

JOB DESCRIPTION AND POSITION CLASSIFICATION

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

CLASSIFICATION Environmental Scientist (Limited-Term)		POSITION NUMBER 530-001-0762-008	MCR 1	RPA # DSC 16-006
APPOINTEE Vacant	EFFECTIVE DATE	DIVISION/SECTION Delta 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 (Supervisor)		
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 leading and performing key activities supporting implementation of the Delta Plan and the Delta Science Plan.

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. 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.
10% (E)	Meets with Science Program staff and management and others to communicate activities, coordinate internal Delta Science Program activities, and establish work priorities.

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	EMPLOYEE'S SIGNATURE ➤	DATE
--	---------------------------	------

JOB DESCRIPTION AND POSITION CLASSIFICATION

CLASSIFICATION Environmental Scientist (Limited-Term)	POSITION NUMBER 530-001-0762-008	MCR 1	RPA # DSC 16-006
APPOINTEE Vacant	DIVISION/SECTION Delta Science Program		
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.		
	<p>DESIRABLE ATTRIBUTES, EXPERIENCE, AND QUALIFICATIONS</p> <p>Knowledge Skills and Abilities</p> <ul style="list-style-type: none"> • Ability to work effectively with a wide range of agency representative and stakeholders is required. • Knowledge of one or more scientific disciplines related to water resource management such as fisheries, water quality, hydrology, climate change science, marine science, aquatic ecology, terrestrial ecology, or landscape ecology is required. • Skill in writing clear, accurate, and concise science-related articles for a variety of audiences is highly desirable. These audiences may include: legislators and other policy makers; the water-aware public, scientists, the news media and government officials. • Knowledge of the legislative process and the environmental programs and policies of the state is desirable. • Critical reasoning skills and sound judgment is required. • A bachelors or advanced degree with a major in a biological, chemical, physical, or environmental science or a closely water-related scientific discipline is required. <p>Special Personal Characteristics</p> <ul style="list-style-type: none"> • Ability to work productively in a demanding environment • Possess strong organizational skills • Show initiative in recommending courses of action and being proactive • Maintain high ethical standards • Willingness and ability to accept increasing responsibility and demonstrate capacity for development <p>Interpersonal Skills:</p> <ul style="list-style-type: none"> • Ability to work well independently and as a team member • Ability to gain and maintain the confidence and cooperation of those contacted during the course of work • Ability to interact with various levels of staff, management, stakeholders and implementing agencies in a professional and courteous manner <p>WORK ENVIRONMENT, PHYSICAL OR MENTAL ABILITIES</p> <ul style="list-style-type: none"> • Appropriate attire for professional office environment • Ability to sit in a normal seated position for extended periods of time • Manage multiple priorities effectively and meet deadlines • Meet short processing timelines when necessary • Handle varying and sometimes large workload volumes • Ability to remain calm during stressful situations • Ability to effectively handle multiple tasks and changing priorities <p>PERSONAL 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>		