

DUTY STATEMENT

Current Proposed

Classification Title Environmental Scientist	Division/Unit Delta Science Division
Functional Title (if applicable) N/A	Hiring Manager Classification Environmental Program Manager I
Position Number 530-001-0762-XXX	Effective Date
Name Vacant	Date Prepared 05/13/2024
FORM 700 FILER: <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	

Delta Stewardship Council Mission

The Delta Stewardship Council was created by the California Legislature in 2010 to advance California’s water supply reliability and the Sacramento-San Joaquin Delta’s ecosystem resiliency in a manner that protects and enhances the region’s unique characteristics. To do this, the Council developed the Delta Plan, which is an enforceable long-term sustainable management plan for the Delta to ensure coordinated action at the federal, State, and local levels. The Council is composed of seven members, advised by an independent 10-member science board, and supported by a dedicated staff spanning five divisions: science, planning & performance, administration, legal, and external affairs.

General Statement

Under the direction of the Collaborative Science and Peer Review Unit Environmental Program Manager I (EPM I), the Environmental Scientist is responsible for leading and performing key activities that support the mission of the Delta Science Program (DSP) related to fostering collaborative science, facilitating peer review, and tracking and communicating outcomes of funded science, all with an emphasis on fostering best available science for water and environmental decision-making.

Job Functions

[Essential (E) / Marginal (M) Functions]:

An itemized listing of the specific job duties and the percentage of time spent on each separate and distinct task, with essential and marginal functions identified. Percentages must be listed in descending order and must equal 100.

Percentage (%)	(E) or (M)	Job Duties
30%	(E)	Assists and contributes to advancing DSP's science funding program by developing metrics and tracking outcomes, coordinating research presentations, and supporting the development, implementation, and administration of research contracts and amendments. Works with administrative staff to track and record contract progress including the verification of technical accomplishments and deliverables. Helps communicate outcomes of research and fellowships to multiple audiences including communities, managers and decision-makers, the Council, and the public. Coordinates with funded investigators to plan workshops to communicate research findings.
30%	(E)	Under direction, for review and approval, works with agency and community partners to support interdisciplinary and/or participatory (e.g., Science for Communities) science activities at the science-policy interface to advance the mission of the Delta Science Program. Works collaboratively with Science Program staff and partners to update the Delta Science Plan and Science Action Agenda. Participates and periodically represents in the organization of various workshops, conferences, or summit meetings related to collaborative science or fostering best available science to inform water and environmental decision-making. Supports social science integration activities, including working with the California Sea Grant social science extension specialist and coordinating with the Bay-Delta social science community of practice.
30%	(E)	Under direction promotes and facilitates independent peer reviews and advice panels of State or Federal Agency science or plans to ensure the provision of best possible science to management. Works with other staff to ensure that peer reviews are carried out according to relevant policies, procedures, and best practices and outcomes are communicated

10%	(M)	<p>Performs other Delta Science Program implementation tasks. These duties may include but are not limited to:</p> <ul style="list-style-type: none"> • Meet with Science Program staff and management to communicate activities. • Coordinate internal Delta Science Program activities. • Establish work priorities. • Communicate science. • Report to the Council. • Develop Kindergarten through 12th grade Delta education content. • Serve as a Delta Science Program liaison to collaborative groups.
-----	-----	--

Supervision Received

The incumbent reports directly to, and receives the majority of assignments from, the EPM I in the Collaborative Science and Peer Review in the Delta Science Division. Additional direction and assignments may also come from other Program Managers within the DSP, including the Deputy Executive Officer (DEO).

Supervision Exercised

None

Working Conditions

The duties of this position are performed indoors. The employees’ workstation is located at 715 P Street and is equipped with standard or ergonomic office equipment, as appropriate. This workstation may be shared with other Council employees, depending on the needs of the Division. Travel may be required to attend meetings or training classes.

This position is being considered for hybrid telework, (with a 2-day per week minimum in office schedule) under California Government Code Section 14200 for eligible applicants residing in California. The position is based out of the Council’s headquarters, located at 715 P Steet, Sacramento, CA, 95814. While a telework schedule is available, it is dependent on the essential functions and the hiring manager’s discretion. Telework does not change the terms and conditions of employment, the essential functions of job duties, or required compliance with the Councils’ policies. Regardless of the telework schedule, the incumbent must forgo telework when their physical presence is required in the office on a regularly scheduled telework day. All commute expenses to the headquartered location will be the responsibility of the selected candidate. All telework schedules are subject to change and may be reevaluated at any time.

Attendance

Must maintain regular and acceptable attendance at such a level as is determined at the

Department's sole discretion. Must be regularly available and willing to work the hours the Department determines are necessary or desirable to meet its business needs.

I have read and understand the duties listed above and I can perform these duties with or without reasonable accommodation. * (If you believe reasonable accommodation is necessary, discuss your concerns with the hiring supervisor. If unsure of a need for reasonable accommodation, inform the hiring supervisor, who will discuss your concerns with the RA Coordinator.)

*A Reasonable accommodation is any modification or adjustment made to a job, work environment, or employment practice or process that enables an individual with a disability or medical condition to perform the essential functions of their job or to enjoy an equal employment opportunity.

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

Employee Signature	Employee Printed Name	Date
--------------------	-----------------------	------

I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above.

