

DUTY STATEMENT

DGS OHR 907 (Rev. 09/2018)

RPA NUMBER 26210	DGS OFFICE or CLIENT AGENCY Sacramento-San Joaquin Delta Conservancy	
UNIT NAME Ecological and Community Programs	REPORTING LOCATION 1450 Halyard Drive, Suite 6, West Sacramento	
SCHEDULE (DAYS / HOURS) Monday - Friday 0630 - 1830 (flexible)	POSITION NUMBER 531-100-0762-003	CBID R-10
CLASS TITLE Environmental Scientist (Limited Term)	WORKING TITLE Ecological Program Environmental Scientist	
PROPOSED INCUMBENT (IF KNOWN)	EFFECTIVE DATE	

CORE VALUES / MISSION Rank and File Supervisor Specialist Office of Administrative Hearings Client Agency

Working collaboratively and in coordination with local communities, the Sacramento-San Joaquin Delta Conservancy (Conservancy) leads efforts to protect, enhance, and restore the Delta's economy, agriculture and working landscapes, and environment, for the benefit of the Delta region, its local communities, and the citizens of California.

2022-2027 Delta Conservancy's Guiding Principles:

- Acts in collaboration with the communities of the Delta and Suisun Marsh to implement multi-benefit initiatives.
- Operates with integrity in a transparent and accessible manner.
- Supports efforts that advance both environmental protection and the economic well-being in a complementary manner.
- Uses best available science.
- Recognizes and values the unique nature of the history, culture, communities, and ecosystems of the Delta and Suisun Marsh.
- Believes that access to natural resources, the benefits of ecological health, and the advantages of economic growth should be equitably distributed and accessible for all.
- Is committed to creating an inclusive workplace that promotes and values diversity.

POSITION CONCEPT

Under the direction of the Ecosystem Restoration and Climate Adaptation Program Supervisor (Senior Environmental Scientist (Supervisory)), the Environmental Scientist initiates, develops, manages, and closes out projects that are administered by the Conservancy and its contractors and grantees, and are related to matters such as nature-based solutions, climate resiliency, ecosystem restoration, and agricultural sustainability in the Sacramento-San Joaquin Delta and Suisun Marsh by conducting office work (using software such as Microsoft Word, Excel, and PowerPoint) and field work in accordance with applicable laws, rules, regulations, and guidelines.

SPECIAL REQUIREMENTS Conflict of Interest Medical Evaluation Background Evaluation Background Evaluation FTB Office Technician (Typing)

Conflict of Interest

This position is designated under the Conflict of Interest Code. The position is responsible for making or participating in the making of governmental decisions that may potentially have a material effect on personal financial interests. The appointee is required to complete Form 700 within 30 days of appointment. Failure to comply with the Conflict of Interest Code requirements may void the appointment.

ESSENTIAL FUNCTIONS

PERCENTAGE	DESCRIPTION
35%	PROJECT MANAGEMENT, MONITORING, AND CLOSE OUT Manages, monitors, and closes out nature-based solutions, climate resiliency, ecosystem restoration, and agricultural sustainability projects administered by the Conservancy and its contractors and grantees by implementing and completing scopes of work, tracking metrics to measure project performance, creating and reviewing project deliverables, monitoring timelines and budgets, and

