

JOB DESCRIPTION AND POSITION CLASSIFICATION

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

CLASSIFICATION Program Manager II, CBDA		POSITION NUMBER 530-001-0784-xxx	MCR 1	RPA # DSC 15-010
APPOINTEE Vacant		EFFECTIVE DATE	DIVISION/SECTION Delta Science Program/Adaptive Mgmt & ISB	
COLLECTIVE BARGAINING IDENTIFIER Management Related BU: <input checked="" type="checkbox"/> M10 Supervisory Related BU: <input type="checkbox"/> Confidential Related BU: <input checked="" type="checkbox"/> Rank and File BU: 01				
RESPONSIBILITIES EXERCISED <input checked="" type="checkbox"/> Supervisory <input type="checkbox"/> Lead Person		IMMEDIATE SUPERVISOR (Print) Lauren Hastings	SUPERVISOR'S CLASSIFICATION Program Manager III (PM III)	
APPROVED BY (Personnel Analyst's Name) Lynn Darby			DATE 7/1/2014	
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 the direction of the Adaptive Management Science Advisor (PM III), the Program Manager II (PM II) provides management, leadership, and scientific expertise to achieve one or more of the program elements described in the Delta Science Plan. As a first-line manager, the PM II supervises the work of Delta Science Program scientists that supports key program elements within the Delta Science Program, such as adaptive management, analysis and synthesis, Delta Independent Science Board (ISB), and communication of scientific information.				
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)	Program Implementation Collaborate with agency and stakeholder representatives to coordinate Delta Science Program activities including development and implementation of adaptive management elements of the Science Plan. Assign and oversee the work of staff implementing the Science Plan including adaptive management liaisons.			
25% (E)	Independent Science Board Manage Delta Science Program support for the Independent Science Board (ISB). Support for the ISB includes coordinating major review activities, meeting scheduling, providing information requested by the ISB, maintaining web pages, coordinating reports to the Delta Stewardship Council, and support for ISB members.			
20% (E)	Staffing and Supervisory Responsibilities Supervise Science program staff, and oversees the work of on-site federal, academic, and consultant staff. Select and hire new personnel, prepare performance reports, develop staff, take disciplinary action as appropriate, and other supervisory duties as needed.			
SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE.				
SUPERVISOR'S NAME (Print) Lauren Hastings		SUPERVISOR'S SIGNATURE ➤		DATE
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) Vacant		EMPLOYEE'S SIGNATURE ➤		DATE

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20% (E)	<p>Fiscal and Administrative Responsibility and Management Develop and negotiate budgets and agreements needed to support Delta Science Program activities and ISB support. Develop and implement contract and research grant proposal solicitations. Track and report on expenditures and progress for assigned Delta Science Program elements. Maintain a fiscal and administrative system for the Delta Science Deputy Executive Officer (CEA) and the Delta Lead Scientist to make high-level decisions.</p>		