

Current
 Proposed
CSA Programs

**California Department of Food and Agriculture
Office of Environmental Farming and Innovation
Environmental Scientist (Limited Term)
Duty Statement**

I. Program/Position Identification

The Office of Environmental Farming and Innovation (OEFI), under the Executive Office of the California Department of Food and Agriculture (CDFA), provides scientific, agronomic, and technological climate change expertise to other agencies and administers several incentive programs designed to reduce greenhouse gas (GHG) emissions and ensure agricultural sustainability in California. OEFI's several climate-smart agriculture (CSA) incentive programs are designed to improve the environmental quality and sustainability of agriculture operations in California. Some of the CSA programs under OEFI include the Healthy Soils Program (HSP), Alternative Manure Management Program (AMMP), Dairy Digester Research and Development Program (DDRDP), Dairy Plus Program, and State Water Efficiency and Enhancement Program (SWEET). These provide incentives to growers to implement management practices that reduce atmospheric greenhouse gases.

Under Assembly Bill 32 and Senate Bill 32 (known as the Global Warming Solutions Acts of 2006 and 2016) California must reduce statewide GHG emissions to 1990 levels by 2020 and reduce methane emissions below 2013 levels by the year 2030. The above activities are implemented in OEFI under the authority of the Environmental Farming Act of 1995 (Food and Agriculture Code Division 1, Part 1, Chapter 3, Article 8.5, Sections 566 a) which charges the CDFA with developing and providing incentive programs to farmers whose practices promote the well-being of ecosystems and air quality.

Under the supervision of the Senior Environmental Scientist (SES) (Supervisory), the incumbent will serve as a technical scientist responsible for planning, implementation activities, and monitoring of implemented projects for CSA programs, focused on the State Water Efficiency and Enhancement Program (SWEET) and technical assistance programs. The incumbent will perform a variety of scientific work to protect the environment and improve agricultural productivity and sustainability in the state. The incumbent will use scientific methods and principles to research and identify solutions to problems associated with the implementation of CSA programs, assisting in the increase of on-farm water use efficiency and the reduction of greenhouse gas emissions in California, as well as the attainment of other important co-benefits such as improved soil health, water conservation, and promotion of crop or dairy/livestock sustainability in the state. The incumbent must establish and maintain effective working relationships with other State, University, and Federal agency scientists, farmers, ranchers, the environmental justice community, and other stakeholders.

Classification: Environmental Scientist (Limited-Term)

Position Number: 014-038-0762-982

Page 2 of 6

Classification:	Environmental Scientist
Working Title:	Environmental Scientist (Limited Term)
License or	
Other Requirements:	CA Driver's License
Position Number:	014-038-0762-982
Division/Branch:	Executive/OEFI
Location:	Sacramento
Date Prepared:	October 2024
Work Hours/Shift:	Full-Time

II. Essential and Non-Essential Job Functions

A. Essential Functions:

Range A is the entry and first working level of the class. Under close supervision of the SES (Supervisory), the incumbent performs a variety of less difficult and responsible professional scientific office and fieldwork. In accordance with detailed instructions and specific standards, the incumbent gathers data on public, health, environmental, agricultural productivity, and natural resource management issues; performs preliminary environmental analysis, research, surveys, investigations, and studies of less difficulty; prepares preliminary drafts of reports; prepares drafts of routine correspondence; answers questions of a routine and minor nature from the public and works closely with the SES (Supervisory) on environmental issues related to planning and implementation of HSP projects. Work at this level is characterized by a reliance on detailed instructions and assistance from lead personnel and supervisors in the application of proven techniques and methodologies to assigned work.

Range B is the intermediate working level of the class. Under general supervision of the SES (Supervisory), the incumbent performs a variety of scientific, professional, technical, and regulatory work; gathers data on public health, environmental, agricultural productivity, and natural resource management analysis issues pertaining to HSP projects; implements activities promoting the reduction of GHG emissions on farms and ranches; writes preliminary reports; prepares routine correspondence, and provides data for scientific, regulatory, and compliance documents. Work at this level is characterized by a reliance on proven scientific techniques and methodologies.

Range C is the full journey-level position. Under the direction of the SES (Supervisory), the incumbent performs a variety of responsible professional scientific, technical, and regulatory work. Incumbent independently performs complex environmental analysis, research, and studies pertaining to CSA program projects; writes final reports; prepares and reviews regulatory and compliance documents; prepares non-routine correspondence and provides consultative advice to governmental entities and other state agencies. Work at this level is often characterized by independent scientific

judgment and the use of scientific techniques and methodologies. The Incumbent may be assigned lead responsibility for a specific project.

