

Classification Environmental Scientist	Position Number 814-800-0762-211	Location Sacramento (Headquarters)
Division/Branch Integrated Pest Management Branch	Supervisor's Classification Environmental Program Manager I (Supervisory)	Collective Bargaining Identification Designation (CBID) R10
Conflict of Interest Disclosure: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Incumbent (If filled) VACANT	

Job requires driving automobile: In this position, the incumbent may, as needed, drive a state vehicle for work purposes. (Employee must complete DPR-034, Request for Driver Record Information).

SUPERVISORY RESPONSIBILITIES (Check One) Managerial Supervisory Lead Person None

Direct Supervision Exercised:		Indirect Supervision Exercised:	
No. of Employees	Classification Title	No. of Employees	Classification Title

I have read and discussed these duties with my supervisor.

Employee Signature	Date
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I certify that the DPR-217 accurately represents the duties and responsibilities of the position.

Supervisor Signature	Date
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Description of Duties (*Attach additional sheets, if necessary, and identify position information*)

Summarize the regularly assigned duties of the position by percentage in descending order. Do not combine distinct activities into a single percentage. Descriptive information should reflect variety and complexity of duties through: supervision exercised and/or received; responsibility for decision making and consequence of error; analytical requirements; special knowledge; skills or abilities required; level, type and frequency of public contact; and unusual working conditions (i.e., field work, bilingual services, etc.); and physical requirements (physical demands, environmental demands).

Percent of Time	Activity
40%	<p>Under the close supervision of the Environmental Program Manager I (Supervisory), the Environmental Scientist will participate in the less complex scientific work to protect public health and the environment by fostering sustainable pest management (SPM) practices across agricultural, urban, and natural systems. The focus of the work is on developing and supporting SPM initiatives, special projects, and outreach efforts to advance statewide knowledge and adoption of sustainable practices. Duties include providing scientific and programmatic support, managing contracts, tracking project milestones, and coordinating with internal and external partners to carry out DPR’s strategic and operational goals. The Environmental Scientist will demonstrate DPR’s organizational values of Accountability, Integrity, Collaboration, and Continuous Improvement while working to fulfill the Department’s mission and vision.</p> <p><u>ESSENTIAL FUNCTIONS:</u></p> <p>SPM Initiatives and Contract Support Support the development and implementation of new SPM demonstration and outreach initiatives, special projects, and collaborative efforts to advance statewide SPM knowledge, awareness, and adoption. Assist in the planning, review, and implementation of SPM projects across a variety of sectors, including efforts related to agricultural sustainability, water quality improvement initiatives, municipal operations, and market-sector outreach. Following detailed instructions, provide scientific and technical support by reviewing scientific literature, pesticide use data, and technical reports to assess need, feasibility and scientific validity of proposed practices and pilot activities, including evaluation of experimental design and methodological approaches. Gather and synthesize information to support the tracking of SPM performance metrics and program evaluation efforts; prepare draft technical reports to document findings. Support the development and administration of SPM contracts by reviewing scopes of work, work plans, budgets, and deliverables to ensure scientific rigor and alignment with program objectives. Track milestones and fulfillment of terms and conditions, review invoices, maintain documentation, and effectively communicate project progress and outcomes to program staff and management in accordance with DPR and State policies.</p>
25%	<p>SPM Committee Support Provide technical support for DPR’s SPM Advisory Committee and SPM Cross-Agency Work Group, which serve as collaborative bodies for advancing SPM in the state. Coordinate meeting logistics, including the preparation of agendas, scientific briefing materials, and presentations. Communicate with committee members and agency partners to facilitate collaboration, track action items, and align work group outcomes with DPR’s strategic and operational plan goals.</p>
20%	<p>Education, Outreach, and Technical Assistance Following detailed instructions, prepare SPM education, outreach, and technical assistance resources aimed at increasing awareness and adoption of SPM principles and practices. Ensure outreach materials and technical resources are scientifically accurate by reviewing relevant literature and effectively communicating with internal and external subject matter experts as needed. Assist in developing presentations, toolkits, fact sheets, and multimedia materials, utilizing appropriate software tools including graphic design and video editing applications to produce clear and accessible outreach products. Represent DPR at virtual and in-person meetings and events as</p>

