STATE OF CALIFORNIA

DELTA STEWARDSHIP COUNCIL

JOB DESCRIPTION AND POSITION CLASSIFICATION

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

CLASSIFICATION	POSITION NUMBER	MCR	RPA #
Environmental Scientist (limited-term)	530-001-0762-xxx	1	DSC 15-043

APPOINTEE	EFFECTIVE DATE	DIVISION/SECTION
Vacant		Delta Science Program

COLLECTIVE BARGAINING IDENTIFIER

Management Related BU:	Supervisory Related BU:	Confidential Related BU:	Rank and File BU:
☐	☐	☐	☑ R10

RESPONSIBILITIES EXERCISED	IMMEDIATE SUPERVISOR (Print)	SUPERVISOR'S CLASSIFICATION
☐ Supervisory ☐ Lead Person	Sam Harader	Program Manager II

APPROVED BY (Personnel Analyst's Name)	DATE
Lynn Borja	

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 activities that support the mission of the Delta Science Program including implementation of the Delta Science Plan with an emphasis on fish biology and fisheries management activities.

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)	Works with agency and stakeholder staff to coordinate science activities implementing the institutional structures outlined in the Delta Science Plan. Assists with Science Program fish biology and fisheries management activities. Provides advice on the implications of restoration, water management, and fishery management actions for fish populations and aquatic ecosystems through participation in white paper development and synthesis efforts. Participates in interagency monitoring, modeling, analysis, synthesis, and research initiatives with implications for fisheries and freshwater and estuarine ecosystems and key elements of active adaptive management. Participates in the organization of various workshops, conferences, or summit meetings related to fisheries or aquatic ecosystems.
25% (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, preparation of Council meeting materials, support for adaptive management processes, communication of technical scientific information, and support for covered action early consultations, reviews, or appeals.
15% (E)	Provides technical support for oversight of Delta Science Program contracts and grants related to implementation of selected elements of 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 tracking tool that can be used to update the State of Bay Delta Science

SUPERVISOR'S STATEMENT: **I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE.**

SUPERVISOR'S NAME (Print)	SUPERVISOR'S SIGNATURE	DATE
Sam Harader	➢	

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)	EMPLOYEE'S SIGNATURE	DATE
Vacant	➢	

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APPOINTEE	DIVISION/SECTION
Vacant	Delta Science Program

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10% (E)	Participates in developing, implementing and/or administering research grant and science fellowship solicitations related to implementation of selected elements in the Science Action Agenda, including evaluation of scopes of work for grant agreements and amendments. Participates in the organization of the proposal or application review and selection processes. Coordinates with funding and program implementation partners. 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. Manages research data and develops reports on these programs.
10% (E)	Responds to requests for information from management including distillations of larger scientific issues, assessments of current literature in support of current anticipated agency actions, and summaries of projects for various agency reports.
5% (E)	Meets with Science Program staff and management and others to communicate activities, coordinate internal Delta Science Program activities, and establish work priorities.

PERSONAL CONTACTS
• Liaison with state and federal implementing agency staff, including program managers and directors.
• Other local, state and federal governmental agencies, stakeholders, legislators, and the public.

SUPERVISION RECEIVED
The incumbent works under direction from the Program Manager II.

SUPERVISION EXERCISED
None.