



## Associate Environmental Planner

Agency: 4499 Class Code: 4711 Exam Code: 2PB03

<b>Department(s):</b>	Department of Transportation
<b>Opening Date:</b>	4/20/12
<b>Closing Date:</b>	Continuous
<b>Type of Examination:</b>	Departmental Open
<b>Salary:</b>	MONTHLY-RANGED-SALARY - \$5,273.00 to \$6,605.00
<b>Employment Type:</b>	Permanent Full-time Permanent Part-time Permanent Intermittent Limited Term Full-time Limited Term Part-Time Limited Term Intermittent
<b>Exam Type:</b>	State-wide Dist. 01 Caltrans Eureka Dist. 02 Caltrans Redding Dist. 03 Caltrans Marysville Dist. 04 Caltrans Oakland Dist. 05 Caltrans San Luis Obispo Dist. 06 Caltrans Fresno Dist. 07 Caltrans Los Angeles Dist. 08 Caltrans San Bernardino Dist. 09 Caltrans Bishop Dist. 10 Caltrans Stockton Dist. 11 Caltrans San Diego Dist. 12 Caltrans Irvine Sacramento County

### EEO

The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right of family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation.

### DRUG-FREE STATEMENT

It is an objective of the State of California to achieve a drug-free State work place. Any applicant for State employment will be expected to behave in accordance with this objective, because 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 below may apply for this examination at any time. Once you have taken the examination, you may not reapply for twelve (12) months. All applicants must meet the education and/or experience requirements as stated on this examination announcement.

## FILING INSTRUCTIONS

**Final Filing Date:** Continuous

**Where to Apply:** Click the exam link at the bottom of this bulletin.

## SPECIAL TESTING ARRANGEMENTS

If you have a disability and need special assistance or special testing arrangements, contact the State Personnel Board, Examinations Unit at (866) 844-8671, TTY (916) 654-6336, or via the California Relay Service for the Deaf or Hard of Hearing at (800) 735-2929 from TTY Phones, or at (800) 735-2922 from voice phones.

## ELIGIBLE LIST INFORMATION

An Departmental Open spot eligible list will be established for the Department of Transportation in Districts 1,2,3,4,5,6,7,8,9,10,11,12 and Sacramento County. The names of successful competitors will be merged onto the eligible list in order of final score regardless of test date. Eligibility expires twelve (12) months after it is established. Competitors must then retake the Training and Experience Examination to reestablish eligibility. A candidate may be tested only once during a twelve (12) month period.

## REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION

**NOTE:** All applicants must meet the education and/or experience requirements for this examination at the time the application is submitted. Your signature on your application indicates that you read, understand, and possess the minimum qualifications required.

Qualifying experience may be combined on a proportionate basis if the requirements stated below include more than one pattern and are distinguished as "Either" I, "or" II "or" III, etc. For example, candidates' possessing qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirements.

## 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.)

## POSITION DESCRIPTION

This is the full journey person 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.

## EXAMINATION INFORMATION

### TRAINING AND EXPERIENCE EVALUATION – Weighted 100%

The examination will consist solely of a Training and Experience Examination. To obtain a position on the eligible list, a minimum score of 70% must be attained. An applicant will receive his/her score upon completion of the Training and Experience Examination process.

[Click here to preview the exam questions for Associate Environmental Planner](#)

## 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. Knowledge of social sciences and/or natural sciences to write environmental documents and make informed decisions.
7. Knowledge of 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. Knowledge of State, local and regional governmental organizations as they relate to environmental planning.
9. Knowledge of 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. Ability to 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.

## VETERANS' PREFERENCE

Veterans' Preference will be granted for this examination. Effective January 1, 2014, in accordance with Government Codes 18973.1 and 18973.5, whenever any veteran, widow or widower of a veteran, or spouse of a 100 percent-disabled veteran achieves a passing score on an open examination, he or she shall be ranked in the top rank of the resulting eligibility list. This section shall not apply to any veteran who has been dishonorably discharged or released.

## ADDITIONAL DESIRABLE QUALIFICATIONS

College level courses related to environmental planning.

## CONTACT INFORMATION

California Department of Transportation  
Office of Examinations and Recruitment Services  
P.O. Box 168036, MS 86  
Sacramento, CA 95816-8036  
(916) 227-7858  
California Relay Service: Voice (800) 735-2922  
TTY: (800) 734-2929

## DISCLAIMER

Please click on the link below to review the official California State Personnel Board class specification: <http://www.calhr.ca.gov/state-hr-professionals/Pages/4640.aspx>

## GENERAL INFORMATION

**Applications are available** at <https://jobs.ca.gov/pdf/STD678.pdf>, State Personnel Board offices, and local offices of the Employment Development Department.

**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 on this bulletin will be rated against a predetermined job-related rating, and all candidates who pass will be ranked according to their scores.

**Department of Transportation** reserves the right to revise the examination plan to better meet the needs of the service, should 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.

**Candidates needing special testing arrangements** due to a disability must mark the appropriate box on the application and/or contact the testing department.

**General Qualifications:** Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, 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, and 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:** Effective January 1, 2014, in accordance with Government Codes 18973.1 and 18973.5, Veterans' Preference will be awarded as follows: 1) Any veteran, widow or widower of a veteran, or spouse of a 100 percent disabled veteran, who achieves a passing score in an entrance examination, shall be ranked in the top rank of the resulting eligibility list. Any veteran who has been dishonorably discharged or released is not eligible for Veterans' Preference. 2) An entrance examination is defined, under the law, as any open competitive examination. And 3) Veterans' Preference is not granted once a person achieves permanent civil service status.

Veteran status is verified by the California Department of Human Resources (CalHR). Directions to apply for Veterans' Preference are on the Veterans' Preference Application (Std. Form 1093), which is available at <https://www.jobs.ca.gov/calHRPublic/Landing/Jobs/VeteransInformation.aspx>, and the Department of Veterans Affairs.

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

## TAKING THE EXAM

**When you click the link below, you will be directed to the Training and Experience Examination. At the end of the Training and Experience Examination, once you click on "Score My Exam," it will be instantly scored and you will not be able to go back to review and/or change your answers.**

[Click here to go to the Internet exam for Associate Environmental Planner.](#)