

DUTY STATEMENT

☐ Current ☒ Proposed

Classification Title Analyst III	Division/Unit Planning and Performance / Climate Change & Environmental Justice
Functional Title (if applicable) Equity & Engagement Specialist	Hiring Manager Classification Environmental Program Manager I (Supervisory)
Position Number 530-856-5402-XXX	Effective Date
Name Vacant	Date Prepared 9/17/2026
FORM 700 FILER: ☐ YES ☒ 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 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 general direction of the Environmental Program Manager I (Supervisory), the Analyst III, Equity & Engagement Specialist, advances the Council's mission by leading external engagement, serving as principal liaison to community, and chairing the Council's Justice, Equity, Diversity, and Inclusion (JEDI) and Disability Advisory Committee (DAC) initiatives. The position develops data-driven outreach materials, coordinates collaboration, and ensures the Council's equity and accessibility goals are embedded in all operations.

The Equity & Engagement Specialist also serves as the Tribal Liaison to our tribal partners, reporting directly to the Executive Officer on all Tribal Liaison related responsibilities.

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
40%	E	External Engagement and Collaboration: • Develop and implement the Council's external engagement and collaboration strategy, leveraging the Tribal and Environmental Justice (TEJ) Issue Paper, Delta Adapts, the Council's Public Participation Plan, and the Council's Tribal Consultation Policy; coordinate community outreach, partnership development, and interested party coordination. • Develop data-driven outreach materials and analytical products (datasets, charts, graphics, quantitative summaries) to inform outreach planning, interested party coordination, and policy development; communicate trends and participation patterns in accessible formats. • Facilitate staff-to-staff coordination with partner agencies, including environmental, agricultural, tribal, and local government partners, to align public participation efforts and represent Council priorities. Council Liaison: • Serve as the central point of contact for external interest groups seeking to engage with the Council. • Build and maintain strong trust-based relationships with tribes, community-based organizations, agricultural boards, reclamation districts, environmental coalitions, and local governments • Proactively conduct consistent outreach and maintain open communication channels to understand community priorities, concerns, and opportunities for collaboration. • Develop partnerships that advance the understanding of the Council, its role, and its priorities; and elevate local agency and community-based perspectives in Council processes and planning efforts. Collaboration: • Facilitate staff-to-staff coordination with partner agencies, including environmental, agricultural, tribal, and local government partners, to align public participation efforts. • Represent the Council in interagency spaces where community-based organizations and local governments

		participate, ensuring the Council's priorities and commitments are reflected. Public Participation: Support efforts by the Office of Public Participation to update, maintain, and implement the Council's Public Participation Plan.
30%	E	Tribal Liaison: Serve as the Council's Tribal Liaison managing formal government-to-government consultation processes with California Native American Tribes. - Develop opportunities and strategies for maintaining and enhancing the Council's relationships with California Native American Tribes. - Ensure that outreach to California Native American Tribes is done respectfully, with cultural humility, and meets legal requirements. - Manage any contracts with Tribes for consultation on, or participation in, Council initiatives. - Update, maintain, and implement the Council's Tribal Consultation Policy. - Collaborate with other state agencies and organizations to share and learn best practices for consultation with California Native American Tribes. - Lead implementation of actions identified the Council's TEJ Issue Paper assigned to the Council's tribal liaison. Traditional Ecological Knowledge: In coordination with the Delta Science Program, implement actions related to interweaving Traditional Ecological Knowledge with western science approaches. Tribal Engagement: Plan and facilitate tribal engagement activities such as - listening sessions, - consultation meetings, - collaborative work groups, and - participation in interagency tribal engagement bodies. Tribal Relationship Building: Maintain proactive communication with tribes to identify emerging issues, ensure accountability, and uphold the Council's standards

		for genuine, non-performative tribal engagement.
25%	E	Justice, Equity, Diversity, and Inclusion (JEDI): • Chair the Council's JEDI Committee and serve as the primary point of accountability for JEDI implementation. • Serve as a subject matter expert and resource for JEDI. Develop metrics assessing the status and impact of the Council's JEDI Action Plan in a manner that sustainably embeds equity in the Council and its work. • Maintain and regularly update the Council's JEDI action plan by monitoring organizational needs, researching evolving equity, accessibility, and inclusion best practices, and incorporate necessary revision to ensure continued alignment with Council priorities and statewide standards. • Conduct ongoing review of internal policies, statewide guidance, and benchmarking documents to identify needed changes, recommend updates, and support JEDI implementation across the organization. Disability Advisory Committee (DAC): • Lead the DAC for the Council • Maintain and coordinate the DAC (in consultation with the Human Resources Office and the Equal Employment Opportunity Officer) • Plan and Facilitate DAC Meetings • Ensure Executive participant and alignment • Lead communications, visibility, and outreach • Support compliance with Government Code §19795
5%	M	Other job-related duties as assigned and necessary for operational continuity.

Supervision Received

The Analyst III reports directly to the Environmental Program Manager I (Supervisory) in the Climate Change & Environmental Justice Unit, Planning and Performance Division. Additional direction and assignments may also come from the Deputy Executive Officer (DEO) of the Planning and Performance Division.

Tribal liaison duties and direction will come from the Executive Officer, Delta Stewardship Council. Additional Tribal Liaison duties and direction may also come from the Chief Deputy Executive Officer, Delta Stewardship Council.

Supervision Exercised

None.

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 Street, 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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