

POSITION DUTY STATEMENT

PM-0924 (REV 04/2021)

CLASSIFICATION TITLE Environmental Scientist	OFFICE/BRANCH/SECTION Office of Cultural Resource Studies	
WORKING TITLE Staff Archaeologist	POSITION NUMBER 904-135-0762-xxx	EFFECTIVE DATE 03/20/2023

As a valued member of the Caltrans leadership team, you make it possible for the Department to provide a safe and reliable transportation network that serves all people and respects the environment.

GENERAL STATEMENT:

As an interdisciplinary-team member, the incumbent performs a variety of professional scientific office and field work in support of archaeological studies and project effects analysis pursuant to Section 106 of the National Historic Preservation Act and other applicable state and federal regulations. The incumbent is responsible for gathering data on cultural resource management issues; performing preliminary environmental analysis, research, surveys, investigations, and studies; preparing reports; preparing routine correspondence; answering questions from the public; preparing regulatory and compliance documents; and do other related work.

This position is under the general direction of a Senior Environmental Scientist (Supervisory), in the Office of Cultural Resource Studies and is characterized by independent development and use of techniques and methodologies to complete assigned work.

CORE COMPETENCIES:

As an Environmental Scientist, 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.

- **Flexibility and Managing Uncertainty** : Adjusts thinking and behavior in order to adapt to changes in the job and work environment. (Cultivate Excellence - Engagement, Innovation, Integrity)
- **Dealing with Ambiguity (Risk)**: Can comfortably handle risk and uncertainty, as well as make decisions to act without having the total picture. (Cultivate Excellence - Engagement, Innovation, Integrity)
- **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. (Strengthen Stewardship and Drive Efficiency - Engagement, 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. (Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Engagement, Integrity)
- **Teamwork/Partnership**: Develops, maintains, and strengthens partnerships with others inside or outside of the organization through effective communication and collaboration. (Cultivate Excellence, Strengthen Stewardship and Drive Efficiency, Advance Equity and Livability in all Communities - Engagement, Equity, Innovation, Integrity)
- **Organizational Awareness**: Contributes to the organization by understanding and aligning actions with the organization's strategic plan, including the mission, vision, goals, core functions, and values. (Cultivate Excellence - Pride)
- **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. (Safety First, Cultivate Excellence - Engagement, Integrity)
- **Analytical Skills**: Approaches problems using a logical, systematic, and sequential approach. Weighs priorities and recognizes underlying issues. (Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Engagement, Integrity)
- **Technical Expertise**: Depth of knowledge and skill in a technical area. (Cultivate Excellence - Engagement, Integrity, Pride)

TYPICAL DUTIES:

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

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30%	E	Applies scientific principles to actively manage the cultural resource aspects of projects, including contributing to the development of project descriptions, project schedules and risk registers. Conducts field surveys and prepares written technical reports on cultural resources within the area of potential effects for transportation projects. Using the most complex study methodologies pertaining to cultural resource compliance, the incumbent will identify and evaluate cultural resources for the National Register of Historic Places and California Register of Historical Resources, as part of the project delivery process; prepare written analysis of such resources to aid in development of modal and design alternatives for projects; assists with the identification and analysis of impacts of projects on cultural resources; and, in consultation with the project team, stakeholders and the public, develops and recommends avoidance, minimization and mitigation measures to ensure successful compliance with Federal and California environmental laws, rules, regulations and requirements.
30%	E	Using the most complex study methodologies to determine cultural resource eligibility, effects and mitigation strategies the incumbent reviews technical reports, prepared by in-house staff, consultants, and local agencies for competence, comprehensiveness and sound conclusions, for compliance with Section 106 of the National Historic Preservation Act and Public Resource Code 5024. Reviews CEQA and NEPA environmental documents for consistency with technical studies.
15%	E	Uses scientific knowledge and background to develop environmental commitments. Reviews engineering documents to ensure environmental commitments are recorded and met in project plans, specifications, and estimates. Develops specifications to incorporate environmental commitments into project bid packages. Ensures that environmental commitments are implemented during construction and post construction, including by conducting on-site monitoring.
15%	E	Works with the project team as a cultural resource environmental scientist, providing technical expertise and data to develop design alternatives, including projects that address climate change, sea-level rise, wildfire reduction, and non-transportation projects such as Clean California and the Broadband initiative, in order to avoid or minimize project effects on historic properties. These interactions require written or verbal communication. Attendance at meetings may be required at least once per week for each project assigned to incumbent and for staff meetings, both formal and informal. The incumbent is responsible for preparing consultation with the following agencies: California Office of Historic Preservation, Advisory Council on Historic Preservation, Federal Highway Administration and other federal, state and local agencies, as well as Native American Tribes. The incumbent will participate in these discussions, as needed, via phone, video conference, in the district office, or in the offices of these agencies.
5%	E	Conducts administrative duties necessary for maintaining the environmental administrative record, environmental database (STEVE), and Caltrans Cultural Resource Database (CCRD). Takes the lead in preparing and participating in trainings for other environmental scientists or consultants, on occasion.
5%	M	Participates on special teams and projects on issues of statewide importance. Stays current on scientific trends and knowledge. Attends state- and non-state sponsored conferences and training courses. Stays abreast of current topics by reading subject literature and participating in professional organizations.

