STATE OF CALIFORNIA
JOB DESCRIPTION AND POSITION CLASSIFICATION
DSC 525

Delta Stewardship Council
A CALIFORNIA STATE AGENCY

DUTY STATEMENT

☐ Current ☒ Proposed

Classification Title	**Division/Unit**
Environmental Scientist	Delta Science Program
Functional Title (if applicable)	**Hiring Manager Classification**
	Environmental Program Manager I
Position Number	**Effective Date**
530-853-0762-XXX	
Name	**Date Prepared**
Vacant	10/13/2026
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's 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: Delta Science, Planning & Performance, Administration, Legal, and External Affairs and Communication.

General Statement

Under general supervision of the Environmental Program Manager I, the Environmental Scientist is responsible for performing key research that supports the reviews and activities of the Delta Independent Science Board (Delta ISB), which is legislatively charged with providing oversight of the scientific research, monitoring, and assessment programs that support adaptive management of the Sacramento-San Joaquin Delta. As a key member of the support staff to the Delta ISB, duties include performing research and assisting with project management for scientific reviews to inform adaptive management of water supply, ecosystem (e.g., nature-based solutions, food-webs, fish & flows), water quality (e.g., contaminants, harmful algal blooms), flood risk (e.g., levees), and/or the human dimensions of the Delta as an evolving place. The incumbent represents the Council with State, federal, local agencies, and other partners on matters related to Delta ISB reviews and activities.

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	**Support Research for Delta ISB Reviews & Project Management** • Perform research through literature reviews, community surveys, and interviews with subject matter experts, to identify scientific issues relevant to Delta ISB's reviews, including the latest scientific approaches, and the work currently being done in the Delta. Review topics may include water supply, ecosystem (e.g., nature-based solutions, food-webs, fish & flows), water quality (e.g., contaminants, harmful algal blooms), flood risk (e.g., levees) and/or the human dimensions of the Delta as an evolving place. • Working closely with Delta ISB members, and under general supervision, conduct technical analyses of data and information gathered from interviews, workshops, and surveys using social science methods, GIS, and statistics. • Prepare scientific syntheses on issues and topics to inform Delta ISB reviews, including articles submitted for peer-reviewed publications. • Support project management for specific Delta ISB reviews, including those associated with the Council's Delta Plan and the State Water Resources Control Plan's Bay-Delta Water Quality Control Plan, to help ensure objectives are met and deliverables are on time and within budget.
35%	E	**Advance Collaborative Science & Delta ISB Recommendations** • Provide technical expertise to support collaborative data analysis, synthesis, and other scientific efforts for the Council. Work with Council staff, other agency personnel and the science and management community at large to advance and implement Delta ISB recommendations consistent with the Delta Plan, Delta Science Plan, Science Action Agenda and other Council priorities. • Participate in external working groups, relevant to current and past Delta ISB review topics. Help address Delta ISB and working group needs through this work.

10%	E	**Coordinate Public Meetings & Public Participation** • Under the direction of the Delta ISB chair and manager, organize and coordinate public meetings, including technical workshops, symposia, and field tours, to inform Delta ISB reviews in compliance with the Bagley-Keene Open Meeting Act. • Serve as the co-clerk of the Delta ISB, including the development of meeting notices, documentation of meeting outcomes, maintaining meeting records, and posting of meeting materials in compliance with web accessibility standards. • Prepare meeting summaries, including those from workshops and symposia.
5%	M	**Science Communication** • Facilitate communication of technical scientific information to policy makers and managers, and policy needs to scientists, using a range of media and communication tools to support the mission of the Council and Delta ISB. • Develop and implement project specific management and communication plans. • Represent the Delta Science Program or the Delta ISB when working with agency, and academic representatives, and the general public.
5%	M	**Contract & Budget Management** • Assist with the development, implementation, and administration of contracts and agreements for the Delta Science Program. Support administration on the technical aspects of contracts, including amendments to support Delta ISB operations and to address research gaps identified by the Delta ISB. Evaluate proposals and develop scopes of work, including budgets and deliverables. • Work with administrative staff to track and record contract progress including verification of technical accomplishments and deliverables.
5%	M	**Other Duties** Other job-related duties as assigned and necessary for operational continuity. Attend staff meetings and trainings and prepare administrative paperwork to meet operational needs.

Supervision Received
The incumbent reports directly to the Environmental Program Manager I (Supervisory) in the Delta Science Division. Additional direction and assignments may also come from the Deputy Executive Officer (DEO) for Delta Science.

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 Steet, 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

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