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

Classification	**Position Number**	**Location**
Senior Environmental Scientist (Supervisory)	814-200-0764-XXX	Sacramento (Bradshaw Office)
Division/Branch	**Supervisor's Classification**	**Collective Bargaining Identification Designation (CBID)**
Enforcement Headquarters Branch	Environmental Program Manager I (Supervisory)	S10
Conflict of Interest Disclosure: ☒ **Yes** ☐ **No**	**Incumbent (If filled)** 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**
4	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
Classification: Senior Environmental Scientist (Supervisory)
Position Number: 814-200-0764-XXX

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) directs and supervises the work of professional and technical scientific staff responsible for performing pesticide product sales and production inspections; developing training and policies for regulatory staff; evaluating program effectiveness and recommends and implements program changes; and assisting the EPM I with administrative duties including planning and preparation of the budget; and other duties as required. **ESSENTIAL FUNCTIONS:** Supervises statewide environmental and human health protective functions in the following areas:
40%	Implements the Department's product compliance program and ensures that state mandates are carried out. Plans, organizes, and directs staff conducting all aspects of marketplace surveillance inspections where pesticides are sold, producing establishment inspections where pesticides are produced, and related follow-up investigations. Develops and implements policies and procedures related to e-commerce pesticide sales enforcement. Tracks staff work progress, reviews staff documents and reports for completeness and correctness, and ensures they are completed in a timely manner. Reviews data, evidence, reports, and documents prior to submission to the US EPA or DPR's Office of Legal Affairs to ensure they are comprehensive and defensible.
25%	Develops, revises, and implements policies and procedures to ensure the product compliance enforcement program meets state and federal regulatory and statutory requirements; pesticide sales and production are compliant with the applicable laws and regulations, and appropriate enforcement response is taken for illegal pesticide sales and production violations. Assigns pesticide sales complaints, illegal product or unlicensed seller investigations and ensures staff follow established investigative procedures. Identifies, advises and makes recommendations to the Environmental Program Manager on program priority areas through analyzing and reporting on statewide pesticide sales & production statistics (inspections, complaint and violation pattern identification, etc.); recommends changes in law, regulations, policies, and procedures; develops or reviews technical and complex regulatory changes, proposals, and implementation plans.
20%	Ensures that new guidance is developed in a timely manner when there is a new or changed law or regulation that affects the product compliance enforcement program and that they are implemented by staff. Writes memoranda with input from and on behalf of Branch management to communicate these procedures or guidance to staff. Plans and directs the production of the more complex reports and documents involving sensitive policy issues; provides assistance to the branch and department by preparing a variety of written materials, training modules and programs, correspondence, and reports; responds to information requests from the public, other governmental agencies, and the legislature; responds to correspondence on behalf of the EPM II, Director or Governor's Office; makes presentations to industry, public, and regulated community; attends meetings with industry, other branches, and departments to address mutual areas of concern; and represents the Branch on interagency work groups. Prepares annual and mid-year program reports for the US EPA.

Incumbent: VACANT
Classification: Senior Environmental Scientist (Supervisory)
Position Number: 814-200-0764-XXX

