

**JOB DESCRIPTION AND POSITION CLASSIFICATION**

DSC 525 (2-PAGE) (REV. 01/10)

CLASSIFICATION <b>Environmental Scientist</b>		POSITION NUMBER <b>530-001-0762-xxx</b>	MCR <b>1</b>	RPA # <b>DSC15-019</b>
APPOINTEE <b>Vacant</b>		EFFECTIVE DATE	DIVISION/SECTION <b>Planning, Performance &amp; Technology Division</b>	
COLLECTIVE BARGAINING IDENTIFIER Management Related BU: <input type="checkbox"/> Supervisory Related BU: <input type="checkbox"/> Confidential Related BU: <input type="checkbox"/> Rank and File BU: <b>R10</b>				
RESPONSIBILITIES EXERCISED <input type="checkbox"/> Supervisory <input type="checkbox"/> Lead Person		IMMEDIATE SUPERVISOR (Print) <b>John Ryan</b>	SUPERVISOR'S CLASSIFICATION <b>Program Manager II</b>	
APPROVED BY (Personnel Analyst's Name) <b>Lynn Borja</b>			DATE <b>8/15/14</b>	
<b>ALL EMPLOYEES ARE EXPECTED TO WORK COOPERATIVELY WITH OTHERS; MAINTAIN REGULAR, CONSISTENT, PREDICTABLE ATTENDANCE; POSSESS INTEGRITY, INITIATIVE, DEPENDABILITY, AND GOOD JUDGMENT.</b>				
<b>POSITION SUMMARY</b>				
Briefly (1-3 sentences) describe the main purpose and function of the position, including the organizational setting: Under the direction of the Program Manager II, Performance Management Office (PMO), Planning, Performance, and Technology Division (PP&T), the Environmental Scientist is responsible for providing the Delta Stewardship Council (Council) with a scientific perspective regarding the development, tracking, synthesizing, and reporting of Delta Plan performance measures with an emphasis on documenting program and project progress and system wide outcomes. Responsible for supporting the Delta Stewardship Council's performance related science research functions. Performs environmental research utilizing using various analytical techniques and methods including Geographic Information System (GIS) mapping information. Conducts scientific research and consults with other agencies on existing digital GIS spatial data and assembles it into readily retrievable formats and graphics for display and analysis.				
<b>DESCRIPTION OF DUTIES</b>				
Percent of Time (E) and (M)	Indicate the duties of the position and the percentage of time spent on each. Group related tasks under the same percentage. Percentages should be in increments of 5% with the highest percentage first. Identify essential functions with an (E) and marginal functions with an (M) in the percentage column. "Other duties as required" cannot be used as a task statement.			
30%	Provide scientific support for implementing, tracking and reporting on current Delta Plan performance measures. Assist with evaluating program performance with an emphasis on Delta Plan indicators requiring environmental and natural resource expertise. Assist implementing agency staff and external stakeholders with developing processes for implementing and tracking Delta Plan performance measures. Gather, compile, edit, and interpret quantitative and qualitative data as it relates to implementation of the Delta Plan. Provide scientific research and statistical analysis related to Delta Plan performance measures as well as, other information related to implementation and updating of the Delta Plan.			
25%	Assist in developing, maintaining, and improving the Council's performance reporting framework. Assist with developing and implementing new processes related to scientific analysis of performance measures data utilizing automated tools and databases. Organize, compile, research, analyze, and report on information as it relates to performance measures. Act as performance measures data liaison for the Council. Assist with integrating Geographic Information System (GIS) functionality (maps and graphics) into the Council's performance tracking and reporting applications, databases and reports. Support spatial data entry, management, retrieval, analysis, and visualization functions within the context of Delta programs and projects, and for informing decision making. Utilize GIS tools and processes that allow for the creation of interactive queries, analysis of spatial information, editing maps, and presenting the results of these operations.			
<b>SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE.</b>				
SUPERVISOR'S NAME (Print) <b>John Ryan</b>		SUPERVISOR'S SIGNATURE ➤		DATE
<b>EMPLOYEE'S STATEMENT: I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT.</b>				
EMPLOYEE'S NAME (Print) <b>Vacant</b>		EMPLOYEE'S SIGNATURE ➤		DATE

## JOB DESCRIPTION AND POSITION CLASSIFICATION

CLASSIFICATION <b>Environmental Scientist</b>		POSITION NUMBER <b>530-001-0762-xxx</b>	MCR <b>1</b>	RPA # <b>DSC15-019</b>
APPOINTEE <b>Vacant</b>		DIVISION/SECTION <b>Planning, Performance &amp; Technology Division</b>		
Percent of Time (E) and (M)	Indicate the duties of the position and the percentage of time spent on each. Group related tasks under the same percentage. Percentages should be in increments of 5% with the highest percentage first. Identify essential functions with an (E) and marginal functions with an (M) in the percentage column. "Other duties as required" cannot be used as a task statement.			
20%	<p>Reporting tasks: assist with updates of the Delta Plan especially as it relates to performance measures and the science supporting these measures, assist with development of the performance measures chapter of the annual report, assist management with developing presentations, reports and web postings (i.e. dashboards) related to Delta Plan performance measures. Work with Program Manager II and other staff to communicate status of Delta Plan performance measures to the Council, executive management, stakeholders, and the public. As needed, develop official correspondence related to data management and performance measures/assessment.</p>			
15%	<p>Collaborate with Council staff and implementing agency staff to integrate performance measures/assessments into Delta Science Plan elements and various Delta programs. Attend intra- and interagency meetings which require performance measures/assessment expertise. Assist Council staff with data gathering, organization, compilation, initial assessment as it related to the Delta Plan and if needed, the Delta Science Plan.</p>			
10%	<p>Assist Program Manager II and other staff with ongoing need for communication and articulation of Delta Plan performance program goals, objectives, and progress to policy-level personnel, such as state and federal departments, agency directors, stakeholders, and legislators by providing adaptive and responsive Program information. Respond to requests for programmatic information, including articulating Program priorities, and highlighting Program and project status and outcomes for various agency reports. With PM II participate in various workgroups related to performance measures efforts including; Delta Plan Interagency Implementation Committee, EcoAtlas, Restoration Network, CA Environmental Data Exchange Network (CDEN), Water Monitoring Council, etc.</p>			