

**JOB DESCRIPTION AND POSITION CLASSIFICATION**

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

CLASSIFICATION <b>Environmental Scientist</b>		POSITION NUMBER <b>531-100-0762-904</b>	MCR	RPA # <b>SSJDC-007</b>	
APPOINTEE <b>Vacant</b>	EFFECTIVE DATE	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: R10					
RESPONSIBILITIES EXERCISED <input type="checkbox"/> Supervisory <input type="checkbox"/> Lead Person		IMMEDIATE SUPERVISOR (Print) <b>Shakoora Azimi-Gaylon</b>	SUPERVISOR'S CLASSIFICATION <b>Assistant Executive Officer</b>		
APPROVED BY (Personnel Analyst's Name)				DATE	

**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 Program Manager II and working closely with the Senior Environmental Scientist, the incumbent will provide support for grant funded projects and assist in the management of grants received to carry out the Delta Conservancy's mission, conduct scientific review and analysis in various Delta-related areas, prepare reports, and coordinate with Conservancy staff, public agencies, stakeholders, and the public.

**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.
	<b>Essential Functions</b>
40%	Provide program support for grant funded projects, conduct scientific review and analysis in various Delta-related areas, prepare reports, and coordinate with Conservancy staff, public agencies, stakeholders, and the public to assist in the management of grants received by the Delta Conservancy. Schedule meetings, prepare and participate in field work and stakeholder meetings. Work with sub-grantees to track and record grant progress including the verification of technical accomplishments and deliverables.
30%	Analyze and synthesize existing research related to Delta Conservancy programs, such as environmental restoration, habitat conservation, water quality, threatened and endangered species, climate change, and flood protection. Prepare reports, correspondence, and other documents in support of the grant programs using MS Word and Excel for the Conservancy's management, Board, and stakeholders.
20%	Work with state, federal, and local agencies, non-governmental organizations, and other stakeholders in collecting current habitat restoration project data and verifying existing information. Maintain current and accurate information in geospatial database of habitat restoration projects in the Delta.
5%	Attend meetings and provide information to agencies, organizations and stakeholders, and the public on the Delta Conservancy's policy and program implementation.
5%	Post event announcements, meeting materials, project information, and other relevant information as necessary on the Delta Conservancy's website.

**SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE.**

SUPERVISOR'S NAME (Print) <b>Shakoora Azimi-Gaylon</b>	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

## JOB DESCRIPTION AND POSITION CLASSIFICATION

CLASSIFICATION Environmental Scientist		POSITION NUMBER 531-100-0762-904	MCR	RPA # SSJDC-007
APPOINTEE		DIVISION/SECTION Sacramento-San Joaquin Delta Conservancy		
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>DESIRABLE ATTRIBUTES, EXPERIENCE, AND QUALIFICATIONS:</b>  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.</p> <p>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.</p> <p><b>SPECIAL PERSONAL CHARACTERISTICS:</b></p> <ul style="list-style-type: none"> <li>• Ability to work productively in a fast-pace environment.</li> <li>• Possess strong organizational skills.</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 independently or cooperatively with others.</li> <li>• Ability to interact with various levels of staff and management in a professional and courteous manner.</li> </ul> <p><b>WORK ENVIRONMENT, PHYSICAL OR MENTAL ABILITIES:</b></p> <ul style="list-style-type: none"> <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 time lines when necessary.</li> <li>• Handle varying and sometimes large workload volumes.</li> <li>• Ability to remain calm when multiple activities are occurring at the same time.</li> <li>• Ability to effectively handle multiple tasks and changing priorities.</li> <li>• Appropriate attire for professional office environment</li> </ul> <p><b>PERSONAL CONTACTS:</b>  Local, state, and federal governmental agencies, academics, stakeholders, legislators, and the public.</p> <p><b>SUPERVISION RECEIVED:</b>  The incumbent works under the lead of the Program Manager II for the Delta Conservancy and closely with the Staff Environmental Scientist.</p> <p><b>SUPERVISION EXERCISED:</b>  None - may be assigned lead responsibility for a specific project, program function, or area of expertise.</p>			