

**California Department of Food and Agriculture
Office of Environmental Farming and Innovation**

**Duty Statement
Environmental Scientist
(Limited-Term)
014-039-0762-982**

I. Program/Position Identification

The Office of Environmental Farming and Innovation (OEFI), under the Executive Office of CDFA, provides scientific, agronomic, and technological climate change expertise to other agencies and administers several incentive programs designed to reduce greenhouse gas (GHG) emissions and ensure agricultural sustainability in California. OEFI's several climate smart agriculture (CSA) incentive programs are designed to improve the environmental quality and sustainability of agriculture operations in California. Some of the CSA programs under OEFI include the Healthy Soils Program (HSP), Alternative Manure Management Program (AMMP), Dairy Digester Research and Development Program (DDRDP), Dairy Plus Program, and State Water Efficiency and Enhancement Program (SWEEP). These provide incentives to growers to implement management practices that reduce atmospheric greenhouse gases.

All GHG reduction activities are administered in accordance with Assembly Bill 32 and Senate Bill 32, known as the Global Warming Solutions Acts of 2006 and 2016. Under them, California must reduce statewide GHG emissions to 1990 levels by 2020 and reduce methane emissions below 2013 levels by the year 2030. The above activities are implemented in OEFI under the authority of the Environmental Farming Act of 1995 (Food and Agriculture Code Division 1, Part 1, Chapter 3, Article 8.5, Sections 566 a) which charges the CDFA with developing and providing incentive programs to farmers whose practices promote the well-being of ecosystems and air quality.

Under the supervision of the Senior Environmental Scientist (SES) (Supervisory), the incumbent will serve as a technical scientist responsible for planning, implementation activities, and environmental monitoring of implemented projects for CSA programs, in particular the Healthy Soils Program (HSP). The incumbent will perform a variety of scientific work on present and future environmental issues to protect the environment and improve agricultural productivity in the State. The incumbent will use scientific methods and principles to research and identify solutions to problems associated with the implementation of CSA programs, assisting in the reduction of greenhouse gas emissions in California, as well as the attainment of other important co-benefits such as improved soil health, water conservation, and promotion of crop or dairy/livestock sustainability in the State. The incumbent must establish and maintain effective working relationships with other State, university, and federal agency scientists, farmers, ranchers, the environmental justice community, and other stakeholders.

Classification:	Environmental Scientist
Working Title:	Environmental Scientist
License or Other Requirements:	N/A
Position Number:	014-039-0762-982

Division/Branch:	Executive/OEFI
Location:	Sacramento
Date Prepared:	September 2023
Work Hours/Shift:	Full-Time/Limited-Term with Potential to become Permanent

II. Essential and Non-Essential Job Functions

A. Essential Functions:

Range A is the entry and first working level of the class. Under close supervision of the Senior Environmental Scientist (Supervisory), the incumbent performs a variety of less difficult and responsible professional scientific office and fieldwork. In accordance with detailed instructions and specific standards, the incumbent gathers data on public, health, environmental, agricultural productivity, and natural resource management issues; performs preliminary environmental analysis, research, surveys, investigations, and studies of less difficulty; prepares preliminary drafts of reports; prepares drafts of routine correspondence; answers questions of a routine and minor nature from the public and works closely with the Senior Environmental Scientist (Supervisory) on environmental issues related to planning and implementation of HSP projects. Work at this level is characterized by a reliance on detailed instructions and assistance from lead personnel and supervisors in the application of proven techniques and methodologies to assigned work.

Range B is the intermediate level of class. Under general supervision of the Senior Environmental Scientist (Supervisory), the incumbent performs a variety of scientific, professional, technical, and regulatory work; gathers data on public health, environmental, agricultural productivity, and natural resource management analysis issues pertaining to HSP projects; implements activities promoting the reduction of GHG emissions on farms and ranches; writes preliminary reports; prepares routine correspondence, and provides data for scientific, regulatory, and compliance documents. Work at this level is characterized by a reliance on proven scientific techniques and methodologies.

Range C is the full journey-level position. Under the direction of the SES (Supervisory), the incumbent performs a variety of responsible professional scientific, technical, and regulatory work. Incumbent independently performs complex environmental analysis, research, and studies pertaining to CSA program projects; writes final reports; prepares and reviews regulatory and compliance documents; prepares non-routine correspondence and provides consultative advice to governmental entities and other state agencies. Work at this level is often characterized by independent scientific judgment and the use of scientific techniques and methodologies. The Incumbent may be assigned lead responsibility for a specific project.

Function #1 – Coordinate Incentives Programs

50%

- Assist in conducting the grant application submission cycle, including coordination of technical review of submitted applications, pre-project consultations for projects selected for award, and preparing Scopes of Work for awarded projects to ensure they meet all technical program requirements.
- Work with applicants who may encounter technical challenges in using application tools such as HSP-RePlan.