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 position does not have direct supervisory responsibility. However, the Environmental Scientist may act as a lead over certain tasks, as a project lead, and help manage and oversee the work of less experienced Environmental Scientists or Environmental Planners. The incumbent may be asked to act for their supervisor during periods of leave.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

The Environmental Scientist (Cultural Resources) must have knowledge of the principles of environmental laws, rules, regulations and requirements pertaining to cultural resources; principles of risk assessment and risk management; concepts employed in cultural resource management, geolocation and geo-referencing software applications, resource management program impacts and implementation strategies. The incumbent must be able to analyze situations rapidly and accurately and propose effective courses of action for the work in coordination with the Branch Chief, Office Chief, district engineering staff, and partner agencies.

The incumbent must have the ability to apply or modify scientific methods and principles; collect data; analyze and evaluate data and reach sound conclusions; review, check and interpret environmental reports; analyze situations and take appropriate actions; establish and maintain cooperative relations; communicate effectively; prepare clear, complete and technically accurate reports; work with professionals from a variety of disciplines within and outside State government.

ADA Notice

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The incumbent must have graduated from college with a concentration in Architectural History, Art History, Historic Preservation, Public History, Archaeology, Native American Studies, Osteology, Cultural Resource Management, Geoarchaeology, or a closely-related field with demonstrated coursework in California Prehistory or History, American History and Architectural History.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The Environmental Scientist (Cultural Resources) will be responsible for the adequate and timely completion of technical reports to achieve project approval. The incumbent's work may require decisions about development and sequencing of tasks, and identifying other functional unit dependencies. The consequences for error can include unanticipated project delay and project cost overruns. The incumbent's recommendations for potential National Register eligibility, and Section 106 and CEQA effect determinations must be logical and defensible from potential challenges from preservation, community and environmental interest groups.

PUBLIC AND INTERNAL CONTACTS

The Environmental Scientist (Cultural Resources) establishes and maintains collaborative relationships within the District and the Department, and with public agencies for project activities relating the cultural resources. The incumbent attends, participates in, and represents the Department in a professional manner at meetings with Federal, State, and local agencies, Native American Tribes, consultants, historical societies, preservation groups, museums, and with other environmental and community advocacy groups and the public. The incumbent may be required to meet with property owners while conducting field surveys.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

This position may require sitting for prolonged periods of time for report writing, research, or in meetings. Incumbent must have the physical mobility for survey and mitigation field work in occasionally rough terrain. Field work may also require standing or walking for prolonged periods. Travel for external meetings or for field work might require driving or riding in a car for prolonged periods. Mental requirements may include sustained mental activity needed for report writing and analyses. Emotional requirement 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, with others in a cooperative manner, respect cultural diversity, individual differences and acknowledge the various responses.

WORK ENVIRONMENT

The incumbent will work in a climate-controlled environment in a cubicle-based office setting; in a home office as part of an approved telework agreement between the incumbent and the employer; and in the field in locations ranging from office buildings to locations on/or adjacent to the State Highway System. These situations may expose the incumbent to potentially unsafe situations, and the incumbent will be required to take mandated trainings and adhere to safe work and field practices. The incumbent may be exposed to extreme weather conditions during field reviews.

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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.)

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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