

JOB DESCRIPTION AND POSITION CLASSIFICATION

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

CLASSIFICATION Environmental Prog. Mgr. I (M) IEP Lead Scientist		POSITION NUMBER 530-001-0760-xxx	MCR 1	RPA # DSC 15-028	
APPOINTEE Vacant	EFFECTIVE DATE	DIVISION/SECTION Delta Science			
COLLECTIVE BARGAINING IDENTIFIER Management Related BU: <input checked="" type="checkbox"/> M10 Supervisory Related BU: <input type="checkbox"/> Confidential Related BU: <input type="checkbox"/> Rank and File BU:					
RESPONSIBILITIES EXERCISED <input type="checkbox"/> Supervisory <input type="checkbox"/> Lead Person		IMMEDIATE SUPERVISOR (Print) Rainer Hoenicke	SUPERVISOR'S CLASSIFICATION Deputy Executive Officer		
APPROVED BY (Personnel Analyst's Name) Livia Page			DATE		

ALL EMPLOYEES ARE EXPECTED TO WORK COOPERATIVELY WITH OTHERS; MAINTAIN REGULAR, CONSISTENT, PREDICTABLE ATTENDANCE; POSSESS INTEGRITY, INITIATIVE, DEPENDABILITY, AND GOOD JUDGMENT.

POSITION SUMMARY

Briefly (1-3 sentences) describe the main purpose and function of the position, including the organizational setting:
Under administrative direction from the Science Deputy Executive Officer, functional feedback from the nine Directors of the Interagency Ecological Program (IEP) or their designee, and in close coordination with the IEP Coordinators, the position serves as the IEP Lead Scientist. The position coordinates with the nine State/federal IEP agencies, as well as stakeholders. This a managerial-level position to influence policy and environmental management decisions for IEP; and to provide a single point of contact to fulfill the IEP mission.

DESCRIPTION OF DUTIES

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.
50% (E)	<p>IEP Leadership Provide scientific strategic leadership, advice and guidance. Synthesize and communicate complex scientific issues and topics to policy-makers, environmental managers, and political leaders. Coordinate periodic scientific reviews of existing IEP monitoring and research activities. Lead and oversee technical and scientific aspects of IEP Science Advisory Group reviews. Identify future scientific needs (monitoring, assessment and research) of participating agencies to be conducted under the IEP umbrella. Advise and work with the IEP Coordinators while maintaining open lines of communication with the IEP Directors and the Delta Science Program. Lead the Science Agenda development and regular updates, and implementation. Provide strategic direction for and oversight of IEP science efforts. Function as a Chief Science Advisor to the Coordinators and Directors, and is Chair of the Science Team and Project Work Teams. Supervise the work of contracted State Fellows. Guide scientists in the Delta Science Program, which is consistent with appropriate Science Agenda tasks.</p>

SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE.		
SUPERVISOR'S NAME (Print) Rainer Hoenicke	SUPERVISOR'S SIGNATURE ➤	DATE
EMPLOYEE'S STATEMENT: I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT.		
EMPLOYEE'S NAME (Print) Vacant	EMPLOYEE'S SIGNATURE ➤	DATE

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25% (E)	<p>Collaboration with Ongoing Scientific Efforts Foster communication and collaboration among scientific disciplines needed to address the complex, multidisciplinary nature of the Bay-Delta ecological issues. scientific leadership and coordination for IEP to tie IEP science and monitoring into the larger scientific program relating to the Bay-Delta ecosystem including to help implement the Delta Science Plan and IEP Science Agenda. Promote collaboration of the IEP agencies with ongoing Bay-Delta efforts such as the Delta Science Program, Bay-Delta Conservation Plan, Delta Regional Ecosystem Restoration Implementation Plan, Delta Risk Management Strategy, and Delta Regional Monitoring Program. Align IEP science with the overall Delta Science Action Agenda and contribute to regular updates of the State of Bay-Delta Science. Maximize effectiveness through coordination of funding, staffing and related scientific activities. In close collaboration with the Delta Science Program, oversee IEP science synthesis and special project efforts and ensure compliance with IEP processes.</p>			
15% (E)	<p>Quality Management Provide advice on development of technical and scientific components of a comprehensive quality management plan, following standard approaches to data management, documentation, exchange, and transformation of data into information. Ensure the credibility, relevance, and legitimacy of IEP products and services. Ensure continuous advancement of credible and relevant scientific information, working with staff to produce publishable peer-reviewed scientific journal articles.</p>			
10% (E)	<p>Science Communication Represent the IEP in public outreach events, press conferences, media events, scientific forums and legislative hearings. Represent the IEP in science-related information presented to the IEP Directors and at public meetings. Chairs the annual IEP Science Workshop.</p>			