

**JOB DESCRIPTION AND POSITION CLASSIFICATION**

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

CLASSIFICATION <b>Environmental Scientist (Limited-Term)</b>		POSITION NUMBER <b>530-001-0762-014</b>	MCR <b>1</b>	RPA # <b>DSC 16-003</b>
APPOINTEE <b>Vacant</b>		EFFECTIVE DATE	DIVISION/SECTION <b>Science Division / Delta Science</b>	
COLLECTIVE BARGAINING IDENTIFIER Management Related BU: <input type="checkbox"/> Supervisory Related BU: <input type="checkbox"/> Confidential Related BU: <input checked="" type="checkbox"/> Rank and File BU: <b>R10</b>				
RESPONSIBILITIES EXERCISED <input type="checkbox"/> Supervisory <input type="checkbox"/> Lead Person		IMMEDIATE SUPERVISOR (Print) <b>Marina Brand</b>	SUPERVISOR'S CLASSIFICATION <b>Program Manager II (Supv)</b>	
APPROVED BY (Personnel Analyst's Name) <b>Lynn Darby</b>			DATE	
<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 direction of the Program Manager II, the incumbent works with other staff in the performance of key activities that support the mission of the Delta Science Program including participating in the development and implementation of a communication strategy, contributing to the development and maintenance of web-enabled scientific information, helping to support the Delta Science Advisory Committee, and participating in implementation of the Delta Science Fellows program.				
<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.			
40% (E)	Working with senior program staff, participates in the development and implementation of a broad-based science communication strategy that makes use of a range of media and communication tools to advance the state of knowledge among scientists and decision-makers, improve understanding of integrated information from different disciplines, and achieve other goals identified in the Delta Science Plan. Working with IT and other staff, helps to support the development and maintenance of new web-enabled content for Delta science via web-services including aggregating and organizing the best scientific and educational information available. Working with senior management and the Delta Lead Scientist, helps develop science synthesis seminars such as Brown Bag lunches and symposia held in partnership with UC Davis and other academic institutions. In coordination with the program manager, arranges meetings of the Delta Science Advisory Committee in its capacity of providing advice to the Science Program when requested by the Delta Lead Scientist. Helps develop contracting mechanisms jointly with Sea Grant and other agencies and organizations to support development of research topics and funding for an annual Delta Science Fellows solicitation.			
15% (E)	Supports performance of other Delta Science Program implementation tasks including coordinating independent panel reviews, analyses and syntheses.			
15% (E)	With other Science Program staff, organizes and facilitates meetings and work teams. Represents the Delta Stewardship Council and the Delta Science Program when working with agency, stakeholder and academic representatives, and the general public. Supports the facilitation of the communication of technical scientific information to policy makers and managers, and policy needs to scientists.			
<b>SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE.</b>				
SUPERVISOR'S NAME (Print) <b>Marina Brand</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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15% (E)	Supports developing, implementing and/or administering research grant solicitations related to implementation of selected elements in the Science Action Agenda, including evaluation of scopes of work for grant agreements and amendments. Supports organization of the proposal or application review and selection processes. Works with administrative staff to track and record grant progress including the verification of technical accomplishments and deliverables. Tracks implementation and outcomes of research grants and fellowships.			
10% (E)	Responds to requests for information from management including distillations of larger scientific issues, assessments of current scientific literature in support of anticipated agency actions, and summaries of projects for various agency reports.			
5% (E)	Meets with Science Program staff and management to communicate activities, coordinate internal Delta Science Program activities, and establish work priorities.			
	<p><b>DESIRABLE ATTRIBUTES, EXPERIENCE, AND QUALIFICATIONS</b></p> <p>Knowledge, Skills and Abilities</p> <ul style="list-style-type: none"> <li>• Ability to work effectively with a wide range of agency representative and stakeholders is required.</li> <li>• Knowledge of one or more disciplines related to conflict resolution and the communication of scientific information to a broad array of audiences including scientists, managers, policy makers, stakeholders and members of the public is required.</li> <li>• Skills in writing clear, accurate, and concise science-related articles for distinct audiences, including policy-makers, opinion-leaders and shapers, and scientific peers is required.</li> <li>• A bachelors or advanced degree with a major in a communication, biological, chemical, physical, or environmental science or a closely related discipline is required.</li> <li>• Critical reasoning skills and sound judgment are required.</li> <li>• Knowledge of web-based publishing/web development is desirable.</li> <li>• Some experience with contract management is desirable.</li> <li>• Knowledge of the legislative process and the environmental programs and policies of the state is desirable.</li> </ul> <p>Special Personal Characteristics</p> <ul style="list-style-type: none"> <li>• Ability to work productively in a demanding environment</li> <li>• Demonstrated record of strong team-building skills and ability to work across social and natural science disciplines</li> <li>• Strong organizational skills</li> <li>• Capable of taking initiative in recommending courses of action and being proactive</li> <li>• High ethical standards</li> <li>• Willingness and ability to accept increasing responsibility and demonstrate capacity for development</li> </ul> <p>Interpersonal Skills</p> <ul style="list-style-type: none"> <li>• Ability to work well independently and as a team member</li> <li>• Ability to gain and maintain the confidence and cooperation of those contacted during the course of work</li> <li>• Ability to interact with various levels of staff, management, stakeholders and implementing agencies in a professional and courteous manner</li> </ul>			

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	<p><b>WORK ENVIRONMENT, PHYSICAL OR MENTAL ABILITIES</b></p> <ul style="list-style-type: none"> <li>• Appropriate attire for professional office environment</li> <li>• Ability to sit in a normal seated position for extended periods of time</li> <li>• Manage multiple priorities effectively and meet deadlines</li> <li>• Meet short processing timelines when necessary</li> <li>• Handle varying and sometimes large workload volumes</li> <li>• Ability to remain calm during stressful situations</li> <li>• Ability to effectively handle multiple tasks and changing priorities.</li> </ul> <p><b>PERSONAL CONTACTS</b></p> <ul style="list-style-type: none"> <li>• Liaison with state and federal implementing agency staff, including program managers and directors.</li> <li>• Other local, state and federal governmental agencies, stakeholders, legislators, and the public.</li> </ul> <p><b>SUPERVISION RECEIVED</b></p> <p>The incumbent works under direction from the Program Manager II.</p> <p><b>SUPERVISION EXERCISED</b></p> <p>None - may be assigned lead responsibility for a specific project or program function.</p>		