

DUTY STATEMENT

Current Proposed

Classification Title Environmental Scientist	Division/Unit Delta Science Program/ Adaptive Management Unit
Functional Title (if applicable)	Hiring Manager Classification Environmental Program Manager I
Position Number 530-001-0762-XXX	Effective Date
Name	Date Prepared 7/17/23

Delta Stewardship Council Mission

The Delta Reform Act of 2009 created the Delta Stewardship Council (Council). The mission of the Council is to achieve the coequal goals of "...providing a more reliable water supply for California and protecting restoring and enhancing the Delta ecosystem... in a manner that protects and enhances the unique cultural, recreational, natural resource, and agricultural values of the Delta as an evolving place" (CA Water Code SS 85054). 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.

General Statement

Under the general supervision of the Environmental Program Manager I, the incumbent is responsible for supporting and performing key activities that support the mission of the Delta Stewardship Council with an emphasis of acting as an Adaptive Management Liaison and Delta Science Program representative for issues pertaining to Delta habitat restoration or integrated ecosystem-based management.

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
45%	(E)	<p>With supervision, review, and direction from the Environmental Program Manager I, works as an Adaptive Management Liaison on ecosystem restoration and ecosystem management issues. Applies and advises on best available science and principles of adaptive management to support development and implementation of the Delta Plan, Delta Science Plan, and other Delta Stewardship Council (DSC) programs, projects, and products. Coordinates and/or participates in local government engagement, and agency or technical groups. Supports organization and implementation of technical workshops and symposia to ensure best available science and establish the state of scientific knowledge. Works with the Delta Plan Interagency Implementation Committee With the supervision, review and direction from the Environmental Program Manager I, e to support the Restoration Subcommittee. Writes or coordinates the preparation of workshop/symposia summaries. Works with senior management, the Lead Scientist, and other staff to ensure the results of these reviews and workshops are communicated and considered in future program implementation.</p>
20%	(E)	<p>Supports efforts to review, analyze, and synthesize information on adaptive management and best available science for Delta Plan Covered Actions, other matters under consideration by the DSC, and important technical topics related to the Delta Plan on ecosystem restoration or ecosystem management. Drafts staff reports, scientific reports, or articles with potential for publication in peer-reviewed technical journals. Communicates technical information to agency, stakeholder and academic representatives, and the general public. Supports technical analyses associated with updates to Delta Science Program and related documents. Presents work and at DSC meetings and workshops. Coordinates and/or participates in local government engagement, and collaborative agency or technical groups.</p>
20%	(E)	<p>With supervision, review, and direction from the Environmental Program Manager I, works with agency, stakeholder, and academic representatives to establish the state of knowledge. Communicates technical information to policymakers, managers, agency, stakeholder and academic representatives, and the general public. Responds to requests for information from management including distillations of larger scientific issues, assessments of current literature in support of agency actions, and summaries of projects for various agency reports.</p>
10%	(E)	<p>Supports technical aspects of Science Program contracts including contract agreements and amendments. Evaluates proposals and develops scopes of work, including budgets and deliverables. Works</p>

		with administrative staff to track and record contract progress including verification of technical accomplishments and deliverables.
5%	(M)	Meets with Delta Science Program staff and management to communicate activities, coordinate internal Delta Science Program activities and establish work priorities.

Supervision Received

The Environmental Scientist reports directly to and receives general supervision from the Environmental Program Manager I.

Supervision Exercised

None

Working Conditions

The duties of this position are performed indoors. The employee’s workstation is located at 715 “P” Street and is equipped with standard or ergonomic office equipment, as appropriate. Travel may be required to attend meetings or training classes.

This position is based out of the Council’s headquarters, located at 715 P Steet, Sacramento, CA. A telework schedule is available, and is dependent on the essential functions and the hiring manager’s discretion. However, regardless of telework status, working from this location, based on business-need, may be required on occasion.

Attendance

Must maintain regular and acceptable attendance at such 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 a 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.

Employee Signature	Employee Printed Name	Date

Duties of this position are subject to change and may be revised as needed or required. I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above.

