State of California
Department of Pesticide Regulation
POSITION DUTY STATEMENT
DPR-217 (Rev. 02/26)

Classification	**Position Number**	**Location**
Senior Environmental Scientist (Supervisory)	814-800-0764-xxx	Sacramento (Headquarters)
Division/Branch	**Supervisor's Classification**	**Collective Bargaining Identification Designation (CBID)**
Integrated Pest Management Branch	Environmental Program Manager I (Supervisory)	S10
Conflict of Interest Disclosure:	**Incumbent (If filled)**	
☒ **Yes** ☐ **No**	VACANT	

☒ **Job requires driving automobile**: In this position, the incumbent may, as needed, drive a state vehicle for work purposes. (Employee must complete DPR-034, Request for Driver Record Information).

SUPERVISORY RESPONSIBILITIES (Check One) ☐ **Managerial** ☒ **Supervisory** ☐ **Lead Person** ☐ **None**

Direct Supervision Exercised:		**Indirect Supervision Exercised:**	
No. of Employees	**Classification Title**	**No. of Employees**	**Classification Title**
3 2	Research Scientist Environmental Scientist		

I have read and discussed these duties with my supervisor.

Employee Signature	Date

I certify that the DPR-217 accurately represents the duties and responsibilities of the position.

Supervisor Signature	Date

Please Complete Reverse Side

Incumbent: VACANT
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Description of Duties ***(Attach additional sheets, if necessary, and identify position information)***

Summarize the regularly assigned duties of the position by percentage in descending order. Do not combine distinct activities into a single percentage. Descriptive information should reflect variety and complexity of duties through: supervision exercised and/or received; responsibility for decision making and consequence of error; analytical requirements; special knowledge; skills or abilities required; level, type and frequency of public contact; and unusual working conditions (i.e., field work, bilingual services, etc.); and physical requirements (physical demands, environmental demands).

Percent of Time	Activity
	Under the general direction of the Environmental Program Manager I (Supervisory), the Senior Environmental Scientist (Supervisory) serves as the supervisor for professional scientific staff within the Department of Pesticide Regulation's (DPR) Pesticide Use Reporting (PUR) Program. This position plans, directs, and evaluates scientific, technical, and programmatic activities supporting the accuracy, completeness, accessibility, and effective use of statewide pesticide use data. The Senior Environmental Scientist (Supervisory) oversees PUR data quality and reporting activities, including quality assurance and quality control processes, development of the annual PUR report, responses to data requests, and technical support for urgent or complex data needs. The position provides technical and programmatic leadership on pesticide use reporting requirements, database and data system improvements, and changes resulting from legislation, regulation, and Department policy. The Senior Environmental Scientist (Supervisory) supports implementation of Integrated Pest Management (IPM) Branch and Department priorities and follows direction and guidance provided by the Environmental Program Manager I (Supervisory), Branch Chief, and executive leadership. **<u>ESSENTIAL FUNCTIONS</u>:**
30%	**Supervision and Staff Development** Supervise, direct, and evaluate professional scientific staff responsible for data quality assurance and quality control, data analysis, and technical support involving PUR and other relevant pesticide-related datasets. Establish work priorities; assign and monitor assignments; review work products for technical adequacy and accuracy; provide ongoing feedback and coaching; and address performance, workload, and personnel issues as appropriate. Oversee onboarding and training of new staff and develop, refine, and maintain procedures and resources to support consistent training and application of PUR program practices. Provide technical guidance and mentoring to staff on pesticide use reporting requirements, PUR Program operations, database management, data analysis, coding, geographic information systems (GIS), quality control procedures, and program policies. Identify staff training and development needs and ensure staff have the knowledge and resources necessary to perform assigned responsibilities effectively. Consult with Environmental Program Manager I (Supervisory) regarding personnel issues, emerging program challenges, and recommended program or procedural improvements, and implement supervisory direction provided by management.
30%	**Pesticide Use Data Quality and Program Operations** Direct and oversee ongoing quality assurance and quality control processes for statewide pesticide data to ensure records are accurate, complete, consistent, and suitable for regulatory, scientific, and public uses. Establish and maintain processes for identifying and resolving errors and inconsistencies in reported data, and coordinate with County Agricultural Commissioners and their staff to address reporting and data quality issues. Provide technical oversight of PUR database management including queries, coding, validation processes, GIS applications, and other tools used to manage and quality-control PUR data. Evaluate recurring data quality and reporting issues and recommend improvements to data validation processes, workflows, and program procedures. Ensure appropriate documentation, procedures, and quality control practices are maintained to support consistent and reliable PUR Program operations.

