

JOB DESCRIPTION AND POSITION CLASSIFICATION

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

CLASSIFICATION Environmental Scientist		POSITION NUMBER 530-001-0762-00x	MCR 1	RPA # DSC15-031
APPOINTEE Vacant		EFFECTIVE DATE	DIVISION/SECTION Planning, Performance & Technology/PMO	
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: R10
RESPONSIBILITIES EXERCISED <input type="checkbox"/> Supervisory <input type="checkbox"/> Lead Person		IMMEDIATE SUPERVISOR (Print) John Ryan	SUPERVISOR'S CLASSIFICATION Program Manager II	
APPROVED BY (Personnel Analyst's Name) Lynn Borja			DATE 1/6/15	
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 the general direction of the Program Manager II, Planning, Performance, and Technology Division (PP&T), Performance Management Office (PMO), the incumbent will perform scientific research and analysis activities and tasks that assure Delta Plan administrative performance goals and objectives are effectively tracked and aligned with the Delta Stewardship Council's (Council) strategic 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.			
35% (E)	Provide comprehensive research and analysis support for the implementation and tracking of Delta Plan administrative performance measures. Gather, compile, edit, and interpret quantitative and qualitative data sets as it relates to the Delta Plan's administrative performance measures. Design and disseminate outreach information about the research and communicate the information to stakeholders. Provide statistical analysis of the Delta Plan's administrative performance measures.			
30% (E)	Develop, maintain, and improve the Council's analyses and reporting frameworks as they relate to the Delta Plan's administrative performance measures. Enter data into the Council's automated tools, databases, and systems implement data quality assurance and control procedures, including data management. Support the Council's customized performance program tools and technologies.			
20% (E)	Assist with the developing of new and the refining of current Delta Plan administrative performance measures. Assist with development of the administrative performance measures sections of the annual report. Assist management with developing presentations, reports and web postings (i.e. dashboards) related to Delta Plan administrative performance measures. Work with Program Management to communicate the status of Delta Plan administrative performance measures to the Council, executive management, stakeholders, and the public. Develop official correspondence related to data management and administrative performance measures, as needed.			
10% (E)	Attend intra- and interagency meetings which require administrative performance measures expertise. Assist Council staff with researching Delta projects and programs and providing assessments on how well they are supporting the Delta Plan's core strategies. Assist Program Manager with ongoing need for communication and articulation of Delta Plan administrative performance program goals and objectives. Respond to requests for programmatic information, articulate Program priorities, and highlight Program and project status and outcomes for various agency reports regarding Delta Plan administrative performance measures. Participate in various work-groups related to performance measures efforts such as; Delta Plan Interagency Implementation Committee, EcoAtlas, Restoration Network, CA Environmental Data Exchange Network (CDEN), Water Monitoring Council.			
5%(E)	Consults with other agencies on the relative progress made regarding Delta Plan administrative indicators and assembles data into readily retrievable formats for display and analysis.			
SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE.				
SUPERVISOR'S NAME (Print) John Ryan		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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	<p>DESIRABLE QUALIFICATIONS</p> <p>Knowledge, Skills, and Abilities:</p> <ul style="list-style-type: none"> • Knowledge of industry standards used to track and report on the status of programs and projects; proficiency in common desktop technology tools such as Excel, Access Data Base, Power Point, and other Microsoft products; ability to analyze data, draw sound conclusions, and present ideas and information effectively both orally and in writing; hands-on experience with the state budget process. <p>Special Personal Characteristics:</p> <ul style="list-style-type: none"> • 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 <p>Interpersonal Skills:</p> <ul style="list-style-type: none"> • 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 <p>Work Environment:</p> <ul style="list-style-type: none"> • Manage multiple priorities effectively and meet deadlines • Meet short processing time-lines when necessary • Handle varying and sometimes large volume of work or assignments • Ability to remain calm during stressful situations • Ability to multi-task effectively with changing priorities or direction <p>Personal Contacts:</p> <ul style="list-style-type: none"> • Program tracking and fiscal reporting liaison with Natural 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 • External stakeholders and members of the public 		