



## **ASSOCIATE ENVIRONMENTAL PLANNER**

**Departmental, Open**

**Exam Code: 2PB03**

**Department: Transportation (Caltrans)**

**Bulletin Revised Date: 1/28/19**

**Cut-off Date: Continuous**

**Salary: \$5,484.00 to \$6,869.00**

### **EQUAL EMPLOYMENT OPPORTUNITY**

Caltrans is an equal opportunity employer to all, regardless of race, religious creed, color, national origin, ancestry, age, disability (physical or mental), medical condition (cancer and genetic characteristics), genetic information, marital status, sex (including pregnancy, childbirth, or related medical condition), gender, gender identity, gender expression, sexual orientation, political affiliation, or military and veteran status.

### **DRUG FREE STATEMENT**

It is an objective of the State of California to achieve a drug-free work place. All applicants will be expected to behave in accordance with this objective, as the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service, and the special trust placed in public servants.

### **WHO SHOULD APPLY?**

Candidates who meet the minimum qualifications as stated on this announcement may apply for this examination.

Once you have taken the examination, you may not retake for 12 months.

### **HOW TO APPLY**

The link to connect to the Training and Experience Evaluation is located farther down on this bulletin in the "Taking the Examination" section.

### **SPECIAL TESTING ARRANGEMENTS**

If you require assistance or alternative testing arrangements due to a disability, please contact the Department of Human Resources (CalHR) listed in the Contact Information section of this bulletin.

### **POSITION STATEMENT**

This is the full journeyman level. Under general direction, plans and carries out the details of the most difficult and complex studies in connection with environmental planning and research analysis. Such work may include serving in a lead capacity over other personnel within the scope of particular studies.

## REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION

All applicants must meet the education and/or experience requirements for this examination.

Click on the link below to review the California State Personnel Board class specification which contain the requirements for admittance to the examination:

<http://calhr.ca.gov/state-hr-professionals/pages/4640.aspx>

## MINIMUM QUALIFICATIONS

### Either I

One year in the California state service performing environmental planning, analysis, research or evaluation in a class at a level equivalent to that of Environmental Planner, Range C.

### Or II

**Experience:** Three years of experience in environmental planning, research, analysis, or evaluation, at least one year of which must have been equivalent in level to work performed by an Environmental Planner, Range C, in the California state service. (A Doctorate Degree in Environmental Planning or Environmental Sciences may be substituted for the three years of required experience; a Master's Degree in Environmental Planning or Environmental Sciences may be substituted for two years of the general experience.) **and**

**Education:** Equivalent to graduation from college. (Additional qualifying experience may be substituted for the required education on a year-for-year basis.)

## EXAMINATION INFORMATION

**Training and Experience Evaluation** – Weighted 100% of the final score.

The examination will consist solely of a **Training and Experience Evaluation**. To obtain a position on the eligible list, a minimum score of 70% must be received. Applicants will receive their score upon completion of the Training and Experience Evaluation process.

[Preview Training and Experience Evaluation](#)

## KNOWLEDGE AND ABILITIES

### Knowledge of:

1. Techniques and methods used to evaluate projects' environmental impacts to weigh alternatives and to comply with environmental laws, regulations and standards
2. State environmental laws (e.g. California Environmental Quality Act), regulations, policies and the associated processes required in developing transportation projects
3. Federal environmental laws (e.g. National Environmental Policy Act), regulations, policies and the associated processes required in developing transportation projects
4. California Environmental Quality Act (CEQA) documents [e.g., Environmental Impact Reports (EIR), Initial Study/Negative Declaration (IS/ND), Categorical Exemption (CE)] to ensure compliance
5. National Environmental Policy Act (NEPA) documents [(e.g., Environmental Impact Statements/Record of Decision (EIS/ROD), Environmental Assessment/Finding of No Significant Impact (EA/FONSI), Categorical Exclusion (CE)] to ensure compliance
6. Social sciences and/or natural sciences to write environmental documents and make informed decisions
7. The similarities and differences between State and Federal environmental laws (e.g., California Environmental Quality Act, National Environmental Policy Act), and how such

information relates to the preparation and review of various types of transportation and environmental planning documents

8. State, local and regional governmental organizations as they relate to environmental planning
9. General ecology or general principles behind planning for the conservation and preservation of natural resources

