

**JOB DESCRIPTION AND POSITION CLASSIFICATION**

DSC 525 (3-PAGE) (REV. 01/10)

CLASSIFICATION <b>Senior Environmental Scientist (Specialist)</b>		POSITION NUMBER <b>530-001-0765-xxx</b>	MCR <b>1</b>	RPA # <b>DSC15-022</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 ManagerII</b>	
APPROVED BY (Personnel Analyst's Name) <b>Lynn Borja</b>			DATE <b>10/10/14</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 general direction of the Program Manager II, Planning, Performance, and Technology Division (PP&T), Performance Management Office (PMO), the incumbent will perform scientific activities and tasks that assure Delta Plan performance goals and objectives are effectively tracked and aligned with the Delta Stewardship Council's (DSC) strategic mission. The incumbent will also assist in administrative and program planning for the PMO.				
<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.			
<b>35% (E)</b>	<b>Lead role over the PMO's business and technology processes for collecting, storing, analyzing, displaying, and reporting on performance and funding data used in tracking the progress of Delta efforts. Assure that Delta efforts being tracked are aligned with policies, recommendations, and performance measures published in the Delta Plan. Assure Delta efforts incorporate Delta Plan policies, recommendations, and performance measures through reviewing proposed documentation, meeting with agency program/project managers and advising executive staff of issues and risks. Assist with the development of performance indicators used to measure Delta Plan implementation progress. Coordinate with implementing agency (IA) staff and external stakeholders on matters affecting the tracking and reporting of Delta efforts. Organize, facilitate, and lead groups and panels assembled to define performance requirements, reporting elements, and indicators used for supporting Delta Plan implementation. Review program, project, and fiscal data and present this information. Communicate the linkages between program performance and funding. Advise management on performance trends impacting Delta Plan implementation and provide statistical analysis assessing the success of program and project level goals and objectives.</b>			
<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

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CLASSIFICATION Senior Environmental Scientist (Specialist)		POSITION NUMBER 530-001-0765-xxx	MCR 1	RPA # DSC15-022
APPOINTEE Vacant		DIVISION/SECTION Planning, Performance & Technology Division		
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25% (E)	Lead role in the analysis of program and project funding and performance measure data for fiscal integrity, program validity, and accuracy. Compile and present financial and performance measures data using manual and automated tools for developing tables, charts, graphs, etc. Obtain requirements and develop queries and reports for use by the Governor's Office, Legislature, Office of the Legislative Analyst (LAO), Department of Finance (DOF), state, federal, and local agencies, external stakeholder groups, and the general public.			
15% (E)	Assist Council staff from the Science, Communications, and Planning, Performance, and Technology divisions with compiling the Council's annual report. Develop performance measures related information for updates of the Delta Plan. Facilitate, lead and organize Delta Plan Interagency Implementation Committee work groups focused on performance measures/assessment. Facilitate inter-program communication regarding project tracking and program performance issues for effectively assessing the progress of Delta efforts using adaptive management and best available science.			
10% (E)	Provide lead support on administrative activities that include: assisting with recruiting and hiring staff, assisting with planning and assigning work, identifying priorities, monitoring work quality and quantity, mentoring and training staff, providing input to PM II on annual staff appraisal and development process, and monitoring and tracking contract budgets and costs. Facilitate meetings, briefings, develop reports, make recommendations to improve PMO business processes and technology environment. Oversee developing and publishing of PMO business procedures. Oversee Quality Control/Quality Assurance methods for performance measures.			
10% (M)	Support ongoing need for communication and articulation of PMO 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.			
5% (E)	Lead role in managing PMO contract activities to include: overseeing the preparation of Request for Proposals, Scopes of Work, task orders, and other contracting documents. Lead over contract negotiation and dispute resolution with consultants. Assist with preparation of materials for presentation, attend, participate, lead various work-group meetings as requested by the PM II.			

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	<p><b>DESIRABLE QUALIFICATIONS</b></p> <p><b>Knowledge, Skills, and Abilities:</b></p> <ul style="list-style-type: none"> <li>• Knowledge of industry standards used to measure and monitor performance; proficiency in common desktop technology tools such as Excel, Access Data Base, PowerPoint, and other Microsoft products; ability to analyze data, draw sound conclusions, and present ideas and information effectively both orally and in writing; ability to give formal presentations to Agency employees, IA staff, and external stakeholders; ability to facilitate large group meetings; knowledge of project management and performance management techniques; hands-on experience with the state and federal budget processes and alternatives, and/or conducting projects that included findings and conclusions supported by facts and evidence.</li> </ul> <p><b>Special Personal Characteristics:</b></p> <ul style="list-style-type: none"> <li>• Ability to work productively in a fast-paced environment; strong organizational skills; attention to details, and conversely, ability to communicate facts and figures in a concise manner; maintain high ethical standards</li> </ul> <p><b>Interpersonal Skills:</b></p> <ul style="list-style-type: none"> <li>• Ability to work independently and in a team setting; gain and maintain the confidence and cooperation of those contacted during the course of work; interact with various levels of staff and management in a professional and courteous manner</li> </ul> <p><b>WORK ENVIRONMENT, PHYSICAL OR MENTAL ABILITIES</b></p> <ul style="list-style-type: none"> <li>• Appropriate attire for a professional office environment</li> <li>• Manage multiple priorities effectively and meet deadlines</li> <li>• Meet short processing timelines when necessary</li> <li>• Handle varying and sometimes large volume of work or assignments</li> <li>• Ability to remain calm during stressful situations</li> <li>• Ability to multi-task effectively with changing priorities or direction</li> </ul> <p><b>PERSONAL CONTACTS</b></p> <ul style="list-style-type: none"> <li>• Program tracking and fiscal reporting liaison with Resources Agency employees, state and federal implementing agency staff, and members or staff from the Legislature, Governor's Office, and/or the Office of the Legislative Analyst</li> <li>• External stakeholders and members of the public</li> </ul> <p><b>SUPERVISION RECEIVED</b></p> <p>The incumbent works under direction of the Program Manager II of Program Performance and Tracking</p>		