

☒	Current
☐	Proposed

Classification / Working Title Senior Environmental Scientist (Supervisory)	Employee Name
Position Number 014-620-0764-001	Supervisor Name / Classification Martin Hauser / Environmental Program Manager I (Supervisory)
Division / Branch / Unit Plant Health & Pest Prevention Services/Plant Pest Diagnostics Branch	Effective Date
Collective Bargaining Unit Identifier (CBID) S10	Work Week Group (WWG) E
Tenure Permanent	Timebase Full Time
Physical CDFA Headquarters Location 3294 Meadowview Rd., Sacramento, CA 95832	Division / Program Hyperlink CDFA - Plant Health - Plant Pest Diagnostics Center
As an employee of the California Department of Food and Agriculture (CDFA), we are stewards of public resources, we operate in a 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 Plant Pest Diagnostics Branch (PPDB) within Plant Health and Pest Prevention Services in California Department of Food and Agriculture (CDFA), serves as the official environmental resource for conducting scientific research investigation, providing timely and accurate plant pest environmental analysis and diagnostic activities, quality control services and professional expertise to county agricultural commissioners, other state and federal agencies, agri-business, and environmental clients within California, nationally, and internationally. The PPDB provides a broad range of valuable services in support of CDFA's mandate of protecting agriculture and the environment. The PPDB environmental analysis and diagnostic support to CDFA's pest exclusion and eradication programs in their tasks of identifying and combating invasive plants, plant pests, and plant diseases that threaten California agriculture productivity and the natural environment. The Branch also provides environmental analysis and diagnostic support to the United States Forest Service and other federal agencies in the detection and monitoring of invasive and destructive plants, plant pests, and plant diseases.	
Position Identification: Under general direction of the Environmental Program Manager I (EPMI), the Senior Environmental Scientist (Supervisory) supervises and directs the work of professional and technical staff performing or supporting environmental analyses, research, outreach activities, and diagnostics and identification activities in the Entomology and Nematology Programs. Incumbent will supervise activities related to environmental samples submitted by department programs, other state and federal agencies, and county programs; evaluate program effectiveness and make necessary changes; work with management on budget expenditure reports and budget proposals; provide consultation of scientific findings for management, county agricultural commissioners, state and federal agencies, state university and college personnel, and environmental interest groups; and perform environmental analyses, research, outreach activities, and diagnostic and identification activities in area of taxonomic expertise in the Entomology and/or Nematology Program.	

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As a leader in State government, the incumbent is responsible for developing and inspiring their workforce and delivering great results for Californians and CDFA. The incumbent must set a clear vision to achieve productive results by developing plans to meet goals, leverage staff skills, and solve problems; build collaborative relationships and foster an inclusive environment for consensus-building and decision-making; coach, guide, train, instruct, and develop team members; empower staff through a sense of shared ownership and decision-making; create an open and transparent environment for the exchange of information; foster a team environment through the support and recognition of team members; promote customer service and accountability; motivate loyalty to the Department's/Branch's mission and commitment to drive continuous improvement for better results. The incumbent must inspire personal credibility through authenticity, confidence, consistency, courage, decisiveness, generosity, honesty, integrity, and judgment.

Special Requirements:

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| ☒ 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): _____ |
| ☒ 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:

