

**JOB DESCRIPTION AND POSITION CLASSIFICATION**

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

CLASSIFICATION <b>Senior Environmental Scientist (Specialist)</b>		POSITION NUMBER <b>531-100-0765-091</b>	MCR <b>1</b>	RPA # <b>SSJDC-011</b>
APPOINTEE <b>Vacant</b>		EFFECTIVE DATE <b>1/28/2016</b>	DIVISION/SECTION <b>Sacramento-San Joaquin Delta Conservancy</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) <b>Shakoora Azimi-Gaylon</b>	SUPERVISOR'S CLASSIFICATION <b>Program Manager III</b>	
APPROVED BY (Personnel Analyst's Name)			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: Under the direction of the Program Manager III and working closely with the Program Manager I, the incumbent will conduct high level scientific review and analysis in various Delta-related areas, prepare reports, assist in the implementation of various programs to carry out the Delta Conservancy's mission, and coordinate with and make presentations to the Conservancy Board, public agencies, stakeholders, and the public.				
<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.			
30% (E)	<b>Essential Functions</b> As they relate to the Delta Conservancy's mission, review key scientific and planning documents from large-scale Delta processes, such as the Delta Plan and Bay-Delta Conservation Plan, and develop recommended implementation plans for actions and initiatives for the Conservancy's management and Board.			
25% (E)	Serve as key scientific staff for the Delta Conservancy for specific program areas including environmental restoration, habitat conservation, water quality, T&E species and flood protection. Coordinate with the Conservancy's management to identify, implement and monitor Conservancy and other agency projects in these program areas.			
20% (E)	Coordinate closely with staff from State, federal and local agencies in the development and implementation of Delta-related programs as they relate to the Conservancy's mission or are funded by the Conservancy. Monitor agency progress through phone calls, status meetings and scheduled progress reports. The incumbent will identify potential opportunities and issues to implementation and advise Conservancy management on recommended courses of action.			
10% (E)	Review and analyze existing scientific data using MS Access or Excel files and scientific conclusions from published reports and manuscripts for accuracy and relevancy to the Conservancy's mission and programs. The incumbent will report to the Conservancy's management and Board their findings via written reports or briefings.			
10% (E)	Prepare reports, correspondence, and other documents using MS Word and Excel for the Conservancy's management, Board and interested stakeholders regarding implementation of Delta policies and programs in the areas of environmental restoration, habitat conservation, water quality, T&E species and flood protection.			
5%	The incumbent will prepare and make presentations using MS Power Point to a variety of groups; including management, Delta Conservancy Board, other agencies, stakeholders and the public. Presentations will serve to inform interested parties about the Conservancy and its programs. The incumbent will attend meetings and provide information to public agencies, stakeholders, and the public on the Delta Conservancy's policy and program implementation.			

**Desirable Attributes, Experience, and Qualifications:**

- Well-versed in a variety of Delta-related issues, programs and current events.
- Ability to consult with experts in the areas of aquatic and terrestrial ecology, botany, hydrology, fluvial geomorphology, aquatic toxicology, chemistry, and other sciences.
- Ability to analyze data, draw sound conclusions and present ideas and information effectively.
- Familiarity with GIS tools is desirable.
- Ability to appropriately, accurately and effectively present and communicate scientific data and technical information to a broad variety of audiences.
- Possess critical reasoning skills and sound judgment.
- Ability to prepare clear, complete, and technically accurate reports.

**Special Personal Characteristics:**

- Ability to work productively in a demanding environment.
- Possess strong organizational skills.
- Maintain high ethical standards.
- Willingness and ability to accept increasing responsibility and demonstrate capacity for development.

**Interpersonal Skills:**

- Ability to work independently or cooperatively with others.
- Interact with various levels of staff and management in a professional and courteous manner.

**Work Environment, Physical or Mental Abilities:**

- Ability to sit in a normal seated position for extended periods of time.
- Manage multiple priorities effectively and meet deadlines.
- Meet short processing time lines 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 Delta Conservancy Board, and state and federal resource and regulatory agency staff, including program managers and directors.
- Other local, state, and federal governmental agencies, academics, stakeholders, legislators, and the public.

**Qualification, Knowledge and Abilities:**

**Education:** Possession of a bachelor's or advanced degree with a major in a biological, chemical, physical, or environmental science, soil science, water science, hydrology, agronomy, natural resource science, environmental or public health, physical geography, or a closely related scientific discipline. (Admission to a masters or doctoral degree program in a biological, chemical, physical, or environmental science, soil science, water science, hydrology, agronomy, natural resource science, environmental or public health, physical geography, or a closely related scientific discipline shall be considered to meet these education qualifications.)

**Knowledge of:** Basic principles of land, water, fish, wildlife, and other natural resources research; principles of ecology; soil and irrigation sciences, resource management, hydrology, geology, and waste prevention; statistical methods; land-use practices with reference to their general effect on human health, natural resources, agricultural productivity, and the environment; effects of hazardous and non-hazardous waste material and their interactions on the environment; chemical reactions; California and Federal environmental laws, rules, regulations, and requirements; basic toxicology, hydrology, geology, and principles of risk assessment and risk management; concepts employed in a variety of disciplines including environmental planning, economics, and resource management; geolocation and geo-referencing software applications, resource conservation program impacts and implementation strategies; and recycling issues, broad knowledge of the legislative process; California and Federal environmental regulatory and resource management laws, regulations, plans, programs, and policies relating to their program area; resource management practices and techniques; and chemical substances and waste materials and their interactions with and effects on public health and the environment.

**Ability to:** Apply or modify scientific methods and principles; collect environmental data; analyze and

evaluate data and reach sound conclusions; review, check, and interpret scientific and environmental reports; analyze situations and take appropriate actions; establish and maintain cooperative relations with all persons contacted; communicate effectively; prepare clear, complete, and technically accurate reports; apply laws, rules, regulations, policies, and requirements of California and Federal environmental protection and resource management programs; assess the impact of proposed State and Federal environmental legislation and regulations; understand principles of risk assessment and risk management; work with professionals from a variety of disciplines within and outside of State government; and review and understand technical research reports on emerging public health and environmental issues, develop scientific methodologies, research projects, criteria, procedures, guidelines, reference materials, planning and regulatory documents, and other innovative solutions for critical and/or sensitive environmental management problems; independently plan environmental studies; provide research and evaluation of short-term and important projects concerning public health, agricultural productivity, and environmental protection; develop techniques for handling and analyzing a large variety of detailed data; communicate the results and implications of studies to non-specialists; act as an expert witness in court or at legislative or quasi-judicial hearings; provide leadership in accomplishing basic functions and objectives in assigned programs; and inspire confidence and effective working relationships with employees, managers, and leaders in government and industry.

**Supervision Received:**

The incumbent works under the lead of the Program Manager III for the Delta Conservancy.

**Supervision Exercised:**

None - may be assigned lead responsibility for a specific project, program function, or area of expertise.

**Conflict of Interest**

Position is subject to financial disclosure; required to file Statement of Economic Interests (Form 700).

<b>SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE.</b>		
SUPERVISOR'S NAME (Print) Shakoora Azimi-Gaylon	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