian. Participates in consultation efforts with the State Historic Preservation Officer (SHPO) and the Caltrans Cultural Studies Office (CSO) in Sacramento.

CORE COMPETENCIES:

As an Environmental Plnr, AH, the incumbent is expected to develop 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, and Goals.

- **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. (Organizational Excellence - Teamwork)
- **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. (Stewardship and Efficiency - Innovation)
- **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. (System Performance - Teamwork)
- **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. (Stewardship and Efficiency - Innovation)
- **Relationship Building:** The ability to develop and maintain internal and external trust and professional relationships, which includes listening and understanding to build rapport. (Stewardship and Efficiency - Integrity, Teamwork)
- **Reliability:** Ability to demonstrate dependability in meeting commitments, and providing a consistent work product. Takes responsibility for individual actions in order to meet deadline demands. (Stewardship and Efficiency - Teamwork)
- **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. (Stewardship and Efficiency - Commitment)

TYPICAL DUTIES:

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

POSITION DUTY STATEMENT

PM-0924 (REV 11/2017)

- 35% E Under the guidance of a Senior Environmental Planner, conducts field surveys, researches, and prepares written technical documents regarding built environment resources that exist within the area of potential effects (APE) of transportation projects. Document types include Historic Property Survey Reports, Historic Resources Compliance Reports, Historical Resources Evaluation Reports, DPR 523 forms, and Finding of Effect Reports, working closely with Principal Architectural Historian, district archaeologists and other members of the environment project development team. Where required, assists in the negotiation of agreement documents to address adverse project effects. Preparation of technical memos, screening memos, and other technical writing regarding history, architectural history, preservation, or cultural resources issues, with peer review by a Principal Architectural Historian, is an essential duty.
- Under the guidance of a Senior Environmental Planner, conducts field surveys to identify built environment resources (e.g., buildings, sites, objects, districts, landscapes, etc.) within the project APE that have potential for historical significance under the established criteria for the National Register of Historic Places and the California Register of Historical Resources. Records resources by taking detailed notes and photographs. Under the guidance of a Senior Environmental Planner, identifies and utilizes primary and secondary source materials in libraries, archives, historical societies, local government agencies, Caltrans archives and History Center, and other repositories. Under the guidance of a Senior Environmental Planner, conducts in-depth, independent research in the fields of architectural history, engineering, and technology history; California and regional history; and other general aspects of American history and culture in order to develop a context within which resources in the APE will be evaluated. Under the guidance of a Senior Environmental Planner, conducts property-specific research in order to evaluate each built environment property in the APE in accordance with the significance criteria. Field surveys and research are used to support historic architectural evaluations, findings, and conclusions reached in technical reports, and inform the related environmental document with peer review by a Principal Architectural Historian. Interacts in the field, in research repositories, in the office, by telephone, and by letter with project team members and interested individuals and groups in the course of the above work.
- Under the guidance of a Senior Environmental Planner, conducts analysis and prepares written technical reports, as listed above, to document evaluation of built environment resources in the APE for historical significance (Historical Resources Evaluation Report), possible or anticipated project impacts on historically significant resources (Finding of Effect Reports), and, drafts and participates in the preparation of Memoranda of Agreement or Programmatic Agreements to record agreed upon methods to complete identification and evaluation efforts, and/or mitigation commitments for project adverse effects (with peer review by a Principal Architectural Historian). Uses established architectural and engineering terminology, research methods, current historical theory, and technical report writing style guides. When required, under the guidance of a Senior Environmental Planner, carries out or oversees completion of mitigation responsibilities, including, but not limited to, Historic Structures Reports and Historic American Buildings Survey/Historic American Engineering Record (HABS/HAER) reports. Works with district engineering staff to ensure that historic properties adjacent to construction projects are protected.
- 30% E Under the guidance of a Principal Architectural Historian, reviews Historic Property Survey Reports, Historic Resource Evaluation Reports, Finding of Effect reports, and related technical studies in the fields of historic and architectural history prepared by in-house staff, consultants, and local agencies for content, technical competence, comprehensiveness, sound conclusions, and regulatory compliance. Under the guidance of a Senior Environmental Planner, reviews CEQA and NEPA environmental documents for consistency with technical studies.
- 20% E Works with Caltrans district project development team members as a subject matter expert, providing technical historical expertise and information in order to develop location and design alternatives that avoid or minimize adverse effects on historic properties under the guidance of a Senior Environmental Planner. These interactions require written, e-mail, telephone, and face-to-face communication. Attendance at meetings in the District Office may be required at least once per week for each project assigned to incumbent and for staff meetings, both formal and informal. Under the guidance of a Principal Architectural Historian, participates in consultation regarding architectural history with State, Federal, and local agencies. These agencies include: California Office of Historic Preservation, Advisory Council on Historic Preservation, and Federal Highway Administration. These discussions will be conducted by phone, in the district office, and in the offices of these agencies.