Supervisory and Administrative Activities

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| 30% | <ul style="list-style-type: none"> Assign, direct, and review the work of the environmental scientists and technical support staff working in the Entomology and Nematology Programs to ensure compliance with applicable federal and state laws and rules, departmental policies and procedures, and laboratory quality management system standards. Plan, organize, and direct the environmental diagnostics of insect, mites, mollusks, nematodes and other invertebrate environmental samples, environmental research, and scientific consultation concerning present and potential agricultural, environmental, and natural resources issues related to harmful, exotic and invasive arthropods, mollusks, and other invertebrate animals. Evaluate and counsel staff regarding job performance, prepare probation reports, and annual performance appraisals. Ensure staff have the necessary tools, equipment, and training to effectively perform the essential functions of their positions. Mentor staff on career goals. Oversee and review budget expenditure reports and work with management on the preparation of budget change proposals to ensure allocation of resources to meet program goals. Evaluate program effectiveness and provide recommendations and implement changes for improvement; redirect personnel and resources to meet program goals. Supervise and provide technical support for the PPDB reference library and the California State Collection of Arthropods (CSCA) to ensure personnel organize the existing resources, facilitate exchanges with other institutions, process loans from CSCA, curate and accession |
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	invertebrates into CSCA, and accumulate and maintain information about potentially invasive insects and other invertebrates not currently in California. • Work with management in preparing, negotiating, and implementing grants, contracts, and other external funding sources for the Entomology and Nematology Programs. • Work with subordinates in preparing, producing, and editing the PPDB chemical inventory list, and other such documents.
30%	Diagnostics and Diagnostic Supervision • Oversee and supervise the identification of potential or actual plant pests that affect California's agricultural productivity, commodity movement, or environment. • Supervise the processing of environmental samples submitted to the Entomology and Nematology Programs and assign related tasks to appropriate staff based on specialization and/or methodological expertise. • Conduct or oversee environmental investigations for plant pests and disease vectors involving insects or other invertebrates by applying education, experience, expertise, and pertinent world-based literature. Work collaboratively with other scientists in the same field of expertise to accurately identify or diagnose plant pests and diseases of agricultural and environmental concern. • Provide expert scientific consultation, including pertinent information and scientific conclusions about organisms and their biology, to internal and external clients when necessary. Clients include the CDFA, County Agricultural Commissioner's offices, the USDA, the agricultural industry, environmental interests, universities and colleges, U.C. Cooperative Extension, the public, and other states and countries. • Provide technical expertise to Department administration and is an expert witness in area of diagnostic specialization and scientific expertise. • Provide accurate and timely identification of insects or other invertebrates, which may be actual or potential pests of California agriculture and environment. This entails receiving, evaluating and identifying specimens belonging to taxa submitted to the PPDB, using the appropriate methodology (e.g., morphological evaluation, etc.). Has primary or shared diagnostic authority for one or more taxonomic groups based on specialization. Incumbent uses past education, experience, expertise, pertinent world-based literature and databases, consulting reference collections, and collaboration with fellow scientists in the field of expertise to make appropriate and timely diagnoses. • Serve as a subject matter expert for PPDB projects/programs in area of diagnostic specialization and scientific expertise, including evaluating and making recommendations on pest issues such as pest ratings, etc. • Collaborate with and advise CDFA staff, county personnel, and federal/industry representatives on pest inquiries, insect pest lists for specific agricultural commodities and environmental concerns, pest ratings changes, and pest information sheets on insects or other invertebrates of agricultural and environmental concern. • Serve as a consultant to CDFA-PPDB Plant Pathology, Botany and Seed Science programs that affect agriculture and the environment.
20%	Environmental Analysis • Oversee and perform research on agriculturally and environmentally significant groups of insects or other invertebrates on biodiversity, taxonomy, systematics, biogeography, plant-insect interactions, etc. Findings contribute to discovery and description of new taxa and development of new diagnostic tools for the identification of plant pests critical to the

