

JOB DESCRIPTION AND POSITION CLASSIFICATION

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

CLASSIFICATION Environmental Scientist		POSITION NUMBER 530-001-0762-904	MCR 1	RPA # DSC15-044
APPOINTEE Vacant (LT - 9 months)		EFFECTIVE DATE	DIVISION/SECTION Delta Stewardship Council/ Science Program	
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) Sam Harader	SUPERVISOR'S CLASSIFICATION Program Manager II (Supv)	
APPROVED BY (Personnel Analyst's Name) Lynn Darby			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 close supervision of the Program Manager II, the incumbent is responsible for performing work supporting the mission of the Delta Science Program and the Delta Science Plan with an emphasis on implementation of a multi-agency scientific research solicitation program.				
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.			
40%(E)	Supports implementation of a Delta Science Program multi-agency proposal solicitation package. Works with contractor, agency partners, and stakeholder representatives to develop the solicitation topics, selection criteria, forms, other materials, and process for a scientific research solicitation. Coordinates with contractor, agency partners, and stakeholder representatives on the timely release of the solicitation package, receipt of grant proposals, independent review of proposals, review panel meetings, and communication of results to applicants and the public. Provides support for discussions of agency funding decisions, development of grant agreements, and tracking of grant making process.			
30%(E)	Provides support for other Delta Science Program implementation tasks. These may include interagency coordination, program planning, independent panel reviews, analysis and synthesis, development of topical seminars and conferences, preparation of Council meeting materials, support for adaptive management processes, and support for covered action early consultations, reviews, or appeals.			
20%(E)	Provides technical support for management of Delta Science Program contracts and grants related to implementation of selected elements in the Science Action Agenda, including evaluation of scopes of work for grant agreements and amendments. Works with administrative staff to track and record grant or fellowship progress including the verification of technical accomplishments and deliverables. Coordinates with other Science Program staff to contribute to the development and maintenance of a science projects tracking tool.			
SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE.				
SUPERVISOR'S NAME (Print) Sam Harader		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 (LT - 9 months)		EMPLOYEE'S SIGNATURE ➤		DATE

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10% (E)	<p>Meets with Science Program staff and management and others to communicate activities, coordinate internal Delta Science Program activities, and establish work priorities.</p> <p>CONTACTS</p> <ul style="list-style-type: none"> • Liaison with Resources Agency and state and federal implementing agency staff, including program managers and directors. • Other local, state and federal governmental agencies, stakeholders, legislators, and the public. <p>SUPERVISION RECEIVED</p> <p>The incumbent works under direction from the Program Manager II.</p> <p>SUPERVISION EXERCISED</p> <p>None.</p>		

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