

JOB DESCRIPTION AND POSITION CLASSIFICATION

CLASSIFICATION Environmental Scientist		DWR POSITION NUMBER 0325-0762-002	SAP POSITION NUMBER 50026870	MCR 1
APPOINTEE Vacant		SAP PERSONNEL NO.	DIVISION/SECTION DISE/Compliance, Permitting & Mitigation	
COLLECTIVE BARGAINING IDENTIFIER Management Related BU: ☐ Supervisory Related BU: ☐ Confidential Related BU: ☒ Rank and File BU: 10				
RESPONSIBILITIES EXERCISED ☐ Supervisory ☐ Lead Person		IMMEDIATE SUPERVISOR (Print) Nadine Small	SUPERVISOR'S CLASSIFICATION Senior Environmental Scientist (Sup)	
APPROVED BY (Personnel Analyst's Name) Jennifer Greathouse			DATE 10-20-26	
<i>Percent of Time</i>	<i>Activity</i>			
	POSITION SUMMARY Under direction of the Senior Environmental Scientist (Supervisory) of the Compliance, Permitting, and Mitigation Unit within the CEQA and NEPA Support Section of the Environmental Services Branch, the incumbent is responsible for assisting with the Delta Conveyance Project environmental compliance activities. As a matrixed multi-disciplinary environmental team, the Environmental Services Branch provides comprehensive and specialized environmental regulatory compliance services to support the Department's wide range of activities. Delta Conveyance Project environmental compliance activities include conducting complex analyses, addressing sensitive species issues, and obtaining environmental permits to comply with State and federal laws and regulations. The incumbent's work products will be reviewed at all stages to ensure achievement of Delta Conveyance Project objectives and conformity with department policy.			
	ESSENTIAL FUNCTIONS This position requires the incumbent to work cooperatively with others; deal effectively with the public and other interested parties; maintain regular, consistent, and predictable attendance; exercise good judgment; understand and interpret complex information; accept changes in priorities assigned, based on operational need; and demonstrate initiative, curiosity, sound judgment, attention to detail, and follow-through. The incumbent will assist with developing plans, managing environmental data, and developing permit applications and environmental documents. Precision, integrity, and accountability are essential to ensure compliance, defensibility, and transparency in project implementation, and the incumbent must be capable of working on multiple assignments and working effectively in a dynamic, high-visibility environment. The specific essential functions are:			
40%	Mitigation Team and Permit Coordination Team: Assist supervisor and other team members, including DWR staff, consultants, State and federal agencies, and interested parties, with developing and implementing mitigation actions and obtaining various State and federal			
SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE.				
SUPERVISOR'S NAME (Print) Nadine Small		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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40% cont.	environmental permits, which will require the incumbent to review and develop information for environmental documents and permits. Assist in document preparation and reviewing analyses as requested by Delta Conveyance Office Management to complete the Delta Conveyance Program permitting process to facilitate Program implementation. Evaluate, analyze, monitor, and provide recommendations on the development and implementation of Delta Conveyance Program mitigation actions, including restoration projects and other commitments. Coordinate permits by evaluating the need for, timing of, and processes involved in authorizations expected during Program implementation. These activities may require coordinating environmental surveys to collect environmental data, managing associated environmental databases, and tracking the development and implementation of environmental commitments required by environmental regulatory decision documents and permits.			
40%	Delta Conveyance Program Environmental Document Preparation: As part of an interagency Program team, the incumbent will review and comment on planning and environmental documents that identify environmental impacts associated with the Program area, species related impacts, and activities of the Delta Conveyance Program. Assist in the development of various topic areas of the California Environmental Quality Act/National Environmental Policy Act Environmental Impact Report/ Environmental Impact Statement, Biological Assessment, and Incidental Take Permit Application, among others, and with disposition or resolution of public and multi-agency comments. Coordinate team meetings and prepare documents needed to obtain permits. Review complex environmental documents and supporting records for accuracy, completeness, and internal consistency; verify information against source documents; identify potentially conflicting or overlooked information; and communicate findings to supervisors and project team members. Independently research questions arising during project coordination and technical discussions by locating, reviewing, and comparing relevant information in environmental documents, permits, technical reports, correspondence, and other project records. Identify and bring forward relevant information, inconsistencies, or potential issues that may affect environmental compliance or project decisions.			
15%	Assist with the preparation of draft memorandum, reports, and documents for the Unit Manager, Section Manager, Branch Manager, Division Manager, and/or Delta Conveyance Office Management. Incumbent will participate in technical workshops, conferences, and scientific symposia; make technical presentations to various intra- and inter-agency working groups and scientific organizations.			
5%	Support Environmental Compliance efforts in the Environmental Services Branch and for other State Water Project (SWP)-related projects and activities: Design and conduct environmental studies needed to analyze potential State and federal environmental impacts of SWP-related activities and to ensure State and federal environmental compliance. Review and provide recommendations on environmental documents; evaluate the need for, timing of, and processes involved in authorizations required; and prepare documents needed to obtain permits. Employee			

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5% cont.	must work in close partnership with the NEPA and CEQA Support Section and function within a matrixed, multi-disciplinary team within the Branch, Division, and Department-wide, and with federal, State, and local agencies and interested parties. SPECIAL REQUIREMENTS Must possess a valid California Class C Driver's License to drive a personal or State vehicle. The position requires that the incumbent have the ability to: 1) establish and maintain cooperative working relationships as part of an interdisciplinary and interagency team; 2) have a working knowledge of general principles of ecology and California and Delta fauna and/or flora; 3) review and analyze scientific data, using appropriate statistical and analytical methods, for accuracy and compliance to reach sound conclusions and take effective action; 4) speak and write effectively; 5) use a PC and utilize Word, Excel, and PowerPoint; 6) maintain a level of professional integrity and trustworthiness commensurate with responsibilities. Incumbent must also act as the Unit Manager when required. 7) 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 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.			