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
10%	Provides direction and prioritizes activities of scientific and technical staff and implements administrative policies including coordination and preparation of the budget and review of monthly expenditures and reimbursements; administers program relevant aspects of the State's personnel management functions, including EEO, recruitment and hiring, and development of staff through establishing a positive and energized work environment conducive to continuous quality improvement; and administers personnel and labor relations policy and procedures. Provides direction, guidance, assistance, coaching and appropriate tools to staff that are consistent and harmonious with branch management goals and expectations. Ensures staff receive appropriate orientation and ongoing training regarding state and department policies and procedures, including product compliance related laws and regulations.
5%	**MARGINAL FUNCTIONS:** Performs other duties consistent with specifications of the classification. **PROFESSIONAL ATTRIBUTES:** In addition to the above, the incumbent possesses the willingness and ability to: get along with others; accept direction from supervisor/lead person; abide by work rules; accept constructive criticism; and work effectively within a team environment. **WORKING CONDITIONS:** Employee must be capable of operating vehicles on public roadways or travel to remote areas. Travel by automobile or air may be required to different areas of the state. Travel on short notice and overnight stays may be required for various meetings, outreach events, inspection oversight, presentations, and trainings. **CRITICAL JOB COMPETENCIES:** ***Attention to Detail:*** Thoroughness in accomplishing a task through concern for all the areas involved, no matter how small. Monitors and checks work or information and plans and organizes time and resources efficiently. The ability to see or pay attention to details and the ability to verify correctness. Provide thorough review of work and ensure completeness and quality have been met. ***Communication:*** Make clear and convincing oral and written presentations to individuals or groups, select and use appropriate communication approach, effectively use email, inform and build consensus, and actively listen. Ensure that others involved in a project or effort are kept informed of developments and plans. Ensures that regular consistent communication takes place. Keep manager informed about progress and problems. Give and receive constructive feedback. Make clear and convincing oral presentations to individuals or groups, select and use the appropriate communication approach for the audience, effectively use e-mail, inform and build consensus, and actively listen. ***Coaching/Mentoring/Continual Learning:*** Clarify responsibilities, authority, and expectations. Provide timely guidance to staff and provide performance feedback to maximize probability of success. Provide guidance on how to strengthen knowledge, skills, and competencies to improve

Incumbent: VACANT
Classification: Senior Environmental Scientist (Supervisory)
Position Number: 814-200-0764-XXX

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
	personal and organizational performance. Provide experiences to develop employees' capabilities. Communicate effectively and develop employees. Build trust and rapport with staff necessary for effective coaching/mentoring. Strive to build staff of future leaders. ***Flexibility/Adaptability:*** Readily integrate changes midstream into work processes and outputs, demonstrate openness to organizational structures, procedures, and technology; and multi-task and shift gears comfortably to ensure multiple projects are completed and deadlines are met. ***Problem Solving:*** Persevere in the face of obstacles such as diminishing financial resources, anticipate problems and encourage a culture of proactive problem solving. Believe that there is more than one way to get to an endpoint. ***Workforce Management:*** Hire appropriate staff, delegate tasks according to ability, provide consistent and regular feedback on performance, reward and reinforce positive performance, understand and comply with basic Human Resources regulations and laws, understand and effectively keep staff and projects aligned the organization's structure and policies, conduct performance appraisals and provide feedback, address employee behavior problems. ***Project Management:*** Garner support for projects, develop work plans with tasks, timelines and milestones, use resources efficiently, anticipate problems, and monitor project progress. ***Teamwork:*** Facilitate and maintain cooperative working relationships. Work toward accomplishment of group goals, value and encourage input and expertise of others. Foster commitment, team spirit, pride and trust within the team. Work as a team with other supervisors and managers towards Program and Department goals. ***Technical Credibility:*** Understand and appropriately apply procedures, requirements, policies, and regulations related to specialized expertise. Possess up-to-date knowledge of programs and industry and access other expert resources when appropriate. Integrate technology into the work to improve program effectiveness. ***Self-Motivation, Optimism, Sustained Commitment, Perseverance, and Patience:*** Self-motivated to take action to meet critical program goals. Set and monitor own objectives and standards. Demonstrate a strong work ethic. 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 experience. ***Personal Attributes*****:** In addition to the above competencies and duties, the incumbent possesses the ability to get along with others, maintain professional relationships with customers and co-workers, accept direction from supervisor, abide by work rules, accept constructive criticism, and work effectively within a team environment. ***Partnering/Networking:*** Develop networks and build alliances; participate in cross-functional activities to achieve organizational objectives; keep administrative branches informed of program priorities, needs and issues to effect responsive service.