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10%	<p>appropriate (overnight travel may be required), deliver technical presentations, support public awareness efforts, and respond promptly and accurately to stakeholder questions regarding IPM and SPM under the guidance of the Environmental Program Manager I (Supervisory) and senior staff.</p> <p>Professional Development Make every effort to increase professional knowledge and technical competency of IPM and SPM practices, environmental science, communication strategies, graphic design and video editing, and project management. Engage in self-guided studies and mentorship relationships with experienced colleagues; attend training events held by and for industry and academia; participate actively in hands-on experiences; and hold ongoing conversations with stakeholders about effective pest management methods.</p>
5%	<p><u>MARGINAL FUNCTIONS:</u></p> <p>Other duties as required and appropriate to this classification. These duties may include attending scientific meetings, seminars, on-site-off-site training, conferences, and engaging in activities appropriate for professional development, program development, and maintaining professional skills and knowledge.</p> <p><u>WORKING CONDITIONS:</u></p> <p>The employee will primarily work in an office building in climate-controlled environment and artificial lighting. The employee may be required to sit for long periods at a time and must be able to use a computer monitor, mouse, and keyboard for up to 8 hours per day. The employee must be able to lift at least 10 pounds. Occasional travel, sometimes requiring overnight stays, to conduct site visits or facilitate statewide workshops, training events, and other outreach activities may be required. Site visits may require walking in agricultural fields and orchards and in natural areas with moderate slopes, unpaved grounds, and uneven surfaces, such as ploughed fields and grassy meadows, undeveloped roads, ditches, levees, and other structures located adjacent to agricultural fields. Site visits may also occur in urban and suburban environments. Site visits will occur under various climatic conditions that may require exposure to high heat, full sun, high humidity, wind, and rain.</p> <p><u>CRITICAL JOB COMPETENCIES:</u></p> <p>Communication: make clear and convincing oral presentations to individuals or groups; inform, persuade, build consensus; know the audience; facilitate open exchange of ideas/opinions; select and use appropriate communication approach; actively listen; effectively use e-mail; avoid mixed messages – the body language says one thing, the words another; apply business writing principles to all written communications.</p> <p>Decisiveness: make decisions in a decisive and timely manner; accept accountability for decision; perceive impact and implications of decisions; take action consistent with available facts, constraints,</p>

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	<p>and probable consequences; enable others to succeed and make decisions for themselves.</p> <p>Self-motivation, Optimism, Sustained Commitment, Perseverance, and Patience: demonstrate a bias toward optimism and maintain sense of humor; retain stamina and bounce back from setbacks; view mistakes as opportunities for growth/positive learning experiences.</p> <p>Ethics/Integrity: create culture of trusting relationships; promote organizational vision and values through leadership principles.</p> <p>Conflict Resolution: recognize dissatisfaction among direct reports and deal with conflict in a timely manner; turn conflict into opportunity for success.</p> <p>Problem Solving: persevere in the face of obstacles such as diminishing financial resources; there is more than one way to get to the destination; anticipate problems and encourage a culture of proactive problem solving; ensure comprehensive evaluation of the costs and benefits of all options in determining the preferred solution.</p> <p>Emotional Intelligence/Interpersonal Awareness: demonstrate recognition of and compassion to the various psychological and emotional needs of people; express feelings clearly and directly; balance feelings with reason, logic, and reality; initiate and develop relationships with others as a key priority. Enroll them in the journey and engage their energies and emotions in the goals of the organization; be a leader of people, not processes; manage group emotions during conflict and change; put in place systems and processes to ensure clients receive high quality information, that their feedback is acted upon, and that their complaints are handled effectively; develop trust and credibility with the client.</p> <p>Political Acumen: identify the internal and external politics that impact the work of the organization.; perceive organizational and political reality and act accordingly; consider a broad range of internal and external factors (big picture) when solving problems and making decisions; identify critical, high payoff strategies and prioritize work efforts accordingly; in taking action, demonstrate an understanding and consideration of how it will impact stakeholders and affected areas in the organization; formulate strategies that are achievable, cost effective, and address administration and organizational goal; develop and balance operational and strategic management skill; create a strategic frame of reference.</p> <p>Partnering/Networking: develop networks and alliances; participate in cross-functional activities to achieve organizational objectives; keep administrative branches informed of program priorities, needs, and issues to effect responsive service.</p> <p>Teamwork: facilitate and maintain cooperative working relationships; value and encourage the input and expertise of others; work toward accomplishment of group goals; foster commitment, team spirit, pride, and trust.</p> <p>Technical Credibility: understand and appropriately apply procedures, requirements, policies, and</p>

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	<p>regulations related to specialized expertise; translate concepts and ideas into strategies and action steps.</p> <p>Customer Service Orientation: balance interests of a variety of clients, internal and external; readily adjust priorities in response to changing client needs; put in place systems and processes to ensure clients receive high quality information, that their feedback is acted upon, and that their complaints are handled effectively; develop trust and credibility with the client.</p> <p>Flexibility/Adaptability: readily integrate changes midstream into work processes and outputs; demonstrate openness to new organizational structures, procedures, and technology; shift gears comfortably.</p> <p>Project Management: garner support for projects; develop work plan with tasks, timeframes, milestones, resources, and dependencies; use resources efficiently and manage effectively within budget limits; anticipate potential and institute controls and contingency plans to address them; monitor project progress.</p> <p><u>RANGE DIFFERENCES:</u></p> <p>Range A: Working at the entry level under the close supervision of the Environmental Program Manager I, the ES Range A performs the less difficult tasks in accordance with detailed instructions and specific standards. Prepares drafts of less complex technical publications and assists with projects under review of the Environmental Program Manager I. Responds to less complex questions from stakeholders.</p> <p>Range B: Working under the general supervision of the Environmental Program Manager I, the ES Range B performs tasks of average difficulty. With assistance from the Environmental Program Manager I, the ES Range B makes decisions, drafts routine technical publications, and proposes projects of average complexity. Responds to questions of average difficulty from stakeholders.</p> <p>Range C: Working independently at the full journey level under the direction of the Environmental Program Manager I, the ES Range C performs more complex tasks. Independently, serves as a lead and coordinates complicated projects, makes complex decisions, and evaluates and summarizes complex scientific data in technical publications. Assists in training and advising other ESs with lesser work experience. Responds to more difficult questions from stakeholders.</p>