

**DUTY STATEMENT**

DGS OHR 907 (Rev. 7/2025)

 Current Proposed

RPA NUMBER 30087	DGS DIVISION / OFFICE or CLIENT AGENCY Sacramento-San Joaquin Delta Conservancy	
UNIT NAME Ecological & Community Programs	HEADQUARTER ADDRESS (example: 707 3rd Street, West Sacramento, CA 95605) 1450 Halyard Drive, Suite 6, West Sacramento, CA 95691	
CIVIL SERVICE CLASSIFICATION Senior Environmental Scientist (Specialist)	POSITION NUMBER 531-100-0765-091	CBID R01
POSITION ELIGIBLE FOR TELEWORK: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	PROBATIONARY PERIOD <input type="checkbox"/> 6 Months <input type="checkbox"/> 12 Months <input type="checkbox"/> N/A	WORK WEEK GROUP 2
WORK SCHEDULE (DAYS / HOURS) Monday-Friday / 0630 to 1830 (flex)	TENURE Permanent	
WORKING TITLE N/A	TIMEBASE Full-Time	
DESIGNATED POSITION FOR CONFLICT OF INTEREST (COI): <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	BILINGUAL POSITION: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No LANGUAGE NEEDED: <input checked="" type="checkbox"/> Verbal <input checked="" type="checkbox"/> Written Proficiency language in: English	
PROPOSED INCUMBENT (IF KNOWN) TBD	EFFECTIVE DATE TBD	

**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. The Conservancy's values include transparency, integrity, equity, adaptability, and collaboration.

The Delta Conservancy's Guiding Principles are the following:

- 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 economic well-being of the Delta 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 general direction of the Environmental Program Manager I (Supervisory) with assignments from the Executive Officer and Deputy Executive Officer, and consistent with the Conservancy's values and guiding principles, the Senior Environmental Scientist (Specialist) acts with a high degree of independence to provide project management and scientific support for the Sacramento-San Joaquin Delta Conservancy (Conservancy) and works on special projects related to Delta issues and programs.

**SPECIAL REQUIREMENTS**  Medical Clearance  Background Clearance  Typing  DMV Pull Notice  Drug Testing  
 Vehicle Home Storage Permit  Driver's License and Class (specify below in Description)  Certificate (specify below in Description)  
 Professional License (specify below in Description)  Other (specify below in Description)

Telework

The employee must reside in California.

**ESSENTIAL FUNCTIONS**

**DUTY STATEMENT**

DGS OHR 907 (Rev. 7/2025)

 Current Proposed

PERCENTAGE	DESCRIPTION
30%	<p><b>MANAGEMENT OF ENVIRONMENTAL PROJECTS</b>  Develops, coordinates, and oversees projects conducted by contractors, grantees, and the Conservancy which include developing grant agreement and contract components such as scopes of work, timelines, budgets, performance measures and metrics, and adaptive management and monitoring plans for environmental work. Reviews technical progress and expenditure reports to facilitate payments, communicates with grantees to assist and problem solve, and coordinates permitting with regulatory agencies to comply with environmental laws and regulations, to ensure implementation of ecosystem protection and restoration, invasive species control, and other environmental activities.</p>
25%	<p><b>PROVIDE SCIENCE SUPPORT</b>  Leads and coordinates Conservancy scientific and regulatory efforts by providing interpretation and guidance on science plans and documents and coordinates Conservancy feedback on documents, plans and policies. Collaborates with state, federal, and local agencies; academia; Native American Tribes and non-governmental organizations. Provides scientific support and coordination to all of the Conservancy's programs and conducts scientific analysis, permitting and environmental compliance, and review of Delta plans and policies. Advance and oversee the planning and implementation of scientific and environmental projects and initiatives, and guides policy development to ensure application of sound scientific principles in the Conservancy's projects and activities.</p> <p>Leads the Conservancy's California Environmental Quality Act (CEQA) and other environmental regulatory and permitting efforts by preparing and reviewing documents such as permit applications, Board resolutions, CEQA findings and notices, following Conservancy and control agency guidelines to ensure compliance with mandates, and secures permits for environmental projects.</p> <p>Produces Geographic Information System maps for Conservancy staff using ArcGIS or other software to map grant and other project locations. Prepares analysis, reports, and other documents using software such as Microsoft Word, Excel, and PowerPoint.</p>
25%	<p><b>COLLABORATION</b>  Apply scientific knowledge and technical expertise and represent the Conservancy in collaborative and inter-agency meetings and activities such as symposia, conferences, various meetings, and work groups (such as the Inter-agency Adaptive Management Integration Team, Delta Levee Habitat Advisory Committee, and the Delta Agency Science Workgroup etc.). Coordinate with nongovernmental organizations, Native American Tribes, and other federal, state, and local agencies (such as Delta Stewardship Council and Delta Protection Commission), and provide support to other Delta Committees (such as Delta Plan Interagency Implementation Committee (DPIIC) Restoration Subcommittee), in order to maintain effective relations and close liaisons with other entities and the public, and inform sound policy and program development.</p>
15%	<p><b>SPECIAL PROJECTS</b>  Performs tasks related to the development and management of special projects that address emerging issues and other ecosystem, restoration, and climate adaptation projects. Prepares clear, complete, and technically accurate reports, communicates with Delta stakeholders, Native American</p>

