

☒	Current
☐	Proposed

Classification / Working Title Senior Environmental Scientist (Supervisory)	Employee Name								
Position Number 014-362-0764-002	Supervisor Name / Classification Nilan Watmore / Environmental Program Manager I								
Division / Branch / Unit Citrus Pest and Disease Prevention Division	Effective Date								
Collective Bargaining Unit Identifier (CBID) S10	Work Week Group (WWG) E								
Tenure Permanent	Timebase Full Time								
Reporting Location (Employee's Headquarters Address) 2710 Gateway Oaks Drive, Suite 210S, Sacramento CA 95823	Division / Program Hyperlink https://www.cdfa.ca.gov/Citrus/								
As an employee of the California Department of Food and Agriculture (CDFA), we are stewards of public resources, we operate in transparent, authentic, and ethical manner and are accountable for our actions. We expect true, open partnership with our colleagues within CDFA and with our partners outside of CDFA. We demonstrate courtesy, dignity, compassion, and consideration in every interaction. Together, we strive to create a workplace and implement programs that promote diversity, equity, belonging, and accessibility. We base our vision for the future and our everyday decisions on fair, objective measures and cutting-edge science.									
Division / Branch / DAA Information: The primary responsibilities of the Citrus Pest and Disease Prevention Division (Citrus Division) are detection, suppression, and eradication of Asian citrus psyllid (ACP) and Huanglongbing (HLB) throughout the State. Due to the expansions of ACP and HLB, it is imperative that ACP control and HLB eradication activities be enhanced and quarantine regulation enforcement measured. The Citrus Division will carry out HLB eradication and ACP control in a systematic and consistent manner that addresses local conditions, while augmenting quarantine regulation enforcement activities in existing and newly detected areas. These activities are accomplished through the operation of a statewide detection trapping program, ACP and HLB surveys, emergency treatment and response, and implementation of environmental monitoring practices. This is provided through general, federal, and industry-funded programs. The Citrus Division consults with the Primary State Scientists, global subject matter experts (Technical Working Groups), and regulatory agencies (Department of Pesticide Regulation, Office of Environmental Health Hazard Assessment, and the California Environmental Protection Agency. The Citrus Division will operate out of field offices located within three geographical districts. Each district works under the general direction of the Sacramento headquarters staff and the director of the Citrus Division.									
Position Identification: Under direction of the Environmental Program Manager I (EPM I) (Supervisory), the Senior Environmental Scientist (Supervisory) performs a range of duties involving supervision of staff, data analysis, research projects and stakeholder engagement for the Citrus Division. This involves interaction with federal, State, and county agencies as well as other cooperators and interested or affected groups.									
Special Requirements: <table border="0"> <tr> <td>☒ Conflict of Interest Filer (Form 700)</td> <td>☒ California Driver's License</td> </tr> <tr> <td>☒ Medical Clearance</td> <td>☐ Travel Required over 10% - Employer Pull Notice (EPN) Required</td> </tr> <tr> <td>☐ License / Certificate Required</td> <td>☐ Field Work: ____ %</td> </tr> <tr> <td>☐ Bilingual: Pass a State written and/or verbal proficiency exam in _____</td> <td>☐ Other (Specify): _____</td> </tr> </table>		☒ Conflict of Interest Filer (Form 700)	☒ California Driver's License	☒ Medical Clearance	☐ Travel Required over 10% - Employer Pull Notice (EPN) Required	☐ License / Certificate Required	☐ Field Work: ____ %	☐ Bilingual: Pass a State written and/or verbal proficiency exam in _____	☐ Other (Specify): _____
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☒ Telework (TW) Eligible: The amount of telework is at the discretion of the CDFA. It is based on the current TW policy and is subject to change.

