

Classification Senior Environmental Scientist (Supervisory)	Position Number 814-510-0764-283	Location Sacramento (Headquarters)
Division/Branch Pesticide Registration Branch	Supervisor's Classification Environmental Program Manager I (Supervisory)	Collective Bargaining Identification Designation (CBID) S10
Conflict of Interest Disclosure: ☒ Yes ☐ 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
5	Environmental Scientist		

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
30%	Under the general direction of the Environmental Program Manager I (Supervisory) (EPM I), the Senior Environmental Scientist (Supervisory) supervises and directs the work of professional scientific staff and/or technical staff in a complex and environmentally sensitive statewide pesticide registration program that protects the State's natural resources and public health. Provides program management in the administration of the evaluation and registration of pesticide products, assists in training, policy development, and business decisions. Serves as acting EPM I when necessary. <u>ESSENTIAL FUNCTIONS:</u> Supervises, plans, organizes, and directs the work of interdisciplinary scientific staff responsible for the review, evaluation, and processing of all pesticide products submitted for registration, amendment, and renewal in California. Coordinates the evaluation of scientific research studies submitted to support the registration of pesticide products to ensure protection of the State's natural resources and public health and to ensure the goals and objectives of the program are met. Implements federal and state laws, regulations, and policies of the Department during the registration process and the continuous evaluation of registered pesticides. Supervises technical staff responsible for assisting in scientific data gathering and/or the processing of data/information to support the registration, amendment, and maintenance of pesticide products.
20%	Oversees the evaluation of complex scientific data being considered in support of pesticide registration actions and development of environmental permitting packages consistent with the program's functional equivalency status under the California Environmental Quality Act (CEQA). Oversees the review of scientific data, scientific evaluation reports, technical reports, and label claims to determine appropriateness, adequacy, accuracy, and applicability. Reviews the processing of applications for registration of pesticide products, which may include exemptions from registration and special local need registrations. Recommends or provides guidance on appropriate registration actions and mitigation measures. Communicates with registrants and manufacturers, or their legal representatives regarding federal and state scientific data requirements and labeling requirements and the findings and recommendations of Department scientists.
15%	Responsible for the full range of first level supervisory duties. Prepares and reviews personnel transactions and documents. Participates in the resolution of sensitive and confidential personnel problems. Evaluates and supports staff performance and teamwork to maintain superior quality in completing projects. Mentors/coaches staff to encourage professional development and identifies training needs. Anticipates and creatively responds to all aspects of the State's personnel management functions, including recruitment and hiring of staff, preparation of annual performance evaluations in conjunction with operational plans and performance metrics; and proactively addresses performance deficiencies utilizing the progressive discipline process.
15%	Confers with peers or scientific personnel (within the Department, other state and federal agencies, pesticide industry members, and representatives) regarding projects with long range environmental impacts, registration actions, new or amended policies and procedures. Represents the Department in meetings with industry, the public, environmental groups, and legislators to foster communication and understanding between DPR and these entities.

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Percent of Time	Activity
10%	<u>ESSENTIAL FUNCTIONS</u> (<i>Continued</i>): Serves as technical consultant to Department staff and provides scientific expertise in hearings and court cases, as needed. Engages in professional development and growth by reviewing current scientific literature pertinent to the use of pesticides, attending professional meetings and training workshops, and participating in and presenting at meetings, training sessions, conferences, symposia, and scientific forums.
5%	Identifies and documents necessary policy and procedural changes. Consults with EPM I in effecting changes to the program. Responsible for operational planning, policy development and administration, and the assignment of projects. Prepares administrative reports needed to fulfill statutory mandates and/or to provide information about the pesticide regulatory program to the regulated and public community. Maintains in-depth knowledge of state and federal laws and regulations pertaining to pesticide registration and data requirements to support registration.
5%	<u>MARGINAL FUNCTIONS:</u> Assists EPM I in preparing budget change proposals (BCP). Works on reports to the Legislature to provide feasibility studies, information for press releases, and information on other special projects as needed. Assists with the preparation of evidence and documents for legal actions; develops, analyzes, and implements laws, regulations, and department policies and procedures pertaining to the safe and effective use of pesticides. Ensures legislative implementation is in conformance with appropriate laws and regulations; recommends appropriate courses of action; and develops policies based on scientific findings. Works on other special assignments consistent with classification, as needed. <u>CONTACTS:</u> Routinely and directly communicates with DPR employees, including staff and supervisors from the Pesticide Registration Branch and other branches in the Pesticide Programs Division. Establishes contacts with industry representatives, including pesticide registrants and agents, government agency representatives, and scientific experts and researchers, as needed. These contacts will be oral (in person or by phone; with an individual or a group) or written, as needed. <u>WORKING CONDITIONS:</u> Work in a high-rise building under artificial lighting. Use a computer monitor, mouse, and keyboard within an 8-hour day. Lift and carry data volumes weighing up to 10 pounds. Occasional travel may be required. <u>CRITICAL JOB COMPETENCIES:</u> Effective Communication: Clearly conveys and receives information and ideas through a variety of media to and from individuals or groups in a manner that engages and creates greater understanding of the message. Translate complex or technical information to lay audiences/customers. Organization and Planning: Prioritizes tasks, establishes sequential activities and sets a reasonable pace. Coordinates realistic timeframes and delivers services in a timely manner.

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

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Percent of Time	Activity
	<u>CRITICAL JOB COMPETENCIES (Continued):</u> Takes Action and Shows Initiative: Work well independently and is self-motivated to take action to meet critical organizational/program/unit goals. Demonstrates strong work ethic. Relationship and Partnership Building: Builds and effectively utilizes relationship networks to achieve goals. Shares knowledge and builds trust with colleagues and superiors. Works through complex situations effectively, diplomatically and with sensitivity without losing credibility or trust. Problem Solving: Employ analytical abilities, pragmatism, and other tools necessary to resolve complex problems in a variety of situations. Shows enthusiasm for tackling technical and intellectually complex issues. Effective Negotiation: Effectively reach understanding and agreement with a broad range of people internally and externally. Use facts and argument to create a meeting of the minds among stakeholders with different viewpoints. Analytical Thinking: Approaches a problem by using logical, systematic, and sequential approach. Technical Credibility: Understands and appropriately applies procedures, requirements, policies, and regulations related to specialized expertise. Integrate technology into the work to improve program effectiveness. Team Work: Facilitates and maintains cooperative working relationships. Works toward accomplishment of group goals. Fosters commitment, team spirit, pride and trust. Customer Service Orientation: Works to ensure stakeholders receive high quality information, that their feedback is acted upon, and that their complaints are handled effectively. Develops trust and credibility with stakeholders. Political Acumen: Astutely assess and understand the workings, structure, and culture of the organization/program/unit as well as the political, social, and economic issues affecting the organization/program/unit. View situations from multiple perspectives. Comprehensively understand the impact and consequences beyond the basics when making a decision or taking action. Leading Change/Change Management: Becomes an agile leader who anticipates change, adapts to it, and uses it to his/her competitive advantage. Recognizes the forces/signals that cause change. Promotes a consistent "outside the box" culture that embraces new and better ideas. Responds to changing circumstances while remaining committed to the department's vision, mission, values, and goals. Facilitates acceptance and implementation of change (change champion) even if ambivalent. Addresses change resistance. Transparency: Build a community of shared values that supports and ensures the fair exchange of information within the organization.