**Ability to:**

1. Interpret and review engineering plans and specifications for appropriate incorporation into environmental documents
2. Interpret statistical and technical data to weigh alternatives and document in environmental reports to be in compliance with all applicable laws and regulations
3. Conduct environmental scoping using a variety of methodologies (e.g., checklist, matrix, Gantt chart, Work Breakdown Structure, coordination with environmental specialists and project team members, technical memos) to determine future assessment efforts
4. Make clear and persuasive presentations of ideas during public information meetings and Project Development Team meetings to convey information to interested parties
5. Write and prepare clear, concise and complete environmental technical documents [e.g., Community Impact Analysis, Section 4(f)] reports, correspondence and other written materials that meet federal and state documentation standards

### ELIGIBLE LIST INFORMATION

A departmental, open eligible list for the Associate Environmental Planner classification will be established by the California Department of Human Resources (CalHR) for use by: Caltrans

The names of **successful** competitors will be merged onto the eligible list in order of final score regardless of examination date. Eligibility expires **12 months** after it is established. Applicants must then retake the examination to reestablish eligibility.

### VETERAN'S PREFERENCE

Veterans' Preference will be applied to those competitors who are successful in this examination and who qualify for, and have requested, Veterans' Preference through the California Department of Human Resources. Veterans who have achieved permanent civil service status are not eligible to receive Veterans' Preference.

### PREPARING FOR THE EXAMINATION

Here is a list of suggested resources to have available prior to taking the examination.

**Employment History:** Employment dates, job titles, organization names and addresses, names of supervisors or persons who can verify your job responsibilities, and phone numbers of persons listed above.

**Education:** School names and addresses, degrees earned, dates attended, courses taken (verifiable on a transcript), persons or office who can verify education, and phone numbers of persons or offices listed above.

**Training:** Class titles, certifications received, names of persons who can verify your training, and phone numbers of persons listed above.

### TAKING THE EXAMINATION

Take the online [Training and Experience Evaluation](#) for the **Associate Environmental Planner** classification.

## CONTACT INFORMATION

**Questions regarding this examination bulletin should be directed to:**

California Department of Transportation  
Office of Examination & Executive Selection Services  
(916) 227-7858  
California Relay Service: Voice (800) 735-2922  
TTY: (800) 734-2929

**Technical questions regarding the online examination or questions regarding special testing arrangements should be directed to:**

California Department of Human Resources (CalHR)  
Office of Examination Services  
1-866-844-8671  
California Relay Service: (7-1-1)  
TTY: (916) 654-6336

**TTY** is Telecommunications Device for the Deaf and is reachable only from phones equipped with a TTY Device.

## GENERAL INFORMATION

**If you meet the requirements** stated on this examination bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described in this bulletin will be rated against a predetermined job-related rating, and all applicants who pass will be ranked according to their score.

**Caltrans** reserves the right to revise the examination plan to better meet the needs of the service, if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all competitors will be notified.

**General Qualifications:** Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and the ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

**Eligible Lists:** Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) sub-divisional promotional, 2) departmental promotional, 3) multi-departmental promotional, 4) service-wide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in one to four years unless otherwise stated on the bulletin.

**Veterans' Preference:** Pursuant to Assembly Bill 372, Veterans' Preference will be awarded as follows, starting January 1, 2014:

1. Any veteran, widow or widower of a veteran, or spouse of a 100 percent disabled veteran, who achieves a passing score in an open examination, shall be ranked in the top rank of the resulting eligibility list.
2. Any veteran who has been dishonorably discharged or released is not eligible for Veterans' Preference.
3. Veterans' Preference is not granted once a person achieves permanent civil service status (Permanent State civil service status means the status of an employee who is

lawfully retained in his/her position after completion of the applicable probationary period. This includes permanent intermittent, part-time, and full-time appointments. In addition, individuals who at any time achieved permanent State civil service status and subsequently resigned or were dismissed from State civil service are not eligible to receive Veterans' Preference).

Veteran status is verified by the California Department of Human Resources (CalHR). Directions to apply for Veterans' Preference are on the Veterans' Preference Application ([CalHR Form 1093](#)) which is also available at CalHR, and the Department of Veterans Affairs.