STATE OF CALIFORNIA

DELTA STEWARDSHIP COUNCIL

JOB DESCRIPTION AND POSITION CLASSIFICATION

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

CLASSIFICATION	POSITION NUMBER	MCR	RPA #
Environmental Scientist	530-001-0762-00x	1	DSC 14-014

APPOINTEE	EFFECTIVE DATE	DIVISION/SECTION
Vacant		DSC Planning, Performance & Technology

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	Jessica Davenport	Program Manager II

APPROVED BY (Personnel Analyst's Name)	DATE
Lynn Darby	10/15/13

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 general supervision of the Program Manager II, the scientist is responsible for supporting activities and conducting analysis in multiple environmental disciplines, and collaborates with other DSC staff, a wide range of local, state and federal government officials, and the public in developing creative and effective approaches to habitat restoration, water supply reliability, flood risk reduction and economic sustainability.

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.
25% (E)	Advise DSC executive management, brief Council members and coordinate with the Delta Science Program and other state, federal and local agency officials and stakeholders on strategies, policies, performance measures and adaptive management related to habitat restoration (terrestrial and aquatic), fisheries, and the integration of science and policy as it relates to Delta Plan implementation.
20% (E)	Support Delta Plan implementation by supporting relevant technical workgroups of the Delta Plan Implementation Committee and participating in other relevant planning processes and workgroups.
15% (E)	Support a team tracking ecosystem restoration performance measures related to policies and recommendations in the Delta Plan. Coordinate with key agencies to collect information and report progress to the Council and the Implementation Committee. Further refine existing performance measures to improve tracking progress toward Delta Plan implementation.
15% (E)	Interpret, summarize, and communicate complex data through staff reports, technical papers and presentations. Research and write policy reports with supporting maps and graphics for specialized plans, policies, and projects related to ecosystem restoration in the Delta. Work with DSC colleagues to provide integrated analysis of multi-objective projects and programs that address habitat restoration, flood management, water supply reliability and/or economic sustainability.

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

SUPERVISOR'S NAME (Print)	SUPERVISOR'S SIGNATURE	DATE
Jessica Davenport	➢	

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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10% (E)	Provide proponents of activities that are covered actions under the Delta Plan with technical advice on consistency with Delta Plan policies. Assist legal staff in preparing briefings and recommendations for the Council and DSC Executive Management in response to appeals on covered actions.
10% (E)	Work with legal and technical DSC staff to amend language in the Delta Plan and its regulations and provide support for 5-year updates of the Delta Plan. If the Bay Delta Conservation Plan is approved, support the integration of its conservation measures into the Delta Plan.
5% (M)	Participate in and present at scientific and policy seminars, conferences, and workshops to develop high level understanding of the scientific information needed to support policy and management decisions.

DESIRABLE ATTRIBUTES, EXPERIENCE, AND QUALIFICATIONS

Knowledge Skills and Abilities

- Knowledge of scientific disciplines related to water resource management and ecosystem restoration such as aquatic or terrestrial ecology,fisheries management, or conservation biology is required.
- Ability to analyze data, draw sound conclusions, and present ideas and information effectively is required.
- Skill in writing clear, accurate, and concise science-related articles, reports or papers for a variety of audiences, including the public and policymakers, is required.
- Critical reasoning skills and sound judgment is required.
- A bachelors or advanced degree with a major in a biological, physical, or environmental science or a closely related scientific discipline is required.
- Ability to collaborate with experts in flood management, land use planning and water management to provide integrated analysis is highly desirable.
- Knowledge of environmental regulatory processes such as project permitting, California Environmental Quality Act (CEQA) analysis, and development of Habitat Conservation Plans (HCPs) and Natural Community Conservation Plans (NCCPs) is highly desirable.
- Knowledge of the environmental laws, policies and programs of the state is desirable.
- Knowledge of GIS and its uses is desirable.

Special Personal Characteristics

- Strong organizational skills
- Proactive approach to problem-solving, including outreach to key agency and stakeholder representatives
- Confidence in recommending courses of action
- High ethical standards
- Willingness and ability to accept increasing responsibility and demonstrate capacity for development

Interpersonal Skills:

- 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

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WORK ENVIRONMENT, PHYSICAL OR MENTAL ABILITIES

- 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.

PERSONAL CONTACTS

- 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.

SUPERVISION RECEIVED

The incumbent works under direction from the Program Manager II, Planning Division.

SUPERVISION EXERCISED

None -- may be lead person for a project or program.