

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
Senior Environmental Scientist (Specialist)	D09/Environmental/Cultural Unit	
WORKING TITLE	POSITION NUMBER	REVISION DATE
Senior Environmental Scientist - Lead Worker	909-156-0765-002	05/01/2026

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 Environmental Branch Chief, the incumbent is an interdisciplinary team member who will be 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 incumbent provides consultation recommendations; identifies and analyzes the environmental impacts of transportation systems, corridors and projects on environmental resources and formulates, calculates and quantifies measures to address and mitigate cultural resource impacts.

CORE COMPETENCIES:

As a Senior Environmental Scientist (Specialist), 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.

- **Creativity and Innovation:** Thinks beyond the confines of traditional models to recognize opportunities, seek creative solutions and take intelligent risks. (Equity, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, Pride, Stewardship)
- **Dealing with Ambiguity (Risk):** Can comfortably handle risk and uncertainty, as well as make decisions to act without having the total picture. (Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, Stewardship)
- **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. (Prosperity, Employee Excellence - Collaboration, Innovation, Integrity, Pride, Stewardship)
- **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. (Equity, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, Stewardship)
- **Teamwork/Partnership:** Develops, maintains, and strengthens partnerships with others inside or outside of the organization through effective communication and collaboration. (Equity, Prosperity - Collaboration, Equity, Innovation, Integrity, People First, Stewardship)
- **Customer Focus:** Considers, prioritizes, and takes action on the needs of both internal and external customers. (Equity, Prosperity, Employee Excellence - Collaboration, Integrity, Stewardship)
- **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. (Employee Excellence - Collaboration)
- **Analytical Skills:** Approaches problems using a logical, systematic, and sequential approach. Weighs priorities and recognizes underlying issues. (Prosperity, Employee Excellence - Innovation, Stewardship)
- **Technical Expertise:** Depth of knowledge and skill in a technical area. (Employee Excellence - Collaboration, Innovation, Integrity, Stewardship)

TYPICAL DUTIES:

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

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40%	E	Provides guidance and specialist expertise to less senior staff on complex matters of cultural resource compliance. Analyzes the effects of transportation projects on cultural resources in compliance with various environmental and regulations, including Assembly Bill 52, California PRC 5024, Section 106 of the NHPA, and Section 4(f), and other applicable laws, policies, and regulations. Conducts archival research and consults with knowledgeable groups, individuals, and agencies, including tribes. Conducts field survey and laboratory study to identify and evaluate cultural resources for National Register of Historic Places and California Register of Historical Resource eligibility, as well as to assesses effects and implement environmental mitigation. Prepares, reviews, and approves cultural resource reports and other documents in compliance with federal, state, and local laws and regulations.
40%	E	Prepares and assists in preparation of environmental documents, scientific analyses, 4(f) evaluations, public facing environmental impact disclosures, general and complex correspondence, and other documents and report sections to support CEQA and NEPA environmental impact analysis from transportation infrastructure projects. Applies analytical and organizational skills to collaborate with various transportation and resource agency partners and satisfy CEQA and NEPA requirements. Conducts review and oversight of permits for use Department right of way to ensure CEQA and NEPA compliance.
10%	E	Leads coordination and consultation with federal, state, and local government entities and regulatory agencies such as ACHP, BLM, California Coastal Commission, California SHPO, local historical commissions, NPS, State Parks, USACE, and USFS for compliance with various environmental laws.
5%	E	Conducts scientific research and stakeholder consultation to analyze, prepare, and implement programs that mitigate the adverse effects of transportation projects on cultural resources.
5%	M	Perform other job related duties within the scope of the classification.

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

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

The Senior Environmental Scientist (Specialist) is the advanced journey level of the series. Incumbents independently identify problems, develop courses of action, and conduct critical and/or sensitive scientific investigations and studies and may prepare guidance, policy, planning, or regulatory documents and legislative proposals on issues of importance to the employer, and do other related work. Decision making at this level has a higher consequence of error than that of an Environmental Scientist, Range C. Incumbents may be assigned lead responsibility for a specific project, program function, or area of expertise; may act as a mentor to lower level staff; and may act as consultants to other technical staff, management, and other agencies in those matters.

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 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

Consequences of poor performance and/or judgment errors can result in the following:

- Delay of project – This results when coordination with State and Federal regulatory agencies or the private sector breaks down and controversies develop over impact assessment and appropriate mitigation measures.
- Increased costs – Delays to projects have the effect of increasing project costs due to inflation and/or inappropriate planning.

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Further, should delays occur after the contract is let, the cost of possible contractor claims could be incurred.

- Litigation – Failure to comply with environmental laws leaves Caltrans vulnerable to legal action to force compliance. Litigation leads to delay and cost effects described above.
- Loss of credibility – Failure to produce adequate studies, follow procedures correctly, or ensure that commitments are kept in a timely manner could lead to damaging relationships and credibility with external agencies having review and approval functions.
- High-cost solutions – Poor judgment in the selection of mitigation measures could result in excessive 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. Direct internal communication with supervisor is required on a regular basis, but in particular on an immediate basis when there is a need to elevate issues.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

You may be required to sit for long periods of time using a keyboard and video display terminal. Must have the ability to conduct field analysis and surveys.

Must have the ability to deal with multiple tasks, adapt to changes in priorities and complete tasks with short notice; be open to change and new information; adapt behavior and work methods in response to new information, changing conditions, or unexpected obstacles. Must be able to adhere to established deadlines.

Must be able to develop and maintain cooperative working relationships; be tactful and treat others with respect. Must value cultural diversity and other individual differences in the workforce. Behave in a fair and ethical manner towards others and demonstrate a sense of responsibility and commitment to public service.

WORK ENVIRONMENT

While at your base of operation, you will work in a climate-controlled office under artificial lighting in an office. Frequent travel and field work are required within the Region. Some fieldwork requires the ability to work in a variety of climatic and geographical conditions. You may be required to travel to offices and field locations, as well as occasional travel outside of the Region.

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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