Supervisors Signature	Supervisors Printed Name	Date
-----------------------	--------------------------	------

DUTY STATEMENT

Current Proposed

Classification Title Senior Environmental Scientist (Specialist)	Division/Unit Delta Science Division
Functional Title (if applicable) N/A	Hiring Manager Classification Environmental Program Manager I
Position Number 530-001-0765-012	Effective Date
Name Vacant	Date Prepared 05/13/2024
FORM 700 FILER: <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	

Delta Stewardship Council Mission

The Delta Stewardship Council was created by the California Legislature in 2010 to advance California’s water supply reliability and the Sacramento-San Joaquin Delta’s ecosystem resiliency in a manner that protects and enhances the region’s unique characteristics. To do this, the Council developed the Delta Plan, which is an enforceable long-term sustainable management plan for the Delta to ensure coordinated action at the federal, State, and local levels. The Council is composed of seven members, advised by an independent 10-member science board, and supported by a dedicated staff spanning five divisions: science, planning & performance, administration, legal, and external affairs.

General Statement

Under the direction of the Collaborative Science and Peer Review Unit Environmental Program Manager I (EPM I), the Senior Environmental Scientist (Specialist) is responsible for leading and performing key activities that support the mission of the Delta Science Program (DSP) related to fostering collaborative science, facilitating peer review, and tracking and communicating outcomes of funded science, all with an emphasis on fostering best available science for water and environmental decision-making.

Job Functions

[Essential (E) / Marginal (M) Functions]:

An itemized listing of the specific job duties and the percentage of time spent on each separate and distinct task, with essential and marginal functions identified. Percentages must be listed in descending order and must equal 100.

Percentage (%)	(E) or (M)	Job Duties
30%	(E)	Advances DSP's science funding program by developing metrics and tracking outcomes, coordinating research presentations, and developing, implementing, and administering research contracts and amendments. Works with administrative staff to track and record contract progress including the verification of technical accomplishments and deliverables. Communicates outcomes of research and fellowships to multiple audiences including communities, managers and decision-makers, the Council, and the public. Coordinates with funded investigators to plan workshops to communicate research findings.
30%	(E)	Works with agency and community partners to support interdisciplinary and/or participatory (e.g., Science for Communities) science activities at the science-policy interface to advance the mission of the Delta Science Program. Works collaboratively with Science Program staff and partners to update the Delta Science Plan and Science Action Agenda. Participates and periodically represents in the organization of various workshops, conferences, or summit meetings related to collaborative science or fostering best available science to inform water and environmental decision-making. Supports social science integration activities, including working with the California Sea Grant social science extension specialist and coordinating with the Bay-Delta social science community of practice.
30%	(E)	Promotes and facilitates independent peer reviews and advice panels of State or Federal Agency science or plans to ensure the provision of best possible science to management. Works with other staff to ensure that peer reviews are carried out according to relevant policies, procedures, and best practices and outcomes are communicated

10%	(M)	<p>Performs other Delta Science Program implementation tasks. These duties may include but are not limited to:</p> <ul style="list-style-type: none"> • Meet with Science Program staff and management to communicate activities. • Coordinate internal Delta Science Program activities. • Establish work priorities. • Communicate science. • Report to the Council. • Develop Kindergarten through 12th grade Delta education content. • Serve as a Delta Science Program liaison to collaborative groups.
-----	-----	--

Supervision Received

The incumbent reports directly to, and receives the majority of assignments from, the EPM I in the Collaborative Science and Peer Review in the Delta Science Division. Additional direction and assignments may also come from other Program Managers within the DSP, including the Deputy Executive Officer (DEO).

Supervision Exercised

None

Working Conditions

The duties of this position are performed indoors. The employees’ workstation is located at 715 P Street and is equipped with standard or ergonomic office equipment, as appropriate. This workstation may be shared with other Council employees, depending on the needs of the Division. Travel may be required to attend meetings or training classes.

This position is being considered for hybrid telework, (with a 2-day per week minimum in office schedule) under California Government Code Section 14200 for eligible applicants residing in California. The position is based out of the Council’s headquarters, located at 715 P Steet, Sacramento, CA, 95814. While a telework schedule is available, it is dependent on the essential functions and the hiring manager’s discretion. Telework does not change the terms and conditions of employment, the essential functions of job duties, or required compliance with the Councils’ policies. Regardless of the telework schedule, the incumbent must forgo telework when their physical presence is required in the office on a regularly scheduled telework day. All commute expenses to the headquartered location will be the responsibility of the selected candidate. All telework schedules are subject to change and may be reevaluated at any time.

Attendance

Must maintain regular and acceptable attendance at such a level as is determined at the

Department's sole discretion. Must be regularly available and willing to work the hours the Department determines are necessary or desirable to meet its business needs.

I have read and understand the duties listed above and I can perform these duties with or without reasonable accommodation. * (If you believe reasonable accommodation is necessary, discuss your concerns with the hiring supervisor. If unsure of a need for reasonable accommodation, inform the hiring supervisor, who will discuss your concerns with the RA Coordinator.)

*A Reasonable accommodation is any modification or adjustment made to a job, work environment, or employment practice or process that enables an individual with a disability or medical condition to perform the essential functions of their job or to enjoy an equal employment opportunity.

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

Employee Signature	Employee Printed Name	Date
--------------------	-----------------------	------

I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above.

Supervisors Signature	Supervisors Printed Name	Date
-----------------------	--------------------------	------