Essential Functions:

30%	Function #1: Supervisory Activities • Act as a subject matter expert of Data Analysis and Visualization Unit to plan, organize, direct, and coordinate the work of staff in the performance of research activities concerning present and future environmental, environmental health, and natural resource management issues to protect the State's agricultural industry, environmental habitats, and public health from citrus pests and diseases. • Coordinate staff work in the matter of identification, research, and solution development to problems in the areas of pest detection, eradication and control, environmental monitoring, point source pollution prevention, natural resources protection, crops, and land and water use. • Delegate assignments to staff and review and provide comments on staff's work. • Provide guidance on policies, procedures, laws, and regulations to staff regarding pest survey methodologies, pest eradication issues, mitigating impacts to environmental habitats, environmental monitoring issues, research, and outreach for citrus pests and diseases. • Oversight and Monitoring Activities: ○ Evaluate efficacy of detection, survey, treatment, and other field activities to maintain the peak performance. ○ Recommend and manage the completion of actions if performance levels are not at desired levels. ○ Supervise staff and redirect personnel and resources as required. ○ Monitor program competencies and recommend improvements to management to ensure statewide program effectiveness. ○ Draft procedures resulting from data obtained in field activities, including the biology of target species. ○ Provide technical expertise to the EPM I, EPM II, and Division Director for policy creation. ○ Attend meetings and conferences to maintain and increase knowledge of environmental issues and incorporate new methods and technology into the Citrus Division. ○ Interact with stakeholders to provide input towards development of Department policy. ○ Stay abreast of new environmental technologies by reading technical journals and other scientific publications. ○ Disseminate information on current technologies to staff and other county and federal agencies as appropriate. ○ Maintain knowledge of all environmental programs and policies of the State relating to pest detection, control and eradication relative to human health, and protecting the State's agricultural industry and natural resources.
20%	Function #2: Administrative Activities • Oversee all aspects of personnel management for the program in assigned unit, including the below activities: ○ Interview, hire, discipline, and separate staff according to the laws/rules of the Department and the policies of the State Personnel Board and the Department of Personnel Administration. ○ Provide permanent staff with annual performance appraisals.

	○ Meet regularly with staff on any problems that may arise and remedy employee grievances as needed. ○ Weigh the alternatives available in solutions to management problems with personnel, budgets, and agreements and select realistic courses of action. • Coordinate program activities with cooperating federal, State, and county agencies, and other cooperators. • Prepare correspondence for other State and federal agencies and other cooperators associated with division activities, as needed. • Oversee the distribution and review of Citrus Division cooperative agreements. • Serve on state examination panels as a subject matter expert, as needed.
20%	Function #3: Environmental Analysis Activities • Perform research activities to evaluate efficacy and environmental impact of ACP and HLB detection and eradication projects. • Document project progress, complete required weekly and monthly reports and submit documentation to the EPM I, EPM II, and Division Director as well as to appropriate county, State, and federal agencies. • Analyze and evaluate available data from research and implementation activities on the effects of ACP and HLB eradication on human health, vegetation, fish, wildlife, water supplies, land, and other aspects of the environment. • Coordinate with regulatory agencies in developing and implementing environmental monitoring methodologies for various treatment projects. • Ensure that policies and procedures regarding federal and state environmental and environmental health-related requirements such as the California Environmental Quality Act, the Clean Air Act, threatened and endangered species, etc. are followed. • Keep abreast of current knowledge of scientific and technical research developments for projects by reading scientific manuals and articles and attending seminars, conferences, and training sessions.
15%	Function #4: Detection, Survey, and Treatment Activities • Perform a broad range of field assessment activities statewide (in urban, rural, and agricultural terrain) concerning present and future environmental, environmental health, and natural resource management issues related to protecting the State's agricultural industry, natural resources, and public health from citrus pests and diseases. • Optimize Citrus Division detection, survey, treatment and other related activities to ensure that the State's agriculture and natural resources remain free of citrus pests and diseases. • Plan and conduct group or formal training and provide technical advice and expertise in Citrus Division activities for county, state, federal, and other cooperating personnel. • Analyze and evaluate recorded observations from inspection of State and county pest detection programs. • Evaluate available data collected from research and implementation activities on the effects of pest detection, eradication and control on human health, vegetation, wildlife, water supplies, land and other aspects of the environment. • Apply data to assist in the development of solutions to problems found to protect the State's natural resources and agricultural industry from any negative effects that may arise with detection, eradication, and control methods. • Evaluate integrated pest management principles to determine the best treatment strategies to include impacts on human health, the environment, and beneficial organisms.