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	environment and the agriculture industry worldwide and providing a better understanding of insects in the environment. • Identify environmental research needs and oversee environmental projects by evaluating and interpreting results to publish findings in peer-reviewed scientific journals, books, web outlets, etc. • Conduct independent research to answer questions and solve problems in taxonomy, identification, morphology, nomenclature and systematics in the incumbent's area of expertise. Participate in collaborative projects with other scientists and may prepare grant applications from external funds. Research projects must include application of correct scientific methods including definition of problems, developing hypotheses, developing work plans, conducting research, and correctly evaluating and interpreting results. • Publish results from scientific research or environmental investigations in peer-reviewed scientific journals, books or other publication outlets. Present analyses and results of scientific research or investigations to colleagues and other scientists at professional meetings, conferences, and technical working groups. • Oversee and participate in collaborative projects with other scientists in order to prepare grant applications for external funds to support advancement of diagnostic methodologies for identification of agriculturally and environmentally harmful pests and to increase laboratory efficiency and capacity.
15%	Public Outreach and Training • Maintain professional contacts with scientific colleagues worldwide in order to collaborate on research projects of a highly complex nature. • Participate in professional meetings to present results of environmental research findings to foster collaborations with environmental scientists worldwide, and to keep current with scientific advancements. • Read and analyze scientific publications relative to field of expertise in order to keep abreast of advances relative to diagnostics. • Review and edit manuscripts for scientific journals in the area of expertise. • Oversee, conduct or participate in training on insects of agricultural and/or environmental concern in order to provide up to date and current techniques and findings to technical and support staff, State, County, Federal or other interested parties. • Prepare, organize and deliver public outreach as talks, presentations, and/or demonstrations. Lead tours of PPDB facilities, including the CSCA. • Perform the duties of the EPM I or the EPM II in their absences.
Non-Essential/Marginal Functions:	
5%	Other related duties as assigned.
Desirable Qualifications: • Proficiency in conducting independent highly specialized research and analysis in systematics and taxonomy of insect or other invertebrate groups. • Proficiency in laboratory and curatorial techniques for preservation and study of insect and other invertebrate specimens. • Proficiency in making identifications with professional expertise as a specialist on foreign and domestic members of potential pest insect or other invertebrate groups. • Possession of a doctoral degree (or equivalent) in entomology or nematology or closely related biological science, with a specialization in taxonomy or systematics of invertebrates.	

- Have the ability to prioritize work on multiple tasks, manage time wisely, and have strong organizational skills.
- Have excellent verbal and written communication skills.
- Have understanding of ethics with respect to confidential and sensitive situations.
- Be reliable, dependable, and maintain good attendance.

Work Environment and Equipment Used:

The incumbent works in the Entomology laboratory in the Plant Pest Diagnostics Center (PPDC) in the CDFA Meadowview complex in Sacramento. The PPDC laboratories each house major scientific collections that serve as primary reference collections for diagnostics and research, namely the California State Collection of Arthropods (insects and other invertebrates), the CDFA seed collection and the CDFA Herbarium (plants). The Entomology Program has thousands of volumes housed in the literature reference library (library), including a special entomology reprint library. A Nematology reference library is situated in the Nematology department. PPDC houses four other scientific laboratories (Botany, Nematology, Plant Pathology, and Seed Science).

Working facilities consist of at least one office/science room per scientist; office/science rooms for technical staff; and several common rooms. Individual office spaces are each equipped with one built-in standing-height counter with cabinets, a sink with eyewash, a fume hood, wall-mounted bookshelves, and assorted tables, shelves, desks, file cabinets, insect or herbarium cabinets to accommodate specimens for diagnostic reference and research, microscopes, fiber optic lights, digital photography systems, computers, books and other literature, and various equipment and supplies. Shared printers, copiers and scanners are located in the Library and the Administration area.

Safety features include emergency showers and first aid kits in every hallway, and eyewash stations and fire extinguishers in every room. Shared facilities include conference rooms, special project rooms, a multi-room DNA laboratory (with standard equipment and supplies including ultra-freezers, micropipettors, thermocyclers, gel documentation system, transilluminators, etc.), an electron microscopy suite (SEM and TEM), a macrophotography station, a literature reference library, a packing and receiving area, various freezers and refrigerators, and several storage and cold storage rooms.

The incumbent may occasionally travel in-state, out-of-state and internationally for meetings, training, conferences, and field work.

Regular or recurring telework may occur as part of the incumbent's ongoing regular schedule in accordance with CDFA's Telework Policy.

Physical/Mental Abilities: Exercise independent judgement and problem solving. Ability to read, understand, follow, and enforce policy and procedures.

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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 work periods, or balance 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