

DUTY STATEMENT

DFW 242A (REV. 03/18/14)

INSTRUCTIONS: A duty statement and organizational chart must be submitted with each Request for Personnel Action, Form 242	EFFECTIVE DATE
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DFW DIVISION/BRANCH/REGION/OFFICE Bay Delta Region	POSITION NUMBER (Agency-Unit-Class-Serial)
UNIT NAME AND LOCATION Fish Restoration Program - Stockton	CLASS TITLE Senior Environmental Scientist (Specialist)
INCUMBENT VACANT	CURRENT POSITION NUMBER (Agency-Unit-Class-Serial) 565-331-0765-015

BRIEFLY DESCRIBE THE POSITION'S ORGANIZATION SETTING AND MAJOR FUNCTIONS
Under the general supervision of a Bay Delta Region Environmental Program Manager I (Supervisory), the Senior Environmental Scientist (Specialist) will be responsible for coordinating the monitoring and assessment of the biological performance of tidal wetland restoration projects in the Sacramento-San Joaquin Delta and Suisun Marsh implemented through the Fish Restoration Program (FRP). The position will act as technical lead person for the monitoring team.

PERCENTAGE OF TIME PERFORMING DUTIES	INDICATE THE DUTIES AND RESPONSIBILITIES ASSIGNED TO THE POSITION AND THE PERCENTAGE OF TIME SPENT ON EACH. GROUP RELATED TASKS UNDER THE SAME PERCENTAGE WITH THE HIGHEST PERCENTAGE FIRST. (USE THE REVERSE SIDE IF NECESSARY.)
	<u>ESSENTIAL FUNCTIONS:</u>
35%	Technical Guidance: In consultation with the Program Team, develop program work plans based on sound scientific principles; design and oversee studies to evaluate FRP restoration actions. Assist in the training and work scheduling of FRP Environmental Scientists, Senior Laboratory Assistants, and Fish and Wildlife Scientific Aids. Serve on scientific technical teams evaluating project design and monitoring needs. Maintain up-to-date knowledge of relevant literature.
30%	Data Analysis and Report Preparation: Complete complex data analysis and technical report preparation with assistance from the Program Team. Write annual and quarterly reports and prepare results for publication and presentations. Present monitoring plans and results at interagency and public meetings and at scientific workshops and conferences. Lead or assist in preparing adaptive management and monitoring plans. Assist with preparation and review of compliance and permitting documents for restoration actions and take authorization permits.
15%	Data Management: Manage and update databases, metadata, and data management plans. Oversee submission and Quality Assurance/Quality Control of program data and ensure appropriate data sharing. Participate in Department and interagency open data efforts. Manage contracts, including data and sample exchange, with external contractors and interagency partners.
10%	Interagency Coordination: Attend and facilitate meetings and workshops related to the FRP monitoring program. Coordinate monitoring within FRP and with other monitoring efforts. Work closely with Interagency Ecological Program (IEP) staff to evaluate work plans and coordinate FRP sampling efforts with IEP long-term monitoring programs. Assist the Environmental Program Manager in leading the IEP Tidal Wetland Monitoring Project Work Team.
5%	Field Data Collection: Assist in fish, invertebrate, and water collection as needed. Act as alternate field lead during busy times and train crew in consistent application of standard operating procedures.
	<u>NON-ESSENTIAL FUNCTIONS:</u>
5%	Perform administrative tasks, including tracking of time worked and preparation of purchase requests. Attend training as needed to meet Department or State training requirements and to enhance performance in the position and program knowledge.

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	<p>KNOWLEDGE AND ABILITIES:</p> <p>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>In addition to the above, 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.</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>In addition to the above, 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 nonspecialists; 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.</p> <p>DESIRABLE QUALIFICATIONS:</p> <p>Special Personal Characteristics:</p> <ul style="list-style-type: none"> • Interest in estuarine ecology, particularly in fishes and invertebrates; • Commitment to develop and improve understanding of the ecology of the San Francisco Estuary, and to develop and improve data management, data analysis, and manuscript writing skills. <p>Interpersonal Skills: Ability to work independently and in a team setting, especially when in the field and at meetings. Must respond appropriately to feedback and be able to communicate effectively with a variety of personalities, within and outside the Department.</p> <p>Other:</p> <ul style="list-style-type: none"> • Possess a valid California Driver License

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	<ul style="list-style-type: none"> • Comfortable working around water and able to swim <p>WORKING CONDITIONS:</p> <p>Using a computer for most of the workday, 5 days a week, when in the office. Involves sitting most of the time, but may involve walking or standing for brief periods. Several days a month, work aboard a small research vessel collecting, and processing biological samples. Field work involves kneeling, reaching, and lifting gear up to 40 lbs., and may occur in inclement weather or rough water, and require early starts and long workdays. Must be able to operate a motor vehicle and be prepared to travel using a State vehicle.</p>	
SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE.		
PRINT SUPERVISOR'S NAME Stacy Sherman, Environmental Program Manager I (Supervisory)	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. I HAVE READ AND UNDERSTAND THE DUTIES AND ESSENTIAL FUNCTIONS OF THE POSITION AND CAN PERFORM THESE DUTIES WITH OR WITHOUT REASONABLE ACCOMMODATION.		
PRINT EMPLOYEE'S NAME VACANT, Senior Environmental Scientist (Specialist)	EMPLOYEE'S SIGNATURE	DATE