

JOB DESCRIPTION AND POSITION CLASSIFICATION

DSC 525 (3-PAGE) (REV. 01/10)

CLASSIFICATION Environmental Scientist		POSITION NUMBER 531-100-0762-904	MCR 1	RPA # DC13-002
APPOINTEE Vacant		EFFECTIVE DATE 3/14/13	DIVISION/SECTION Sacramento-San Joaquin Delta Conservancy	
COLLECTIVE BARGAINING IDENTIFIER Management Related BU: <input type="checkbox"/> Supervisory Related BU: <input type="checkbox"/> Confidential Related BU: <input checked="" type="checkbox"/> Rank and File BU: R10				
RESPONSIBILITIES EXERCISED <input type="checkbox"/> Supervisory <input type="checkbox"/> Lead Person		IMMEDIATE SUPERVISOR (Print) Shakoora Azimi-Gaylon	SUPERVISOR'S CLASSIFICATION Program Manager II	
APPROVED BY (Personnel Analyst's Name) Lynn Borja			DATE 3/14/13	
ALL EMPLOYEES ARE EXPECTED TO WORK COOPERATIVELY WITH OTHERS; MAINTAIN REGULAR, CONSISTENT, PREDICTABLE ATTENDANCE; POSSESS INTEGRITY, INITIATIVE, DEPENDABILITY, AND GOOD JUDGMENT.				
POSITION SUMMARY				
Briefly (1-3 sentences) describe the main purpose and function of the position, including the organizational setting: Under close supervision of the Program Manager II and working closely with the Staff Environmental Scientist, the incumbent will conduct scientific review and analysis in various Delta-related areas, prepare reports, assist in the implementation of grant funded projects to carry out the Sacramento-San Joaquin Delta Conservancy's (Delta Conservancy) mission, and coordinate with Conservancy staff, public agencies, stakeholders, and the public.				
DESCRIPTION OF DUTIES				
Percent of Time (E) and (M)	Indicate the duties of the position and the percentage of time spent on each. Group related tasks under the same percentage. Percentages should be in increments of 5% with the highest percentage first. Identify essential functions with an (E) and marginal functions with an (M) in the percentage column. "Other duties as required" cannot be used as a task statement.			
40% (E)	Analyzes and synthesizes existing research related to the Delta Conservancy programs, such as environmental restoration, habitat conservation, water quality, threatened and endangered species, climate change and flood protection. Prepare reports, correspondence, and other documents in support of the grant programs using MS Word and Excel for the Delta Conservancy's management, Board, and stakeholders.			
30% (E)	Schedule meetings, prepare agenda and materials, and attend stakeholders meeting to support the grand funded projects. Assist in implementing grant funded projects including fieldwork preparation and planning; coordination with agencies and organizations; and management of field and project data.			
20% (E)	Assist in management of grants received by the Delta Conservancy. Works with subgrantees to track and record grant progress including the verification of technical accomplishments and deliverables. Specific tasks include reviewing deliverables and invoices; recording and tracking budget; preparing comments on deliverables; and preparing summary report of deliverables.			
5% (E)	The incumbent will prepare and make presentations using MS Power Point to a variety of groups; including Delta Conservancy management, other agencies, stakeholders and the public. Presentations will serve to inform interested parties about the Delta Conservancy and its programs. The incumbent will attend meetings and provide information to public agencies, stakeholders, and the public on the Delta Conservancy's policy and program implementation.			
5% (E)	Provide current content for the Delta Conservancy's website including meeting announcements, program and project descriptions, and stakeholder resources.			
SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE.				
SUPERVISOR'S NAME (Print) Shakoora Azimi-Gaylon		SUPERVISOR'S SIGNATURE ➤		DATE
EMPLOYEE'S STATEMENT: I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT.				
EMPLOYEE'S NAME (Print) Vacant		EMPLOYEE'S SIGNATURE ➤		DATE

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	<p>DESIRABLE ATTRIBUTES, EXPERIENCE, AND QUALIFICATIONS</p> <p>Knowledge, Skills, and Abilities:</p> <ul style="list-style-type: none"> • Ability to consult with experts in the areas of aquatic and terrestrial ecology, botany, hydrology, fluvial geomorphology, aquatic toxicology, chemistry, and other sciences. • Ability to analyze data, draw sound conclusions and present ideas and information effectively. • Familiarity with GIS tools is desirable. • Ability to appropriately, accurately and effectively present and communicate scientific data and technical information to a broad variety of audiences. • Possess critical reasoning skills and sound judgment. • Ability to prepare clear, complete, and technically accurate reports. • Well-versed in a variety of Delta-related issues, programs and current events. <p>Special Personal Characteristics:</p> <ul style="list-style-type: none"> • Ability to work productively in a fast-pace environment. • Possess strong organizational skills. • Maintain high ethical standards. • Willingness and ability to accept increasing responsibility and demonstrate capacity for development. <p>Interpersonal Skills:</p> <ul style="list-style-type: none"> • Ability to work independently or cooperatively with others. • Interact with various levels of staff and management in a professional and courteous manner. <p>SUPERVISION RECEIVED</p> <p>The incumbent works under direction from the Program Manager II.</p> <p>SUPERVISION EXERCISED</p> <p>None</p>		

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	<p>WORK ENVIRONMENT, PHYSICAL OR MENTAL ABILITIES</p> <ul style="list-style-type: none"> • Ability to sit in a normal seated position for extended periods of time. • Manage multiple priorities effectively and meet deadlines. • Meet short processing time lines when necessary. • Handle varying and sometimes large workload volumes. • Ability to remain calm when multiple activities are occurring at the same time. • Ability to effectively handle multiple tasks and changing priorities. <p>PERSONAL CONTACTS</p> <ul style="list-style-type: none"> • Liaison with Delta Conservancy Board, and state and federal resource and regulatory agency staff, including program managers and directors. • Other local, state, and federal governmental agencies, academics, stakeholders, legislators, and the public. <p>SUPERVISION RECEIVED</p> <p>The incumbent works under the lead of the Program Manager II for the Delta Conservancy and closely with the Staff Environmental Scientist.</p> <p>SUPERVISION EXERCISED</p> <p>None - may be assigned lead responsibility for a specific project, program function, or area of expertise.</p>		