

DUTY STATEMENT

DGS OHR 907 (Rev. 7/2025)

☐ Current☒ Proposed

RPA NUMBER	DGS DIVISION / OFFICE or CLIENT AGENCY Sacramento-San Joaquin Delta Conservancy	
UNIT NAME Ecological and Community Programs	HEADQUARTER ADDRESS (example: 707 3rd Street, West Sacramento, CA 95605) 1450 Halyard Dr. Suite 6, West Sacramento, CA, 95691	
CIVIL SERVICE CLASSIFICATION Environmental Scientist	POSITION NUMBER 531-100-0762-013	CBID R10
POSITION ELIGIBLE FOR TELEWORK: ☒ Yes ☐ No	PROBATIONARY PERIOD ☐ 6 Months ☒ 12 Months ☐ N/A	WORK WEEK GROUP 2
WORK SCHEDULE (DAYS / HOURS) Monday - Friday 0700 - 1830 (flexible)	TENURE Permanent	
WORKING TITLE Ecological Program Environmental Scientist	TIMEBASE Full-time	
DESIGNATED POSITION FOR CONFLICT OF INTEREST (COI): ☒ Yes ☐ No	BILINGUAL POSITION: ☐ Yes ☒ No LANGUAGE NEEDED: ☒ Verbal ☒ Written Proficiency language in: <u>English</u>	
PROPOSED INCUMBENT (IF KNOWN)	EFFECTIVE DATE	

CORE VALUES / MISSION ☐ Rank and File ☐ Supervisor ☐ Specialist ☐ Office of Administrative Hearings ☒ Client Agency

Working collaboratively and in coordination with local communities, the Sacramento-San Joaquin Delta Conservancy (Conservancy) leads efforts to protect, enhance, and restore the Delta's economy, agriculture and working landscapes, and environment, for the benefit of the Delta region, its local communities, and the citizens of California. The Conservancy's values include transparency, integrity, equity, adaptability, and collaboration.

The Delta Conservancy's Guiding Principles are the following:

- Acts in collaboration with the communities of the Delta and Suisun Marsh to implement multi-benefit initiatives.
- Operates with integrity in a transparent and accessible manner.
- Supports efforts that advance both environmental protection and economic well-being of the Delta in a complementary manner.
- Uses best available science.
- Recognizes and values the unique nature of the history, culture, communities, and ecosystems of the Delta and Suisun Marsh.
- Believes that access to natural resources, the benefits of ecological health, and the advantages of economic growth should be equitably distributed and accessible for all.
- Is committed to creating an inclusive workplace that promotes and values diversity.

POSITION CONCEPT

Under the general supervision of the Ecosystem Restoration & Climate Adaptation Program Supervisor (Senior Environmental Scientist (Supervisory)) the Environmental Scientist initiates, develops, manages, and closes out projects that are administered by the Conservancy and its contractors and grantees, and are related to matters such as habitat conservation and restoration, natural resource management, biodiversity, climate change, environmental education, and agricultural sustainability, by conducting office work (using software such as Microsoft Word, Excel, and PowerPoint) and field work in accordance with applicable laws, rules, regulations, and guidelines.

SPECIAL REQUIREMENTS

☐ Medical Clearance	☐ Background Clearance	☐ Typing	☐ DMV Pull Notice	☐ Drug Testing
☐ Vehicle Home Storage Permit	☐ Driver's License and Class (specify below in Description)		☐ Certificate (specify below in Description)	
☐ Professional License (specify below in Description)		☐ Other (specify below in Description)		

Telework

The employee must reside in California.

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PERCENTAGE	DESCRIPTION
35%	PROJECT MANAGEMENT, MONITORING, AND CLOSE OUT Manages, monitors and closes out projects administered by the Conservancy and its contractors and grantees by implementing and completing scopes of work, tracking metrics to measure project performance, creating and reviewing project deliverables, monitoring timelines and budgets, and conducting field work and site visits in order to assess project success and compliance with funders' requirements by using critical thinking skills, protocols, and guidelines to ensure projects are complete, accurate, and in compliance with regulatory and funders' requirements.
25%	PROJECT INITIATION AND DEVELOPMENT Coordinates and participates in the initiation and development of environmental projects by reviewing and evaluating the scientific merit of project proposals; developing scopes of work and other components of grant and contract agreements; identifying and researching environmental issues within the purview of the Conservancy's mission; and applying for funding for projects by using established protocols and guidelines in order to award state funds and receive local, county, state, federal, private funds to implement projects that are viable, scientifically sound, and advance the Conservancy's mission.
25%	SPECIAL PROJECTS Independently completes research, reviews, and analyses and addresses emerging and yet to be identified special projects by performing a variety of natural resource management and environmental protection, planning, and implementation activities and other duties as required in order to advance critical projects and ensure that the mission and goals of the Conservancy are met.
15%	COMMUNICATION AND REPORTING Develops and reviews correspondences, reports, analyses, proposals, and other materials related to environmental issues; and shares information and communicates with the Delta Conservancy management and Board, Program and Policy Subcommittee, stakeholders, all levels of government, and other entities by preparing, attending, and presenting at meetings, workshops, and events using professional communication, critical thinking skills, fact sheets, presentations, and other communication tools in order to provide and receive education, training, activity updates, recommendations, and feedback to collaborate among partners (such as state agencies and non-profit environmental organizations) and advance the Conservancy's mission.

