



Senior Environmental Planner

4499 – 4713 – 5PB23

Department(s): California Department of Transportation (Caltrans)
Opening Date: 8/13/15
Final Filing Date: Continuous
Type of Examination: Departmental Open/Non-promotional
Monthly Salary: \$6,495.00 - \$8,070.00

EQUAL EMPLOYMENT OPPORTUNITY

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?

Applicants who meet the Minimum Qualifications as stated on this bulletin may apply for and take this Training and Experience Evaluation at any time.

Once you have taken the Training and Experience Evaluation, you may not retake it for twelve (12) months.

SPECIAL TESTING ARRANGEMENTS

If you require special testing arrangements due to a verified disability, medical condition or religious accommodation, you will be able to request a reasonable accommodation during the exam filing process.

If you have any questions, please contact the:

California Department of Human Resources' Contact Center at 1-866-844-8671

OR

California Relay Service at 7-1-1

Telecommunications Device for the Deaf (TTY) at (916) 654-6336*

(*) TTY is a telecommunications device that is reachable only from telephones equipped with a TTY device.

ELIGIBLE LIST INFORMATION

An open, merged eligible list will be established by the California Department of Human Resources for use by the Department of Transportation. 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 Evaluation to reestablish eligibility.

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION

NOTE: All applicants must meet the education and/or experience requirements as stated on this examination bulletin as of the date the test is taken.

MINIMUM QUALIFICATIONS

Either I

One year in the California state service performing environmental planning, environmental research analysis or evaluation [in a class at a level comparable to](#) that of Associate Environmental Planner.

Or II

Experience: Four years of experience directing or conducting environmental studies or managing an interdisciplinary team preparing environmental documents, at least one year of which must have been equivalent in level to work performed by an Associate Environmental Planner in the California state service. (A Doctorate Degree in Environmental Planning or Environmental Sciences may be substituted for three years of the general 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 supervisory level. Under general direction, plans and supervises the work of a multidisciplinary staff conducting comprehensive environmental studies; or without supervising responsibility, acts as an in-house consultant performing the most difficult and complex work which is either critical to the department's basic mission or of statewide significance.

EXAMINATION INFORMATION

TRAINING AND EXPERIENCE EVALUATION – Weighted 100%

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. An applicant will receive his/her score upon completion of the Training and Experience Evaluation process.

[Click here to preview the Training and Experience Evaluation.](#)

KNOWLEDGE AND ABILITIES

Knowledge of:

1. General principles behind planning for the conservation and preservation of natural and/or cultural resources.
2. Communication skills for purposes of data gathering.
3. Techniques and methods of evaluation of environmental impacts.
4. State and Federal laws and regulations relating to the environment.
5. State, local, and regional governmental organizations as they relate to environmental planning.
6. General knowledge of the social sciences, natural sciences, and environmental sciences.
7. Trends in Federal, State, and local environmental assessment and mitigation reports, impact statements, and/or negative declarations.
8. Principles and techniques of effective supervision and personnel management.

Ability to:

1. Analyze environmental situations accurately.
2. Gather and analyze data.
3. Prepare written reports.
4. Work effectively with others as an interdisciplinary team member.
5. Coordinate environmental planning, research, and analysis of proposed projects.
6. Make an assessment of an existing environment.
7. Write environmental documents.
8. Plan and carry out complex studies.
9. Direct the work of others engaged in planning studies.
10. Coordinate environmental investigations of proposed projects.
11. Supervise others in their work.
12. Solicit necessary expertise to complete environmental studies or meet project goals.
13. Effectively communicate verbally and in writing.
14. Effectively manage multiple projects at once.

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.

CAREER CREDITS

Career Credits will be applied to state employees' final passing score who have obtained permanent civil service status with the state of California.

CONTACT INFORMATION

If you have any questions concerning this examination bulletin, please contact:

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The California Department of Human Resources Selection Division

1515 S Street, North Building, Suite 400

Sacramento, CA 95811-7258

1-866-844-8671

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GENERAL INFORMATION

Applications are available at www.jobs.ca.gov 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.

The California Department of Human Resources 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 contact the testing department.

Hiring Interview Scope: In a hiring interview, in addition to the scope described in this bulletin, the panel will consider education, experience, personal development, personal traits, and fitness. In appraising experience, more weight may be given to the breadth and recency of pertinent experience, and evidence of the candidate's ability to accept and fulfill increasing responsibilities than to the length of his/her experience. Evaluation of a candidate's personal development will include consideration of his/her recognition of his/her own training needs; his/her plans for self-development; and the progress he/she has made in his/her efforts toward self-development. For more information, you may refer to the [classification specification](#).

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://jobs.ca.gov/Public/Jobs/Veterans.aspx>, and the Department of Veterans Affairs.

Bulletin Revision Date: 8/18/17

SUGGESTED RESOURCES TO HAVE AVAILABLE WHEN BEGINNING THE TRAINING AND EXPERIENCE EVALUATION

Employment History: Job Titles, organization name and addresses, name of supervisors or persons who can verify your job responsibilities, and phone numbers of persons listed above.

Education: School name and address, degree(s) earned, date(s) attended, courses taken (Verifiable on a Transcript), person or office who can verify education, and phone numbers of persons listed above.

FILING INSTRUCTIONS

Final Filing Date: Continuous

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

TAKING THE EXAM

When you click the link below, you will be directed to the Training and Experience Evaluation. At the end of the Training and Experience Evaluation, it will be instantly scored.

[Click here to go to the Training and Experience Evaluation.](#)