

JOB DESCRIPTION AND POSITION CLASSIFICATION

CLASSIFICATION Environmental Scientist (Range A, B, or C)		DWR POSITION NUMBER 8200-0762-007	SAP POSITION NUMBER 50003008	MCR 1
APPOINTEE Vacant		SAP PERSONNEL NO.	DIVISION/SECTION DRA/SRO/Recreation and Environmental Science	
COLLECTIVE BARGAINING IDENTIFIER				
<input type="checkbox"/> Management Related BU:		<input type="checkbox"/> Supervisory Related BU:		<input type="checkbox"/> Confidential Related BU:
<input type="checkbox"/>		<input type="checkbox"/>		<input checked="" type="checkbox"/> Rank and File BU: R10
RESPONSIBILITIES EXERCISED <input type="checkbox"/> Supervisory <input type="checkbox"/> Lead Person		IMMEDIATE SUPERVISOR (Print) Vacant	SUPERVISOR'S CLASSIFICATION Sr. Environmental Scientist, Supervisory	
APPROVED BY (Personnel Analyst's Name) Amber Jones				DATE 04/11/2024
<i>Percent of Time</i>	<i>Activity</i>			
	POSITION SUMMARY Under the supervision of the Recreation and Environmental Studies Section Manager, Southern Region Office (SRO), Division of Regional Assistance, the Environmental Scientist provides a wide variety of moderately complex services and scientific duties for SRO, including but not limited to assignments such as environmental compliance and permitting, grant administration, and site investigations.			
	ESSENTIAL FUNCTIONS This position requires the incumbent to establish and maintain confidence and cooperation with others; maintain regular, consistent, predictable attendance; communicate effectively both orally and in writing; exercise considerable independent judgment in making decisions and taking actions. The specific duties are:			
35%	Support the Department of Water Resources (DWR) water planning and development projects proposed by the Divisions of Engineering and Operations and Maintenance. Conduct research and environmental investigations necessary for the preparation of impact assessment reports: Environmental Impact Reports, Negative Declarations, Environmental Impact Statements, Environmental Assessments, and Notices of Exemption. Research and identify the environmental permits or approvals required to undertake projects and help prepare the documentation required to obtain these permits. Ensure projects adhere to Federal (National Environmental Policy Act) and State (California Environmental Quality Act) environmental laws and regulations. Maintain cooperative relations and effective communication with local, State, and federal governments. Write reports to permitting agencies of the Department's compliance with permit requirements. Maintain cooperative relations and effective communication with local, State, and federal governments. Write reports to permitting agencies of the Department's compliance with permit requirements.			
30%	Participate in grant or contract administration for the Small Community Drought Relief, Sustainable Groundwater Management, Integrated Regional Water Management, and Salton Sea Management or other programs supported SRO. Write and manage agreements, review, and approve invoices,			
SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE.				
SUPERVISOR'S NAME (Print) Vacant		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.				
EMPLOYEE'S NAME (Print) Vacant		EMPLOYEE'S SIGNATURE ➤		DATE

JOB DESCRIPTION AND POSITION CLASSIFICATION

CLASSIFICATION Environmental Scientist (Range A, B, or C)	DWR POSITION NUMBER 8200-0762-007	SAP POSITION NUMBER 50003008	MCR 1
APPOINTEE Vacant	SAP PERSONNEL NO.	DIVISION/SECTION DRA/SRO/Recreation and Environmental Science	
<i>Percent of Time</i>	<i>Activity</i>		
30% (cont.)	manage grant funds as required, maintain relationships with the grantee and its staff.		
25%	Conduct environmental impact investigations, resource surveys, and environmental compliance inspections. Conduct restoration of areas disturbed by DWR projects. Using proven techniques and methodologies collect, analyze, and evaluate environmental data from a variety of habitats, within State Water Project (SWP) facilities, and project construction sites. This will require driving a vehicle on public roadways and on uneven terrain. Prepare clear, complete, and technically accurate written summaries of conditions found in the field.		
10%	Participate in environmental and recreation planning meetings related to the Recreation and Environmental Studies Section. Coordinate and communicate with meeting participants and stakeholders in-person, telephone, or via email. Participate in interdisciplinary activities of the Region, Division, Department, and the State as requested by management.		
	<p>SPECIAL REQUIREMENTS</p> <ul style="list-style-type: none"> - Operate 4-wheel drive vehicles on-and-off of public roadways and on uneven terrain. - Able to travel out of town, which may require extended workdays, alternate shifts, and stay overnight for field work, meetings, or training. - Must be flexible and be able to produce outcomes on concurrent multiple assignments. - Work efficiently with SAP, Microsoft Office (Outlook, PowerPoint, Word, Excel, Access), and other essential computer applications. - Able to move on a variety of terrain including uneven, inclined, rugged, slippery or rocky surfaces, and through mud and water. - Able to move or lift equipment up to 25 lbs. - Able to work in an office with artificial lighting and varying temperature in the building. 		
	<p>OTHER RESPONSIBILITIES</p> <p>This position provides necessary support to the Divisions of Flood Management, Safety of Dams, Operations and Maintenance, Engineering, and/or the Public Affairs Office during Governor declared emergencies, flood, dam, State Water Project, and other incidents and emergencies. Additionally, this position may participate in emergency operations in the capacity of area teams, field inspection, coordination, and assist agencies such as California Office of Emergency Services and Federal Emergency Management Agency in disaster work, including performing fieldwork to complete damage survey reports for droughts, flooding, earthquakes, and other emergencies. This position may also serve in one of the sections as established in the Incident Command System to assist the Department in performing its emergency preparedness, response, recovery, and mitigation functions. These functions are established in the California State Emergency Plan and the Department's Administrative Orders.</p> <p>All employees are responsible for contributing to an inclusive, safe, and secure work environment that values diverse cultures, perspectives, and experiences, and is free from discrimination.</p>		

JOB DESCRIPTION AND POSITION CLASSIFICATION

CLASSIFICATION Environmental Scientist (Range A, B, or C)	DWR POSITION NUMBER 8200-0762-007	SAP POSITION NUMBER 50003008	MCR 1
APPOINTEE Vacant	SAP PERSONNEL NO.	DIVISION/SECTION DRA/SRO/Recreation and Environmental Science	
<i>Percent of Time</i>	<i>Activity</i>		
	<p>OTHER RESPONSIBILITIES (Continued)</p> <p>The Department of Water Resources is committed to its mission and employees, and we are grounded in our commitment to public safety. DWR offers a hybrid workplace model that is designed to support a workforce of both office-centered and remote-centered workers. Regular and consistent attendance - whether office-centered or remote-centered - is essential to the successful performance in this position.</p>		