**DUTY STATEMENT**

DGS OHR 907 (Rev. 7/2025)

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	<p>Tribes, and Conservancy staff and management, performs technical analyses, develops and writes proposals, informs and guides scientific policy and program decisions. Research and brief the Conservancy's executive management, Board, Native American Tribes, and stakeholders on the emerging issues or other ecosystems, restoration or climate adaptation topics. Participates in the Strategic Plan process.</p> <p>Prepares draft analyses of proposed legislation, assists with preparing budget change proposals, and advises on foreseeable and important or controversial issues for executive management consideration, to inform the Conservancy's decisions and guide future activities.</p> <p>Conducts site visits and field work, organizes and participates in cleanup events to promote the importance of protecting and improving water quality in the Delta, facilitates and participates in various events in the Delta to build connections, better understand Delta issues, and promote the Conservancy's mission.</p> <p>May be assigned lead responsibility for a specific project, program function, or area of expertise; may act as a mentor to guide or advise staff, management, and other agencies in those matters.</p>

**MARGINAL FUNCTIONS**

PERCENTAGE	DESCRIPTION
5%	<p><b>ROUTINE DUTIES</b></p> <p>Performs routine administrative duties including time reporting; reporting of activities; training to maintain necessary competencies; submitting monthly time sheets and expense claims; participating in annual discussions about performance appraisals; and attending all staff meetings, and other routine and non-routine program and/or project related meetings in order to provide administrative support to ensure efficient operations.</p>

**WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS** Travel (Specify the percentage in the travel box below)Travel 15 % of the time to various locations and may include overnight travel by various methods of transportation.**ATTENDANCE**

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 15 percent of the time (including driving or riding in a vehicle); incumbent may be required to work outdoors, occasionally

**DUTY STATEMENT**

DGS OHR 907 (Rev. 7/2025)

 Current Proposed

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 Telework Agreement. All Telework Agreements are developed under and subject to the conditions and criteria established by the Delta Conservancy Telework Policy.

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

**DESIRABLE QUALIFICATIONS**

- Experience conducting environmental management, ecosystem, nature-based solutions, or restoration studies, monitoring, or project management. Preference for experience in the Sacramento-San Joaquin River Delta
- Experience writing technical reports or other scientific publications
- Strong analytical and communication skills with the ability to clearly communicate and present scientific and technical topics to others with varying degrees of scientific knowledge.
- Experience working with varied stakeholder groups, members of the public, disadvantaged communities, or Native American Tribes
- CEQA experience and familiarity with federal and state environmental permitting requirements
- Experience with GIS tools (Google Earth and ArcMap)
- Experience developing criteria, procedures, guidelines, reference materials, planning and regulatory documents, or other innovative solutions for environmental management problems

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 these duties with my supervisor and have received a copy of the duty statement. I have read and understand the duties and essential functions listed above and I am able to complete the essential functions with or without a reasonable accommodation. (If you believe you need a reasonable accommodation or you are unsure if you need a reasonable accommodation, please inform the hiring manager and contact the Reasonable Accommodation Unit at [reasonableaccommodation@dgs.ca.gov](mailto:reasonableaccommodation@dgs.ca.gov))*

EMPLOYEE NAME	EMPLOYEE SIGNATURE	DATE SIGNED

*I have discussed the duties of the position with the employee and certify the duty statement represents an accurate description of the essential functions of the position. I have provided the employee with a copy of this duty statement.*

SUPERVISOR NAME	SUPERVISOR SIGNATURE	DATE SIGNED

C & P APPROVED BY	DATE SIGNED