

**JOB DESCRIPTION AND POSITION CLASSIFICATION**

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

|   |  |  |  |                            |
|---|--|--|--|----------------------------|
| CLASSIFICATION<br><b>Senior Environmental Scientist (Specialist)</b>  |  | POSITION NUMBER<br><b>530-001-0765-00x</b> | MCR<br><b>1</b>  | RPA #<br><b>DSC 15-011</b> |
| APPOINTEE<br><b>Vacant</b>  |  | EFFECTIVE DATE                             | DIVISION/SECTION<br><b>Delta Stewardship Council/Delta Science</b> |                            |
| COLLECTIVE BARGAINING IDENTIFIER<br>Management Related BU: <input type="checkbox"/> Supervisory Related BU: <input type="checkbox"/> Confidential Related BU: <input type="checkbox"/> Rank and File BU: <input checked="" type="checkbox"/> <b>R10</b>   |  |  |  |                            |
| RESPONSIBILITIES EXERCISED<br><input type="checkbox"/> Supervisory <input type="checkbox"/> Lead Person   |  | IMMEDIATE SUPERVISOR (Print)               | SUPERVISOR'S CLASSIFICATION  |                            |
| APPROVED BY (Personnel Analyst's Name)<br><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:<br><b>Under the direction of the Program Manager II, the incumbent is responsible for leading and performing key activities that support the mission of the Delta Science Program with an emphasis on implementation of the Delta Science Plan.</b> |  |  |  |                            |
| <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.   |  |  |                            |
| 45%   | Works with agency and stakeholder leaders to coordinate science activities implementing the institutional structures outlined in the Delta Science Plan. Acts as lead staff implementing major program elements such as the Science Steering Committee, development of the Science Action Agenda, and updates to the 2008 State of Bay-Delta Science. In addition, participates in the organization of various workshops or summit meetings including those related to data, modeling, and monitoring. With other Science Program staff, organizes and facilitates meetings and work teams. As needed, may assist in the development of science conferences, brown bag lunches, and a variety of synthesis seminars. May participate in the development and implementation of a Science Program communication and outreach strategy. Represents the Delta Stewardship Council and the Delta Science Program when working with agency, stakeholder and academic representatives, and the general public. Facilitates communication of technical scientific information to policy makers and managers, and policy needs to scientists. |  |  |                            |
| 25%   | Performs other Delta Science Program implementation tasks. These may include interagency coordination, program planning, independent panel reviews, analysis and synthesis, support for the Independent Science Board and reports (e.g., staff reports to the Council).  |  |  |                            |
| <b>SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE.</b>   |  |  |  |                            |
| SUPERVISOR'S NAME (Print)   |  | 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)   |  | EMPLOYEE'S SIGNATURE                       |  | DATE                       |
| <b>Vacant</b>   |  | ➤  |  |                            |

## JOB DESCRIPTION AND POSITION CLASSIFICATION

|  |  |                 |                            |
|--|--|-----------------|----------------------------|
| CLASSIFICATION<br><b>Senior Environmental Scientist (Specialist)</b> | POSITION NUMBER<br><b>530-001-0765-00x</b>   | MCR<br><b>1</b> | RPA #<br><b>DSC 15-011</b> |
| APPOINTEE<br><b>Vacant</b>   | DIVISION/SECTION<br><b>Delta Stewardship Council/Delta Science</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.   |                 |                            |
| 15%  | Develops, implements, and administers 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. 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. Manages research data and develops reports on these programs.  |                 |                            |
| 10%  | Develops and implements science fellowship programs in coordination with other institutions. Participates in the organization of the proposal or application review and selection processes. Coordinates with funding and program implementation partners. Develops informational products for fellows and coordinates training programs for fellows and other early career scientists. Tracks implementation and outcomes of fellowships. Manages fellowship data and prepares reports on the program.  |                 |                            |
| 5%   | Meets with Science Program staff and management to communicate activities, coordinate internal Delta Science Program activities, and establish work priorities.  |                 |                            |
|  | <b>DESIRABLE ATTRIBUTES, EXPERIENCE, AND QUALIFICATIONS</b>  |                 |                            |
|  | <b>Knowledge Skills and Abilities</b> <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 scientific disciplines related to water resource management such as fisheries, water quality, foodwebs, hydrology, climate change science, marine science, aquatic ecology, invasive species, terrestrial ecology, restoration science, or landscape ecology is required.</li> <li>• 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, stakeholders, the water-aware public, scientists, the news media and government officials.</li> <li>• Knowledge of the legislative process and the environmental programs and policies of the state is desirable.</li> <li>• Critical reasoning skills and sound judgment is required.</li> <li>• 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.</li> </ul> |                 |                            |
|  | <b>Special Personal Characteristics</b> <ul style="list-style-type: none"> <li>• Ability to work productively in a demanding environment</li> <li>• Possess strong organizational skills</li> <li>• Show initiative in recommending courses of action and being proactive</li> <li>• Maintain high ethical standards</li> <li>• Willingness and ability to accept increasing responsibility and demonstrate capacity for development</li> </ul>  |                 |                            |
|  | <b>Interpersonal Skills</b> <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>   |                 |                            |

## JOB DESCRIPTION AND POSITION CLASSIFICATION

|  |  |                 |                            |
|--|--|-----------------|----------------------------|
| CLASSIFICATION<br><b>Senior Environmental Scientist (Specialist)</b> | POSITION NUMBER<br><b>530-001-0765-00x</b>   | MCR<br><b>1</b> | RPA #<br><b>DSC 15-011</b> |
| APPOINTEE<br><b>Vacant</b>   | DIVISION/SECTION<br><b>Delta Stewardship Council/Delta Science</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.   |                 |                            |
|  | <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> |                 |                            |