MARGINAL FUNCTIONS

PERCENTAGE	DESCRIPTION

WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS☒ Travel (Specify the percentage in the travel box below)Travel 10 % of the time to various locations and may include overnight travel by various methods of transportation.**SUPERVISION RECEIVED**

The Environmental Scientist is supervised by the Ecosystem Restoration & Climate Adaptation Program Supervisor (Senior Environmental Scientist (Supervisory)) but may also receive assignments from the Ecological and

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Community Programs Manager (Environmental Program Manager I (Supervisory)) and Executive Staff.

SUPERVISION EXERCISED

This classification does not supervise.

ATTENDANCE

Incumbent must maintain acceptable, consistent, and predictable attendance as determined at the Conservancy's sole discretion. Must be regularly available and willing to work the hours the Conservancy determines are desirable to meet its business needs.

EQUAL EMPLOYMENT OPPORTUNITY STATEMENT

All Conservancy employees are expected to work cooperatively and conduct themselves in a professional manner that demonstrates respect for all employees and others they come in contact with during work hours, during work-related activities, and anytime they represent the Conservancy. Additionally, all Conservancy employees are responsible for promoting a safe and secure work environment free from discrimination, harassment, bullying, inappropriate conduct, and retaliation.

WORK ENVIRONMENT

The duties of this position are performed primarily indoors. The incumbent's workstation is equipped with standard or ergonomic office equipment, as appropriate. Prolonged sitting or standing, and use of telephone, personal computer, multi-function printer, and computer programs (such as, but not limited to Microsoft Office Suite, Microsoft Teams, Zoom, Adobe Acrobat) are required. Travel is required up to 10 percent of the time (including driving or riding in a vehicle); incumbent may be required to work outdoors, occasionally moving across uneven terrain and working in inclement weather, when required to participate in activities such as site visits, tours, or events.

TELEWORK ELIGIBILITY AND EXPECTATIONS

This position is eligible for telework. The alternate work location and specific working schedule must be documented on an approved Telework Agreement. All Telework Agreements are developed under and subject to the conditions and criteria established by the Delta Conservancy Telework Policy.

Duties of this position are subject to change and may be revised as needed or required.

DESIRABLE QUALIFICATIONS

- Experience in initiating, managing, and closing out projects including preparing, reviewing, and tracking scopes of work, reports, budgets, timelines, and other documents.
 - Knowledge of and experience working with nature-based solutions, climate resiliency, ecosystem restoration, or agricultural sustainability
 - Experience using Excel and other Microsoft Office Suite products.
 - Experience preparing and reviewing environmental documents (e.g. scientific reports).
 - Experience in preparing communications and communicating with various audiences.
 - Clear and effective written and verbal communication skills.
 - Highly organized and strong attention to detail.
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You are a valued member of the department's team. You are expected to work cooperatively with team members and others to enable the department to provide the highest level of service possible. Your creativity and productivity are encouraged. Your efforts to treat others fairly, honestly and with respect are important to everyone who works with you.

I have discussed these duties with my supervisor and have received a copy of the duty statement. I have read and understand the duties and essential functions listed above and I am able to complete the essential functions with or without a reasonable accommodation. (If you believe you need a reasonable accommodation or you are unsure if you need a reasonable accommodation, please inform the hiring manager and contact the Reasonable Accommodation Unit at reasonableaccommodation@dgs.ca.gov)

EMPLOYEE NAME	EMPLOYEE SIGNATURE	DATE SIGNED
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I have discussed the duties of the position with the employee and certify the duty statement represents an accurate description of the essential functions of the position. I have provided the employee with a copy of this duty statement.

SUPERVISOR NAME	SUPERVISOR SIGNATURE	DATE SIGNED
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C & P APPROVED BY	DATE SIGNED
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