- Maintain and facilitate direct communication with grant recipients to answer their questions and provide assistance on program requirements.
- Review progress reports for incentivized projects to ensure projects are technically sound and consistent with the GHG quantifications and reductions identified in the applications.
- Quantify total GHG emissions reductions and co-benefits for incentivized projects by gathering required documents, working with project applicants, and developing progress reports for submission to the Air Resources Board, other State agencies, the Legislature, and the Governor's Office.
- Gather and analyze data from funded projects to report to the California Air Resources Board and any Departmental reports and publications.
- Ensure that the review, selection, award, and post-award management of CDFA grants meet the highest standards of scientific rigor, equity, and fiscal responsibility.
- Verify and confirm all completed technical activities for funded projects to assist grant analysts in the reimbursement of funds to grant recipients. Work with awardees to complete Healthy Soils Program verification procedures and modify projects when necessary, in alignment with award rules and use of the HSP-RePlan and Comet-Planner-based Quantification Methodology tools.
- Travel to incentivized project sites located throughout the State to monitor development, progress, and quantify reductions in greenhouse gases and other co-benefits.
- Oversee Healthy Soils – Block grant Pilot Program organizations' implementation of incentive program protocols, for on-farm project planning, scientific quantification, and financial reporting.
- Develop measures and strategies to improve program goals and objectives, while ensuring the programs are on track to meet State regulations.
- Assist in the development of improved administrative policies and processes that contribute to more efficient and effective program management.
- Assist in the development of administrative policies and practices for the efficient management of block grant awards to non-governmental organizations.
- Identify technical and scientific issues related to incentivized projects and identify solutions for consideration by management by researching the scientific literature and using scientific methods. For example, compare, on a detailed level, the parameters of healthy soils practices in CDFA and USDA documents, comparing them to scientific studies and to reported and prevalent field practices.
- Learn and apply the frameworks set forth in the relevant Healthy Soils Program Requests for Grant Applications and Grant Award Procedures Manual(s) for the Program's subprograms.
- Act as technical and scientific expert in developing future RGAs and GAP Manuals.
- Coordinate with CDFA Office of Information Technology Services to keep OEFI websites up-to-date by regularly updating technical information about programs.
- Assist the CDFA Legal Office in responding to Public Records Act (PRA) requests by providing relevant programmatic records and documents.
- Correspond with other CDFA Divisions and governmental units, industries, or individuals concerned with the execution of incentive programs.
- Collaborate and work with the Office of Grants Administration (OGA) to prepare grant solicitation materials, incentive awards, and review progress reports from award recipients.

- Collaborate closely with the OEFI Administration staff and other CDFA departments to coordinate and provide assistance to research grant applicants and awardees to ensure adherence to requirements and timely completion of projects.

Function #2 – Provide Scientific Technical Assistance and Advising 25%

- Coordinate communication with CDFA Climate Smart Agriculture (CSA) Technical Assistance Providers (TAPs), University of California Cooperative Extension CSA Community Education Specialists (CESs), government and non-government personnel working on incentive programs across various regions of the State.
- Participate in technical scientific discussions, in coordination with management and Air Resources Board technical staff on existing and future strategies to sequester carbon in soils and build the soil carbon content.
- Participate in scientific activities of any technical committees that are developed for the incentive programs in which the incumbent works.
- Develop technical, educational, and stakeholder outreach materials, including technical scientific information on incentive programs. This may include the development of web material.
- Gather data sought for the Healthy Soils Program by working with stakeholders, whether physical, demographic, or economic (e.g., soil sampling analyses, input prices).

Function #3 – Scientific Materials, Presentations and Publications 15%

- Prepare training materials and train TAPs and CESs on various program requirements.
- Prepare and edit scientific presentations and publications for workshops on topics such as soil health, and the capacity to sequester atmospheric greenhouse gases, to inform the scientific community and stakeholders.
- Travel to various locations throughout the State to attend and participate in scientific conferences, public speaking programs, and other forums to share information regarding incentives for reductions in agricultural GHG emissions through various practices.
- Draft technical news releases and other Departmental documents and reports on efforts on farms and ranchers to reduce environmental impacts, implement healthy soils practices, and improve agricultural sustainability in California.

B. Non-Essential Functions:

Function #1 - Miscellaneous Duties 10%

- Perform other job-related duties as required by management, such as tasks related to OEFI GHG incentive reduction programs, participating in training programs to enhance and maintain professional scientific expertise in the environmental impacts of agricultural practices, and others.
- Prepare end-of-month reports, travel mileage logs, and weekly activity reports for management's review.

III. Work Environment

The duties of this position will be conducted indoors and outdoors. The employee's modular workstation is equipped with standard office furnishings, a computer with a monitor, a telephone with voicemail, and stationary filing drawers.

The incumbent will be required to travel to various locations throughout the State (federal, Sstate, county offices, farms, ranches, and businesses) to conduct all aspects of essential functions related to HSP; occasional overnight and weekend travel may be required.

Regular or recurring telework may occur as part of the incumbent's ongoing regular schedule in accordance with CDFA's Telework Policy. Incumbent will be required to travel or remotely connect to attend trainings, workshops, or meetings on behalf of OEFI. Occasional overnight travel is required. The travel requires use of common carriers (airplanes, trains, etc.) and automobiles. When operating an automobile, the incumbent is required to have a valid driver's license and maintain a good driving record.

IV. Employee's Statement

(Initial applicable statement)

_____ I have read and understand the duties and essential functions of the position. I understand Reasonable Accommodation¹ and how it applies to essential functions. **I can perform the duties of this job without Reasonable Accommodation.**

OR

_____ I have read and understand the duties and essential functions of the position. I understand Reasonable Accommodation¹ and how it applies to essential functions. **I will need Reasonable Accommodation to perform one or more of the essential functions described in this duty statement.**

Employee Signature² Date

Supervisor Signature Date

Print Name

Print Name

_____ ¹ A reasonable accommodation is an adjustment or modification to a job or workplace that allows qualified employees or prospective employees to perform the essential functions of the job successfully.

² Duties of this position are subject to change and may be revised as needed or required. If/when duties change you will be provided a revised duty statement to sign.