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20%	**PUR Data Requests and Analysis** Direct and oversee development of the annual Pesticide Use Report and other PUR data products, including establishing analytical approaches, timelines, assignments, and quality control processes and reviewing work products for accuracy and technical soundness. Oversee responses to PUR data requests, including public records requests, and support public access to pesticide use information through the California Pesticide Information Portal (CalPIP) and other data resources. Prioritize and coordinate responses to complex, urgent, or time-sensitive data needs from leadership, DPR programs, other agencies, researchers, and the public. Provide technical review and interpretation of pesticide use data, analyses, summaries, maps, visualizations, and reports; communicate data limitations and appropriate uses; and ensure information provided by the program is accurate, consistent, and appropriately interpreted. Consult with the Environmental Program Manager I (Supervisory) on responses or analyses that may have policy implications or heightened public or stakeholder interest.
15%	**Policy and Program Improvement** Lead and coordinate efforts to improve pesticide use reporting and data collection efforts in response to emerging scientific, regulatory, legislative, and policy needs. Evaluate the potential effects of proposed legislation, regulations, and Department policies on PUR reporting requirements, database systems, program operations, and data availability, and provide recommendations to management regarding implementation. Lead or coordinate rulemaking efforts related to pesticide use reporting, including development of proposed regulatory language, supporting analyses, stakeholder coordination, and responses to comments. Identify data gaps and opportunities to improve the quality, consistency, usefulness and accessibility of pesticide use data and recommend changes to data fields, validation procedures, and program processes. Coordinate with internal and external partners and stakeholders to support implementation of new reporting requirements and systems changes and to address emerging program needs. Provide technical input and recommendations to the Environmental Program Manager I (Supervisory) and program leadership on policies, system changes, and program improvements, and implement approved changes in coordination with staff and partners.
	<u>MARGINAL FUNCTIONS</u>:
5%	Perform other related duties as required, including participating in department workgroups, committees, meetings, and special projects; representing DPR at internal and external meetings; and providing technical and programmatic support on pesticide use reporting and related data issues.
	<u>WORKING CONDITIONS</u>: The employee will primarily work in an office building in a climate-controlled environment and under artificial lighting. The employee may be required to sit for long periods at a time and must be able to use a computer monitor, mouse, and keyboard for up to 8 hours per day. The employee must

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	be able to lift at least 10 pounds. Occasional travel, sometimes requiring overnight stays, to conduct site visits or attend training events or workshops may be required. Site visits may require walking in agricultural fields and orchards and in natural areas with moderate slopes, unpaved grounds, and uneven surfaces, such as ploughed fields and grassy meadows, undeveloped roads, ditches, levees, and other structures located adjacent to agricultural fields. Site visits may also occur in urban and suburban environments. Site visits will occur under various climatic conditions that may require exposure to high heat, full sun, high humidity, wind, and rain. **CRITICAL JOB COMPETENCIES:** ***Leading and Managing Change:*** become an agile leader who anticipates change, adapts to it, and uses it to his/her competitive advantage; recognize the forces/signals that cause change; promote a consistent "outside the box" culture that embraces new and better ideas; respond to changing circumstances while remaining committed to the Department's vision, mission, values, and goals. ***Communication:*** make clear and convincing oral presentations to individuals or groups; inform, persuade, build consensus; know the audience; facilitate open exchange of ideas/opinions; select and use appropriate communication approach; actively listen; effectively use e-mail; avoid mixed messages – the body language says one thing, the words another; apply business writing principles to all written communications. ***Decisiveness:*** make decisions in a decisive and timely manner; accept accountability for decision; perceive impact and implications of decisions; take action consistent with available facts, constraints, and probable consequences; enable others to succeed and make decisions for themselves. ***Self-motivation, Optimism, Sustained Commitment, Perseverance, and Patience:*** demonstrate a bias toward optimism and maintain sense of humor; retain stamina and bounce back from setbacks; view mistakes as opportunities for growth/positive learning experiences; and empower yourself first and then your staff. ***Ethics/Integrity:*** create culture of trusting relationships; promote organizational vision and values through leadership principles. ***Conflict Resolution:*** recognize dissatisfaction among direct reports and deal with conflict in timely manner; turn conflict into opportunity for success. ***Problem Solving:*** persevere in the face of obstacles such as diminishing financial resources; there is more than one way to get to the destination; anticipate problems and encourage a culture of proactive problem solving; ensure comprehensive evaluation of the costs and benefits of all options in determining the preferred solution. ***Emotional Intelligence/Interpersonal Awareness:*** demonstrate recognition of and compassion to the various psychological and emotional needs of people; express feelings clearly and directly; balance feelings with reason, logic, and reality; initiate and develop relationships with others as a key

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	priority. Enroll them in the journey and engage their energies and emotions in the goals of the organization; be a leader of people, not processes; manage group emotions during conflict and change; put in place systems and processes to ensure clients receive high quality information, that their feedback is acted upon, and that their complaints are handled effectively; develop trust and credibility with the client. ***Coaching/Mentoring/Continual Learning:*** accurately assess strengths and development needs of employees and give timely performance feedback to maximize probability of success; seize coaching opportunities and align with organizational objectives; pursue self-development; build trust and rapport necessary for effective coaching/mentoring; strive to build a staff of future leaders, not followers. ***Political Acumen:*** identify the internal and external politics that impact the work of the organization; perceive organizational and political reality and act accordingly; consider a broad range of internal and external factors (big picture) when solving problems and making decisions; identify critical, high payoff strategies and prioritize work efforts accordingly; in taking action, demonstrate an understanding and consideration of how it will impact stakeholders and affected areas in the organization; formulate strategies that are achievable, cost effective, and address administration and organizational goals; develop and balance operational and strategic management skill; create a strategic frame of reference. ***Partnering/Networking:*** develop networks and alliances; participate in cross-functional activities to achieve organizational objectives; keep administrative branches informed of program priorities, needs, and issues to effect responsive service. ***Teamwork:*** facilitate and maintain cooperative working relationships; value and encourage the input and expertise of others; work toward accomplishment of group goals; foster commitment, team spirit, pride, and trust. ***Technical Credibility:*** understand and appropriately apply procedures, requirements, policies, and regulations related to specialized expertise; translate concepts and ideas into strategies and action steps. ***Flexibility/Adaptability:*** readily integrate changes midstream into work processes and outputs; demonstrate openness to new organizational structures, procedures, and technology; shift gears comfortably. ***Project Management:*** garner support for projects; develop work plan with tasks, timeframes, milestones, resources, and dependencies; use resources efficiently and manage effectively within budget limits; anticipate potential problems and institute controls and contingency plans to address them; monitor project progress.