Supervisor Signature	Supervisor Printed Name	Date

DUTY STATEMENT

Current Proposed

Classification Title Senior Environmental Scientist (Specialist)	Division/Unit Delta Science Program/ Adaptive Management Unit
Functional Title (if applicable)	Hiring Manager Classification Environmental Program Manager I
Position Number 530-001-0765-010	Effective Date
Name	Date Prepared 8/4/23

Delta Stewardship Council Mission

The Delta Reform Act of 2009 created the Delta Stewardship Council (Council). The mission of the Council is to achieve the coequal goals of "...providing a more reliable water supply for California and protecting restoring and enhancing the Delta ecosystem... in a manner that protects and enhances the unique cultural, recreational, natural resource, and agricultural values of the Delta as an evolving place" (CA Water Code SS 85054). 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.

General Statement

Under the direction of the Environmental Program Manager I, the incumbent is responsible for leading and performing key activities that support the mission of the Delta Stewardship Council with an emphasis of acting as an Adaptive Management Liaison and Delta Science Program representative for issues pertaining to Delta habitat restoration or integrated ecosystem-based management.

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
45%	(E)	Works as a lead Adaptive Management Liaison on habitat restoration and integrated ecosystem management issues. Applies and advises on best available science and principles of adaptive management to support development and implementation of the Delta Plan, Delta Science Plan, and other Delta Stewardship Council (DSC) programs, projects, and products. Coordinates and/or participates in local government engagement, and agency or technical groups. Leads organization and implementation of technical workshops and symposia to ensure best available science and establish the state of scientific knowledge. Works with the Delta Plan Interagency Implementation Committee to co-lead the Restoration Subcommittee. Writes or coordinates the preparation of workshop/symposia summaries. Works with senior management, the Lead Scientist, and other staff to ensure the results of these reviews and workshops are communicated and considered in future program implementation.
20%	(E)	Independently identifies problems, develops courses of action, conducts critical and/or sensitive scientific investigations and studies, and leads efforts to analyze and synthesize information on matters under consideration by the DSC and important technical topics related to the Delta Plan on habitat restoration and integrated ecosystem management. Drafts guidance, policy, planning, or regulatory documents, legislative proposals, staff reports, scientific reports, or articles with potential for publication in peer-reviewed technical journals on issues of importance to the Council. Communicates technical information to agency, stakeholder and academic representatives, and the general public. Leads technical analyses associated with updates to Delta Science Program documents. Presents work and at DSC meetings and workshops. Coordinates and/or participates in local government engagement, and agency or technical groups.
20%	(E)	Works with agency, stakeholder, and academic representatives to establish the state of knowledge. Communicates technical information to policymakers, managers, agency, stakeholder and academic representatives, and the general public. Responds to requests for information from management including distillations of larger scientific issues, assessments of current literature in support of agency actions, and summaries of projects for various agency reports.
10%	(E)	Supports technical aspects of Science Program contracts including contract agreements and amendments. Evaluates proposals and develops scopes of work, including budgets and deliverables. Works with administrative staff to track and record grant progress including verification of technical accomplishments and deliverables.

5%	(M)	Meets with Delta Science Program staff and management to communicate activities, coordinate internal Delta Science Program activities, establish work priorities, and mentor lower-level staff.
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Supervision Received

The Senior Environmental Scientist works under direction from the Environmental Program Manager I.

Supervision Exercised

None

Working Conditions

The duties of this position are performed indoors. The employee’s workstation is located at 715 “P” Street and is equipped with standard or ergonomic office equipment, as appropriate. Travel may be required to attend meetings or training classes.

This position is based out of the Council’s headquarters, located at 715 P Steet, Sacramento, CA. A telework schedule is available, and is dependent on the essential functions and the hiring manager’s discretion. However, regardless of telework status, working from this location, based on business-need, may be required on occasion.

Attendance

Must maintain regular and acceptable attendance at such 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 a 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.

Employee Signature	Employee Printed Name	Date
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Duties of this position are subject to change and may be revised as needed or required. I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above.

Supervisor Signature	Supervisor Printed Name	Date
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