10%	Function #5: Stakeholder Engagement - Gather, evaluate, and prepare outreach materials for public meetings, annual reports, presentations at universities and other government agencies, and brochures for public meetings, agricultural-related fairs, and other venues. - Participate in hearings and field investigations as a staff resource for environmental matters and prepare reports for correspondence as needed. - Make oral presentations to governmental organizations, scientific associations, industry, and the public.
Non-Essential/Marginal Functions:	
5%	Other related duties as assigned.
Desirable Qualifications: - Experience working with and facilitating stakeholder-driven research projects. - Experience working on and/or developing teams to make program improvements, develop procedures/protocols, and/or complete work assignments using communication and analytical skills. - Knowledge of state and federal environmental laws and regulations pertaining to pest management. - Proficiency in ArcGIS system software and statistical GIS data analysis. - Experience with customer service and public speaking.	
Work Environment and Equipment Used: The work settings vary. 70 percent of the work will be performed in permanent buildings or trailers leased or owned by the State or cooperating agencies or other locations. The incumbent may work in isolated locations and may work alone for extended periods. Offices for employees working indoors are equipped with standard office equipment including a desk, chair, phone, filing and storage cabinets, printer, copier and fax machines, and computers. Computer software used may include Microsoft Word, Excel, PowerPoint, Access, Geographic Information Systems (GIS), and statistical modeling. 30 percent of the workload requires traveling to remote and/or urban areas within the State for meetings or evaluating program progress in the field. When working in the field, the incumbent may encounter extremes in temperature and humidity, variable terrain (smooth to irregular and unstable), and aquatic or riparian situations. The incumbent may work with varied vehicles and equipment such as global positioning system units, spray equipment, trailers, pumps of various kinds, and ATVs. Activities may require the mixing, loading and application of pesticides, driving for several hours, lifting, bending, reaching and climbing, and moving equipment. Noise level for work is variable.	
Physical/Mental Abilities: Incumbent may work extended hours and days at any given time in the month including weekends and holidays. Incumbent may also be required to travel, by State vehicle or other public transportation systems on short notice and overnight stays may be required for trips to assist various offices within the assigned district and potentially statewide for detection, survey, treatment, other activities, or meetings.	

STATE OF CALIFORNIA
DEPARTMENT OF FOOD AND AGRICULTURE
HUMAN RESOURCES BRANCH
DUTY STATEMENT
SO-92 (EST. 07/2026)

Employee Certification

This duty statement reflects the typical duties of the essential functions described for the position. It is not considered an all-inclusive list of work requirements. I have read and discussed the duties of this position with my supervisor and understand I may perform other duties as assigned, including but not limited to, work in other functional areas to cover absences, peak working periods, or balanced workload.

I certify I possess qualifications, including but not limited to, integrity, initiative, dependability, good judgement, and the ability to work cooperatively with others. Additionally, I am able to perform the assigned duties with or without reasonable accommodation. Should I have any concerns about performing the assigned duties, I will discuss them with the hiring manager who will provide the required information for the Office of Civil Rights.

I have read the duty statement and discussed the duties with my supervisor.

Employee Name (Print)	Signature	Date
Supervisor Statement: I have discussed the duties outlined in the duty statement and provided a copy to the employee.		
Supervisor Name (Print)	Signature	Date

CC: Employee
Official Personnel File
Supervisor's Drop File