

DUTY STATEMENT

Current Proposed

Classification Title Environmental Program Manager I (Supervisory)	Division/Unit Delta Science Division / Delta Science Program – ISB Support
Functional Title (if applicable) Delta Independent Science Board Program Manager	Hiring Manager Classification Deputy Executive Officer, Delta Science Division
Position Number 530-853-0756-003	Effective Date
Name Vacant	Date Prepared 4/01/2026
FORM 700 FILER: <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	

Delta Stewardship Council Mission

The Delta Stewardship Council (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 general direction of the Deputy Executive Officer, Delta Science Division, the Environmental Program Manager I (Supervisory) (EPM I) plans, organizes, and directs the Delta Independent Science Board (ISB) support program within the Delta Science Program. The incumbent is responsible for supervising professional staff and coordinating the work of environmental scientists, fellows, postdoctoral researchers, and contractors who support ISB activities. The EPM I leads ISB meeting operations, ISB review project management, and outreach and communication of ISB products, ensuring that ISB work is aligned with the Delta Plan, the Delta Science Program, and related State, federal, and local efforts. The incumbent represents the Delta Stewardship Council with State, federal, local agencies, and stakeholders on matters related to ISB reviews and activities.

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
35%	E	<p>Program Leadership for ISB Operations and Governance</p> <ul style="list-style-type: none"> • Plan, organize, and direct the ISB support program, including annual and multi-year work planning for the Delta Independent Science Board (ISB) meetings and reviews, in collaboration with the ISB Chair ship, ISB members, Council Executive team and Science Division leadership. • Oversee the development of ISB meeting agendas, schedules, and work plans, ensuring coordination with Council meetings and major decision timelines. • Direct the preparation and distribution of meeting materials and oversee the preparation and posting of meeting summaries and other public records. • Ensure compliance with the Bagley–Keene Open Meeting Act and Council procedures for ISB meetings and activities, coordinating with legal, administrative, and executive staff as needed. • Maintain and update ISB operating guidelines and procedures to reflect current practices and legal requirements.
20%	E	<p>Supervision and Staff Management</p> <ul style="list-style-type: none"> • Directly supervise assigned professional and technical staff supporting the ISB, including planning, assigning, and reviewing work; establishing priorities and timelines; and monitoring workload and performance. • Prepare or provide input on performance evaluations, probation reports, and individual development plans in accordance with Council and State personnel policies. • Provide guidance, coaching, and training to staff on project management, stakeholder engagement, communication, and best practices for ISB support. • Lead regular team check-ins to monitor progress on ISB projects, identify issues, and redirect resources as needed to meet deadlines and quality standards. • Participate in the hiring, onboarding, and mentoring of new staff, fellows, and interns supporting ISB activities, as appropriate. • Promptly identify and address and or resolve employee performance issues.

20%	E	<p>ISB Review Project Management and Strategic Alignment</p> <ul style="list-style-type: none"> • Serve as the primary staff lead for scoping, planning and managing ISB reviews, including those related to contaminants, subsidence, decision-making under deep uncertainty, nature-based solutions, structured decision making, collaborative science, and harmful algal blooms. • Work with ISB members, Science Division staff, and partners to define review scopes, objectives, timelines, and deliverables. • Ensure ISB reviews are coordinated and complementary with the Delta Science Program, the Delta Plan, and other external efforts (e.g., Bay-Delta Water Quality Control Plan). • Identify risks, issues, and dependencies affecting ISB projects; develop and implement mitigation strategies; and elevate issues to leadership as appropriate. • Coordinate briefings and presentations to the Council and partner agencies on ISB review plans and findings.
10%	E	<p>Coordination with Delta Science Program and the Council</p> <ul style="list-style-type: none"> • Coordinate with Delta Science Program leadership and other divisions on operational needs, strategic planning, and workload prioritization to ensure ISB support activities are complementary and synergistic, where possible, with broader Science Division plans and Council priorities. • Participate in internal planning meetings and contribute ISB program perspectives to Delta Science Program strategies, initiatives, and resource decisions.
5%	E	<p>Outreach, Communication, and Stakeholder Engagement</p> <ul style="list-style-type: none"> • Lead the development and implementation of outreach and communication strategies for ISB products, including presentations, written summaries, reports, and digital content. • Collaborate with the Council’s communications staff and the Delta Science Program to ensure consistent messaging and integration of ISB products into broader communication efforts (e.g., website content, publications, events). • Promote inclusive and accessible engagement by ensuring that ISB communications and activities align with the Council’s Justice, Equity, Diversity, and Inclusion (JEDI) principles. • Represent the Council and ISB at meetings, workshops, and conferences, and engage with stakeholders, partner agencies, and the public on ISB-related topics, as directed.

5%	E	<p>Coordination of Technical and Research Support</p> <ul style="list-style-type: none"> • Coordinate with ISB postdoctoral researchers, State Policy Fellows, and other technical staff to ensure that research and analytical support is aligned with ISB priorities and project plans. • Provide program-level direction for technical activities (e.g., literature reviews, interviews, surveys, workshop development, data analyses), while allowing subject-matter experts and researchers to lead technical content. • Work with SES/ES staff and contractors, as applicable, to align contracting and budget activities that support ISB reviews with project schedules and deliverables.
5%	M	Other job-related duties as assigned and necessary for operational continuity. Attend staff meetings and trainings and prepare administrative paperwork to meet operational needs.

Supervision Received

The EPM I (Supervisory) works under the general direction of the Deputy Executive Officer, Delta Science Division, who provides broad policy guidance and sets priorities.

Supervision Exercised

The EPM I (Supervisory) directly supervises professional and/or technical staff assigned to support ISB activities and may provide day-to-day direction to fellows, postdoctoral researchers, and contractors. The incumbent is responsible for assigning and reviewing work, providing feedback, mentoring, and contributing to performance evaluations and staff development.

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 another Council employee, 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 teleworking 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.

Justice Equity Diversity and Inclusion

The Delta Stewardship Council is committed to advancing Justice, Equity, Diversity, and Inclusion (JEDI) both within our organization and through our work across the Delta region and the State of California. Our success depends on fostering creativity, collaboration, and belonging as we work toward the coequal goals of a reliable water supply for California and a healthy, resilient Delta ecosystem in a manner that preserves the values of the Delta as a place.

We ground our work in the best available science and recognize that true expertise is robust and multifaceted. Expertise are not only technical knowledge and formal education, but also lived experiences, cultural awareness, and community insights. The Council strives to attract and retain employees who bring this wide range of knowledge and perspectives. We believe that our differences make us stronger as a team and enhance our ability to serve all Californians.

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 the 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
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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
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