

JOB DESCRIPTION AND POSITION CLASSIFICATION

CLASSIFICATION Environmental Scientist		DWR POSITION NUMBER 1650-0762-002	SAP POSITION NUMBER 50003477	MCR 1
APPOINTEE Vacant		SAP PERSONNEL NO. TBD	DIVISION/SECTION DRA/FAB/Grants Section B	
COLLECTIVE BARGAINING IDENTIFIER Management Related BU: ☐ Supervisory Related BU: ☐ Confidential Related BU: ☒ Rank and File BU: R09				
RESPONSIBILITIES EXERCISED ☐ Supervisory ☐ Lead Person		IMMEDIATE SUPERVISOR (Print) Ashley Gilreath		SUPERVISOR'S CLASSIFICATION Program Manager I, CBDA
APPROVED BY (Personnel Analyst's Name) S. Meeks				DATE 9/21/26
<i>Percent of Time</i>	<i>Activity</i>			
35%	POSITION SUMMARY Under general supervision of the Program Manager I, California Bay-Delta Authority, the Environmental Scientist performs a broad variety of technical tasks, projects, and initiatives for the Division of Regional Assistance (DRA) grant program and other scientific related programs. ESSENTIAL FUNCTIONS The incumbent conducts environmental analyses including evaluating the Department's obligations as a responsible agency; evaluates grant applications to determine the technical and scientific feasibility of proposed projects; develops technical content for grant program guidelines and proposal solicitation packages related to water resources and environmental resources management; performs contract management and project oversight of awarded grants; provides excellent customer service to grantees; and travels throughout the State. This position requires the incumbent to work cooperatively with Department staff, as well as local, regional, State, and federal agencies, stakeholders, and their representatives. Must maintain regular, consistent, and predictable attendance. The specific essential duties are: Provide technical oversight and work collaboratively with grantee representatives to administer awarded grants. As a project manager, provide oversight of grant projects including, but not limited to, natural resources management and environmental protection and planning, environmental monitoring, water resources development, conservation, recycling and other water resources projects and programs. Review technical studies, scientific investigations, work performed, and progress reports. Develop grant agreements and amendments to ensure projects are implemented in a technically and scientifically sound manner. Participate in periodic meetings with grantees and site visits to monitor work associated with various water and natural resources projects, develop cooperative working relationships, and provide excellent customer service.			
SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE.				
SUPERVISOR'S NAME (Print) Ashley Gilreath		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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Percent of Time	Activity				
35% (contd)	Prepare agency performance evaluation and project completion forms; review technical material related to grant contracts and oversee grant-funded projects throughout the project life. Work cooperatively with program staff to determine the status and compliance of environmental studies/documentation for the California Environmental Quality Act (CEQA) and National Environmental Policy Act (NEPA). Prepare necessary CEQA documents and ensure compliance with Department's obligation as a responsible agency. Communicate effectively both verbally and in writing with Department staff and other involved agencies on technical and administrative matters related to grant programs.				
30%	Assist in developing program guidelines and processes, proposal solicitation packages, and associated evaluation and ranking criteria, including specific requirements for improving water resources and environmental resources management efforts in California for the DRA grant programs, and other grant programs as assigned. Review and evaluate grant proposals on technical and scientific merit. Support development of funding recommendations. Provide technical assistance to applicants related to environmental resources management and collaborative regional planning efforts.				
20%	Review invoices submitted for payment to ensure consistency with grant agreements and progress reporting. Provide audit assistance, support Bond drill activities and assist with Bond accountability requirements. Prepare and manage files for retention; assist in the preparation of DRA grant program quarterly reports. Prepare documents, correspondence, budget items, and schedules for review and approval of supervisor.				
15%	Develop content for, participate in, and conduct outreach and education workshops and presentations for State and local agencies, and members of the public; present information regarding DRA programs and processes. Analyze technical reports and studies and evaluate the effectiveness of grant programs and projects in meeting program objectives. Meet with local agencies or other interested parties regarding various financial assistance programs. Travel will require driving a vehicle on public roadways or in the field on uneven terrain.				
	OTHER RESPONSIBILITIES				
	This position provides necessary support to the Divisions of Flood Management, Safety of Dams, Operations and Maintenance, Engineering, and/or the Public Affairs Office during Governor declared emergencies, flood, dam, SWP, and other incidents and emergencies. Additionally this position may participate in emergency operations in the capacity of area teams, field inspection, 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.				

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	SPECIAL REQUIREMENTS Moderate travel for site inspection of construction projects and to attend agency technical meetings throughout the State is required. Overtime work may be required to meet program schedules and deadlines. The Department of Water Resources is committed to its mission and employees, and we are grounded in our commitment to public safety. Regular, consistent, and predictable attendance is essential to the successful performance in this position. 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.			