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POSITION DUTY STATEMENT

PM-0924 (REV 11/2017)

15% M Photocopies and scans reports, directives, correspondence and plans for and loaned by other members of the project development team. Accesses, inputs and retrieves information from Caltrans and other state-maintained databases, including the Caltrans Cultural Resources Database (CCRD). Makes photocopies or scans technical studies for circulation to appropriate state and federal agencies. Prepares transmittal letters and transmits reports to these agencies. Files project reports and correspondence in the cultural resources files, and provides copies to the project coordinator/generalist (as appropriate) to maintain a complete and accurate record of project history and decision-making.

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 is a non-supervisory position. The position is under the general direction of a Senior Environmental Planner.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

The Environmental Planner/Architectural History must be able to analyze situations rapidly and accurately and propose effective courses of action for their work in coordination with their Senior Environmental Planner, Environmental Office Chief, district engineering staff, and outside agencies under the guidance of Senior Environmental Planner or a Principal Architectural Historian. The incumbent must meet the Minimum Qualifications for the position and possess broad knowledge of the principles and practices of architectural history and history as applied to the evaluation of historic period buildings, bridges, roads, landscapes, and other built resources. Knowledge of California history and architectural history is strongly recommended.

Incumbent must apply sound judgment to the evaluation of the significance of historic buildings, bridges, roads, landscapes and sites for the National Register of Historic Places and as historical resources under CEQA. The incumbent's recommendations for potential National Register eligibility and Section 106 and CEQA effect determinations must be logical and defensible from possible challenges from preservation, community, and environmental interest groups, in consideration of the resultant delays and increased costs such challenges can cause.

The Environmental Planner/Architectural History must have the ability to prepare complex written documents and correspondence in a clear, concise, and complete manner, using standard English vocabulary, grammar, spelling, and punctuation. The incumbent must be able to communicate effectively, presenting clear and persuasive ideas in an oral or written format.

The Environmental Planner/Architectural History must also be able to utilize a computer for the extensive writing, and, on occasion, the database management that the job requires. The incumbent will prepare visual displays such as maps, graphics, and illustrations requiring graphic production skills, photography skills (digital cameras).

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The Environmental Planner/Architectural History will be responsible for the adequate and timely completion of cultural resource survey and evaluation technical reports to achieve project approval of the environmental document and tasks related to mitigation obligations. The incumbent's work may require decisions about development, sequencing, and prioritization of tasks. The consequences for error can include unanticipated project delay and project cost overruns.

PUBLIC AND INTERNAL CONTACTS

The Environmental Planner/Architectural History establishes and maintains collaborative relationships within the District and the Department, and with public agencies. The incumbent attends, participates in, and represents the Department in a professional manner at meetings with Federal, State, and local agencies, consultants, historical societies, preservation groups, museums, and with other environmental and community advocacy groups and individuals. The incumbent acts as a collaborative member of an interdisciplinary team.

The incumbent will also meet the public in the course of information gathering for proposed projects. The incumbent will be required occasionally to meet with property owners in the course of conducting field surveys and documenting the potential significance of historic properties, including photographing buildings and structures, and, when necessary, conducting oral histories. Because the Caltrans Architectural Historian is frequently the first Caltrans employee that the public encounters in a proposed project area, the incumbent is required to convey a presence that demonstrates honesty, integrity, sensitivity, and respect. Failure to demonstrate these characteristics can reflect poorly on the Department, resulting in reduced confidence in Caltrans as an agency and possibly escalation of problems to a higher level for review. The incumbent must possess common-sense judgment and problem-solving abilities, and be able to render proper judgment in urgent or emergency conditions.

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POSITION DUTY STATEMENT

PM-0924 (REV 11/2017)

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

The Environmental Planner/Architectural History must be able to effectively participate as a team member, which requires attendance at meetings and coordination with other team members in the district office for a majority of hours during the work week. The incumbent must be able to develop cooperative relationships with individuals in a wide range of disciplines and with respect to cultural diversity and individual differences. In the office, the incumbent may be required to sit for long periods of time using a keyboard and a video display terminal. The incumbent may be required to move large or cumbersome reports from one location to another.

The Environmental Planner/ Architectural History must be able to effectively handle multiple projects simultaneously, adapt to changes in protocols and priorities, complete projects or tasks within a short time span, and perform with a frequently heavy workload. The incumbent must be able to analyze situations rapidly and accurately and propose effective courses of action for the work in coordination with the Senior Environmental Planner 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 Environmental Planner/Architectural History may be required to travel and to work overtime on occasion. This job requires good or correctable visual abilities in order to identify and assess cultural resources and to record them. The Environmental Planner/Architectural History must have the physical mobility for survey and mitigation fieldwork in occasionally rough terrain. While performing fieldwork, the employee may be required to walk on uneven terrain and may be required to bend, stoop, or kneel. The employee may be exposed to a variety of hazardous and/or unpleasant field conditions, including wet, rainy, cold, or hot weather.

WORK ENVIRONMENT

Duties will require work to be conducted in both Caltrans office and field environments during normal office hours. The duties will on occasion require work meetings offsite in the offices of other agencies or consultants and public meetings held during the evening hours. At the district office or other work locations, employee will normally work in a climate-controlled environment and under artificial light.

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