Function #1 – Grant Management

40%

- Be available to grant recipients via email and phone to answer questions and provide assistance on program requirements.
- Review progress reports and deliverables to ensure projects are technically sound and consistent with activities, estimated benefits, and targets identified in the scope of work.
- Track project performance metrics in coordination with other program staff.
- Review scope of work revision requests and provide recommendations on approval or denial to program supervisor.
- Identify technical and scientific issues related to incentivized projects and identify solutions for consideration by management by researching scientific literature and using scientific methods. For example, compare, on a detailed level, the parameters of irrigation practices in CDFA and United States Department of Agriculture (USDA) documents, comparing them to scientific studies and to reported and prevalent field practices.
- Apply the policies set forth in the relevant Requests for Grant Applications and Grant Award Procedures Manual(s) for the programs and follow established program procedures for management of grants.
- Gather and review evidence of project completion to verify that projects were completed according to the agreed scope of work.
- Provide consultation to grant analysts regarding technical aspects of co-managed grant projects.
- Travel to various locations throughout the state to make site visits to confirm project information or provide one-on-one support to grant recipients.
-

Function #2 - Grant Program Development, Coordination and Review

25%

- Ensure that the review, selection, award, and post-award management of CDFA grants meet the highest standards of scientific rigor, equity, and fiscal responsibility.
- Assist in conducting grant application cycles, including coordination of technical review of submitted applications, pre-project consultations for projects selected for award, and preparing scopes of work for projects to ensure they meet all technical program requirements.
- Prepare outreach materials and host listening sessions and program workshops.
- Work with applicants who may encounter technical challenges in using application tools.
- Coordinate communication with CDFA Climate Smart Agriculture (CSA) Technical Assistance Providers (TAPs), University of California Cooperative Extension CSA

Community Education Specialists (CESs), government and non-government personnel working on incentive programs across various regions of the State.

- Quantify total water and GHG emissions reductions and co-benefits for incentivized projects by gathering required documents, working with project applicants, and developing reports for submission to the Air Resources Board, other State agencies, the Legislature, and the Governor's Office.
- Assist in the development of improved administrative policies and processes that contribute to more efficient and effective program management.
- Solicit feedback on programs and identify opportunities for program improvements.
- Coordinate with CDFA Office of Information Technology Services to keep OEFI websites up to date by regularly updating information about programs.
- Correspond with other CDFA Divisions and governmental units, industries, or individuals concerned with the execution of incentive programs.

Function #3 – Provide Scientific Review and Consultation

20%

- Participate in technical discussions with management, partner agencies and stakeholders on agricultural water management strategies that promote agricultural resilience to climate change and reduce environmental impact.
- Participate in and coordinate technical committees that are developed for the incentive programs in which the incumbent works.
- Support interagency activities and workgroups on topics related to the incumbent's assignment and expertise.
- Stay up to date with research and policy to support program updates and to provide consultation to CDFA leadership.

Function #4 – Outreach and Education

10%

- Prepare training materials and train TAPs and CESs on various program requirements.
- Prepare and edit scientific presentations and publications for workshops to inform the scientific community and stakeholders.
- Travel to various locations throughout the state to attend and participate in scientific conferences, public speaking programs, and other forums to share information regarding incentives for reductions in agricultural GHG emissions through various practices.
- Draft technical news releases and other Departmental documents and reports on efforts on farms and ranchers to reduce environmental impacts, implement healthy soils practices, and improve agricultural sustainability in California.
- Develop technical, educational, and stakeholder outreach materials, including technical information on incentive programs. This may include the development of web material
- Support OEFI's Information Officer in developing outreach materials that showcase program benefits.

Classification: Environmental Scientist (Limited-Term)

Position Number: 014-038-0762-982

Page 5 of 6

B. Non-Essential Functions:

Function #1 - Miscellaneous Duties

5%

- Perform other job-related duties as required by management, such as tasks related to OEFI incentive programs, participating in training programs to enhance and maintain professional scientific expertise in the environmental impacts of agricultural practices, and others.
- Prepare end-of-month reports, travel mileage logs, and weekly activity reports for management's review.
- Provide relevant programmatic records and documents to CDFA Legal Office in response to Public Records Act (PRA) requests.

III. Work Environment

The duties of this position will be conducted indoors and outdoors. The employee's modular workstation is equipped with standard office furnishings, a computer with a monitor, a telephone with voicemail, and stationary filing drawers.

The incumbent will be required to travel to various locations throughout the state (Federal, State, County offices, farms, ranches, and businesses) to conduct all aspects of essential functions related to incentive program administration; occasional overnight and weekend travel may be required.

Regular or recurring telework may occur as part of the incumbent's ongoing regular schedule in accordance with CDFA's Telework Policy. Incumbent will be required to travel or remotely connect to attend training, workshops, or meetings on behalf of OEFI. Occasional overnight travel is required. Travel requires use of common carriers (airplanes, trains, etc.) and automobiles. When operating an automobile, the incumbent is required to have a valid driver's license and maintain a good driving record.

IV. Employee's Statement

(Initial applicable statement)

_____ I have read and understand the duties and essential functions of the position. I understand Reasonable Accommodation¹ and how it applies to essential functions. **I can perform the duties of this job without Reasonable Accommodation.**

OR

_____ I have read and understand the duties and essential functions of the position. I understand Reasonable Accommodation¹ and how it applies to essential functions. **I will need Reasonable Accommodation to perform one or more of the essential functions described in this duty statement.**

Employee Signature²

Date

Supervisor Signature

Date

Print Name

Print Name

**CC: Employee
Official personnel File
Supervisor's Drop File**

¹ A reasonable accommodation is an adjustment or modification to a job or workplace that allows qualified employees or prospective employees to perform the essential functions of the job successfully.

² Duties of this position are subject to change and may be revised as needed or required. If/when duties change you will be provided a revised duty statement to sign.