

**JOB DESCRIPTION AND POSITION CLASSIFICATION**

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

CLASSIFICATION <b>Environmental Scientist (Specialist)</b>		POSITION NUMBER <b>530-001-0762-00x</b>	MCR <b>1</b>	RPA # <b>DSC 15-011</b>
APPOINTEE <b>Vacant</b>		EFFECTIVE DATE	DIVISION/SECTION <b>Delta Stewardship Council/Delta Science</b>	
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: <b>R10</b>
RESPONSIBILITIES EXERCISED <input type="checkbox"/> Supervisory <input type="checkbox"/> Lead Person		IMMEDIATE SUPERVISOR (Print)	SUPERVISOR'S CLASSIFICATION	
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: <b>Under close supervision of the Program Manager II, the incumbent is responsible for performing activities and analyses in multiple scientific disciplines with emphasis on one or more of the following areas of water-resource related expertise: fisheries, water quality, hydrology, climate change, terrestrial ecology, or landscape ecology</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.			
35% (E)	Works with agency and stakeholder staff to apply the science practice of peer review to DSC programs, projects, and products. With other Science Program staff, develops review charges and agendas for public panel reviews and coordinates review logistics. Assists with organization and implementation of technical workshops and symposia to establish the state of scientific knowledge. Communicates technical information to agency, stakeholder and academic representatives, and the general public. Writes or coordinates the preparation of workshop/symposia summaries. Works with senior management, the Lead Scientist, and other staff to ensure the results of these reviews and workshops are communicated and considered in future program implementation.			
15% (E)	Coordinates and/or participates in agency technical groups regarding one or more of the following areas of expertise: fisheries, water quality, hydrology, climate change, terrestrial ecology, or landscape ecology. Works with agency and stakeholder staff to establish the state of knowledge. Presents information to agency and stakeholder technical staff.			
15% (E)	Analyzes and synthesizes information on matters under consideration by the DSC and important technical topics related to the Delta Plan, such as fisheries, water quality, hydrology, climate change, terrestrial ecology, or landscape ecology. Drafts staff reports, scientific reports, or articles with potential for publication in peer-reviewed technical journals. Communicates the results of this work at DSC meetings and workshops.			
<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) <b>Vacant</b>		EMPLOYEE'S SIGNATURE ➤		DATE

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15% (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.			
10% (E)	Drafts and administers Science Program contracts including grant agreements and amendments. Works with administrative staff to track and record grant progress including the verification of technical accomplishments and deliverables.			
10% (E)	Meets with Science Program staff and management to communicate activities, coordinate internal Science Program activities, and establish work priorities.			
	<p><b>DESIRABLE ATTRIBUTES, EXPERIENCE, AND QUALIFICATIONS</b></p> <p><b>Knowledge Skills and Abilities</b></p> <ul style="list-style-type: none"> <li>• Knowledge of scientific disciplines related to water resource management such as hydrology, climate change science, terrestrial ecology, or landscape ecology is required.</li> <li>• Ability to analyze data, draw sound conclusions, and present ideas and information effectively 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; 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> <p><b>Special Personal Characteristics</b></p> <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> <p><b>Interpersonal Skills:</b></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. <b>PERSONAL CONTACTS</b></li> <li>• Liaison with state and federal agency staff.</li> <li>• Frequent work with local 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. <b>SUPERVISION EXERCISED</b> None</p>			