

JOB DESCRIPTION AND POSITION CLASSIFICATION

CLASSIFICATION Environmental Scientist		DWR POSITION NUMBER 4300-0762-010	SAP POSITION NUMBER 50001409	MCR 1
APPOINTEE Vacant		SAP PERSONNEL NO. TBD	DIVISION/SECTION Regional Assistance / Environmental Services	
COLLECTIVE BARGAINING IDENTIFIER Management Related BU: ☐ Supervisory Related BU: ☐ Confidential Related BU: ☒ Rank and File BU: R10				
RESPONSIBILITIES EXERCISED ☐ Supervisory ☐ Lead Person		IMMEDIATE SUPERVISOR (Print) Amy Lyons	SUPERVISOR'S CLASSIFICATION Senior Environmental Scientist (Sup)	
APPROVED BY (Personnel Analyst's Name) S. Meeks			DATE 8/18/26	
<i>Percent of Time</i>	<i>Activity</i>			
45%	POSITION SUMMARY: Under the direction of the Senior Environmental Scientist (Supervisor) in the Environmental Services Section of the Watershed and Environmental Assessment Branch, Division of Regional Assistance, Northern Region Office, the Environmental Scientist performs complex environmental research, surveys, investigations, and analyses, with an emphasis on botanical surveys; prepares technical and environmental documentation; conducts recreation surveys; manages grants; and assists other DWR offices and partner agencies/organizations with work in the Northern Region. ESSENTIAL FUNCTIONS: This position requires the incumbent to work both independently and to coordinate or participate in teams to carry out assignments, including conducting field work, addressing complex issues, and preparing documents. The incumbent must have a working knowledge of terrestrial flora of the State of California with an emphasis on special-status species, the ability to identify such species in the field, and knowledge of acceptable field sampling techniques and management practices. The duties of this position require the incumbent to possess strong organizational, communication (written and verbal), and analytical skills; maintain regular, consistent, and predictable attendance; exercise good judgment; and follow Department safety policies. Specific essential duties include: Conduct and lead sensitive plant species surveys, aquatic resources delineations, and vegetation classification and mapping for proposed projects, FERC relicensing requirements, and post-project monitoring, including plant identification and aerial imagery interpretation. Assist the Oroville Field Division with annual botanical surveys, including rare and invasive plants surveys, vernal pool conditions surveys, and annual fuel load assessments. Assist other environmental staff in the field with scientific monitoring activities. Conduct construction bio-monitoring during project implementation. Write technical memoranda and final reports on completed data collection and analyses. Prepare biological assessments, assist with permit applications, and prepare sections of restoration feasibility and planning documents, including environmental documents in accordance with CEQA and other environmental laws and regulations. Duties require the ability to use various software including Word, Excel, PowerPoint, and ESRI GIS.			
SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE.				
SUPERVISOR'S NAME (Print) Amy Lyons		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

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30%	Coordinate with U.S. Forest Service, Plumas County Sheriff's Office, and California Department of Fish and Wildlife staff on recreation management of Upper Feather River (UFR) lakes. Assist with annual creel surveys at the three UFR lakes. Conduct statistical analyses of creel data and produce final analytical and summary reports for creel and traffic counter data. Attend and give presentations at State Water Project Recreation Coordinating Committee meetings, Recreation Informational Working Group meetings, and, as needed, other recreation-related meetings.			
15%	Provide assistance to DWR grant programs, including review and screening of grant applications and managing awarded grants. Grant management duties include writing grant agreements, conducting site visits, preparing invoicing, attending grantee meetings, and coordinating with the grant program manager. Assist other Northern Region Office sections including water quality, surface water, engineering, geology, etc., as requested.			
10%	Attend and assist in the preparation of various committees, public meetings, and work groups involving related work. Prepare correspondence and collaborate with other staff, NRO sections, and DWR Divisions, as well as consultants, State, local, and federal agency personnel. Assist with public presentations related to assigned work. All employees are expected to complete time recording documentation, administrative documents to support program purchases, contracts, travel, and meetings by the required deadlines. This documentation should be of such clarity and completeness that it provides the department and program with defensible information in an audit. SPECIAL REQUIREMENTS Must possess a valid California driver's license to drive a personal, rental, or State vehicle to meetings, conferences, trainings, or project sites. OTHER REQUIREMENTS AND ABILITIES Field work requires strenuous physical activities and the ability to: 1. Tolerate field work for long hours under a variety of extreme climatic conditions. 2. Work irregular hours including weekends and holidays. Some overnight travel will be required. 3. Travel independently to remote areas to collect data. 4. Traverse and transport equipment over steep, remote, roadless areas. 5. Transport heavy sampling equipment and samples to and from vehicles. 6. Work on and around swift moving waterways. 7. Swim or stay afloat in case of capsizing. 8. Operate standard and four-wheel drive vehicles.			

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	Office work requires the ability to: 1. Sit for long periods of time while doing computer work. 2. Perform repetitive work for extended periods of time. 3. Work in an office with artificial lighting. 4. Adapt to varying temperature throughout the office building. 5. Participate in virtual Microsoft Teams meetings. 6. Maintain an MS Outlook calendar. 7. Work in a detailed-oriented manner. 8. Work independently and communicate effectively with all levels of staff, both orally and in writing. 9. Perform multiple tasks with accuracy, precision and neatness. OTHER RESPONSIBILITIES This position provides necessary support to the Divisions of Executive, Flood Management, Safety of Dams, Operations and Maintenance, Engineering, and the Public Affairs Office during Governor declared emergencies and flood, dam, SWP, and other incidents and emergencies. Additionally, this position may participate in emergency operations in the capacity of area teams, field inspection, and coordination, and assist agencies such as Cal OES and FEMA 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. DIVERSITY, EQUITY, AND INCLUSION: 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. The Department of Water Resources (DWR) is committed to its mission and employees, and we are grounded in our commitment to public safety. Regular and consistent attendance is essential to successful performance in this position.			