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ESSENTIAL FUNCTIONS

PERCENTAGE	DESCRIPTION
	conducting field work and site visits in order to assess project success and compliance with funders' requirements by using critical thinking skills, protocols, and guidelines to ensure projects are complete, accurate, and in compliance with regulatory and funders' requirements.
25%	PROJECT INITIATION AND DEVELOPMENT Coordinates and participates in the initiation and development of nature-based solutions, climate resiliency, ecosystem restoration, and agricultural sustainability projects by reviewing and evaluating the scientific merit of project proposals; developing scopes of work and other components of grant and contract agreements; identifying and researching environmental issues within the purview of the Conservancy's mission; and applying for funding for projects by using established protocols and guidelines in order to award state funds and receive local, county, state, federal, private funds to implement projects that are viable, scientifically sound, and advance the Conservancy's mission.
25%	SPECIAL PROJECTS Independently completes research, reviews, and analyses and addresses emerging and yet to be identified special projects by performing a variety of natural resource management and environmental protection, planning, and implementation activities and other duties as required in order to advance critical projects to ensure that the mission and goals of the Conservancy are met.
15%	COMMUNICATION AND REPORTING Develops and reviews correspondences, reports, analyses, proposals, and other materials related to nature-based solutions, climate resiliency, ecosystem restoration, and agricultural sustainability issues; and shares information and communicates with the Delta Conservancy management and Board, Program and Policy Subcommittee, interested parties, all levels of government, and other entities by preparing, attending, and presenting at meetings, workshops, and events using professional communication, critical thinking skills, fact sheets, presentations, and other communication tools in order to provide and receive education, training, activity updates, recommendations, and feedback to collaborate among partners (such as state agencies and non-profit environmental organizations) and advance the Conservancy's mission.

MARGINAL FUNCTIONS

PERCENTAGE	DESCRIPTION

WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS**SUPERVISION RECEIVED**

The Environmental Scientist is supervised by the Ecosystem Restoration and Climate Adaptation Program Supervisor (Senior Environmental Scientist (Supervisory)) but may also receive assignments from the Ecological and Community Program Manager (Environmental Program Manager I (Supervisory)) or Executive Staff.

ATTENDANCE

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Incumbent must maintain acceptable, consistent, and predictable attendance as determined at the Conservancy's sole discretion. Must be regularly available and willing to work the hours the Conservancy determines are desirable to meet its business needs.

EQUAL EMPLOYMENT OPPORTUNITY STATEMENT

All Conservancy employees are expected to work cooperatively and conduct themselves in a professional manner that demonstrates respect for all employees and others they come in contact with during work hours, during work-related activities, and anytime they represent the Conservancy. Additionally, all Conservancy employees are responsible for promoting a safe and secure work environment free from discrimination, harassment, bullying, inappropriate conduct, and retaliation.

WORK ENVIRONMENT

The duties of this position are performed primarily indoors. The incumbent's workstation is equipped with standard or ergonomic office equipment, as appropriate. Prolonged sitting or standing, and use of telephone, personal computer, multi-function printer, and computer programs (such as, but not limited to Microsoft Office Suite, Microsoft Teams, Zoom, Adobe Acrobat, ABCRS, and RAPTR) are required. Travel is required up to 10 percent of the time (including driving or riding in a vehicle); incumbent may be required to work outdoors, occasionally moving across uneven terrain and working in inclement weather, when required to participate in activities such as site visits, tours, or events.

TELEWORK ELIGIBILITY AND EXPECTATIONS

This position is eligible for telework. The alternate work location and specific working schedule must be documented on an approved Delta Conservancy Telework Agreement. All Telework Agreements are developed under and subject to the conditions and criteria established by the Delta Conservancy Telework Policy. All Delta Conservancy positions may be subject to 100 percent teleworking if ordered under emergency circumstances, which may be issued or rescinded without notice.

Duties of this position are subject to change and may be revised as needed or required.

You are a valued member of the department's team. You are expected to work cooperatively with team members and others to enable the department to provide the highest level of service possible. Your creativity and productivity are encouraged. Your efforts to treat others fairly, honestly and with respect are important to everyone who works with you.

I have discussed with my supervisor and understand the duties of the position and have received a copy of the duty statement.

EMPLOYEE NAME	EMPLOYEE SIGNATURE	DATE SIGNED

I have discussed the duties of the position with the employee and certify the duty statement is an accurate description of the essential functions of the position.

SUPERVISOR NAME	SUPERVISOR SIGNATURE	DATE SIGNED