

**JOB DESCRIPTION AND POSITION CLASSIFICATION**

CBDA 525 (3-Page) (Rev. 11/05)

CLASSIFICATION <b>Staff Environmental Scientist</b>		POSITION NUMBER <b>530-001-0765-003</b>	MCR <b>1</b>	RPA #
APPOINTEE <b>Vacant</b>		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 checked="" 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 <b>Program Manager II</b>	
APPROVED BY (Personnel Analyst's Name) <b>Lynn Darby</b>			DATE <b>2/18/10</b>	
<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:  Under the direction of the Environmental Program Manager I, the incumbent is responsible for leading and 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, climate change, terrestrial ecology or landscape ecology.				
<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% (E)	Works with agency and stakeholder staff to apply the science practice of peer review to Bay-Delta programs, projects, and products. Develops review charges and agendas for public panel reviews and coordinates review logistics. With other Science Program staff, organizes and implements technical workshops and symposia to establish the state of knowledge and communicates technical information to agency, stakeholder and academic representatives, and the general public. Writes or oversees 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, 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. Briefs senior management on the state of knowledge and assists in the incorporation of science into management strategies.			
15% (E)	Analyzes and synthesizes existing research on important technical topics related to the Bay-Delta Program, such as fisheries or water quality. Prepares written papers as agency reports or articles with potential for publication in peer-reviewed technical journals. Communicates the results of this work at Bay-Delta meetings and workshops.			
SUPERVISOR'S STATEMENT:		<b>I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE.</b>		
SUPERVISOR'S NAME (Print)		SUPERVISOR'S SIGNATURE		DATE
		➤		
EMPLOYEE'S STATEMENT:		<b>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>		➤		

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15% (E)	Responds to requests from Science Program management for programmatic information 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 to communicate activities, coordinate internal Science Program activities, and establish work priorities.			
5% (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.			
	<p><b>DESIRABLE ATTRIBUTES, EXPERIENCE, AND QUALIFICATIONS</b></p> <p>Knowledge Skills and Abilities</p> <ul style="list-style-type: none"> <li>• Knowledge of scientific disciplines related to water resource management such as fisheries, water quality, 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>Special Personal Characteristics</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>Interpersonal Skills:</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.</li> </ul> <p><b>PERSONAL CONTACTS</b></p> <ul style="list-style-type: none"> <li>• Liaison with Resources Agency and 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 Environmental Program Manager I.</p> <p><b>SUPERVISION EXERCISED</b></p> <p>None - may be assigned lead responsibility for a specific project or program function.</p>			