

DUTY STATEMENT

Current Proposed

Classification Title Environmental Scientist	Division/Unit Delta Science Division/Science Communication, Synthesis, and Decision Support Unit
Functional Title (if applicable) Synthesis Specialist	Hiring Manager Classification Program Manager II
Position Number 530-001-0762-XXX	Effective Date
Name Vacant	Date Prepared 2/25/2025
FORM 700 FILER: <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	

Delta Stewardship Council Mission

The Delta Stewardship 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: science, planning & performance, administration, legal, and external affairs.

General Statement

Under general supervision of the Program Manager II, the Environmental Scientist is responsible for performing key activities that support the mission of the Delta Science Division, including, coordinating and participating in science communication and synthesis efforts for the Science Communication, Synthesis, and Decision-Support unit. Duties include, but are not limited to, participating in working groups and conducting specialized and technical data analysis and synthesis; organizing science communication and synthesis workshops, seminars, and conferences; and facilitating communication of technical scientific information in support of the mission of the Delta Science Program.

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
30%	E	Coordinates and participates in synthesis efforts for the Delta Science Program, including working groups and publications to analyze and synthesize information on matters under consideration by the Council and important technical topics related to the Delta Plan and Science Action Agenda. With guidance from the Program Manager II, facilitates the Delta Science Program’s partnership with the National Center for Ecological Analysis and Synthesis at UC Santa Barbara to execute synthesis working groups. Applies various data analysis and statistical methods to environmental and ecological data, and assists with technical analyses associated with updates to Delta Science Program documents. Participates in agency, technical groups, and stays current on ecological synthesis and modeling efforts being used in the Bay-Delta in order to interface with state, federal and private modeling groups, fisheries groups, and the California Water and Environmental Modeling Forum.
30%	E	Coordinates science communication and synthesis workshops, seminars, symposia, and conferences to support the mission of the Delta Science Program in communicating the best available science to support decision-making. With guidance from the Program Manager II, leads efforts on behalf of the Delta Science Program and other sponsors to convene the biennial Bay-Delta Science Conference to foster effective communication of management-relevant scientific information within the Bay-Delta community. Develops science synthesis seminars and symposia held in partnership with other entities, including academic and agency entities.
25%	E	Facilitates 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 Delta Science Program. Drafts staff reports, scientific reports, or articles with potential for publication in peer-reviewed technical journals. Supports production and communication of regular updates for the State of Bay-Delta science. Assists the Delta Lead Scientist with preparation of monthly written reports to the Council by coordinating materials and associated graphics or visuals. Represents the Council and the Delta Science Program when working with agency, stakeholders, academic representatives, and the general public.

10%	E	Supports development, implementation, and/or administration of contracts and agreements for the Delta Science Program. Provides support in developing, implementing, and/or administering research proposal solicitations related to implementation of selected elements in the Science Action Agenda, including evaluating scopes of work for contract agreements and amendments. Works with administrative staff to track and record progress related to contracts and agreements, including the verification of technical accomplishments and deliverables. Tracks implementation and outcomes of contracts and research fellowships.
5%	M	Meets with Delta Science Program staff and management to communicate activities, coordinate internal Delta Science Program activities, and establish work priorities. Performs other related duties as assigned.

Supervision Received

The Environmental Scientist reports directly to, and receives the majority of assignments from, the Program Manager II in the Science Communication, Synthesis, and Decision Support Unit ; however, direction and assignments may also come from the Deputy Executive Officer for the Delta Science Division.

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 telework 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.

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 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
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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
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DUTY STATEMENT

Current Proposed

Classification Title Senior Environmental Scientist (Specialist)	Division/Unit Delta Science Division/Science Communication, Synthesis, and Decision Support
Functional Title (if applicable) Synthesis Specialist	Hiring Manager Classification Program Manager II
Position Number 530-001-0765-015	Effective Date
Name Vacant	Date Prepared 02/28/25
FORM 700 FILER: <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	

Delta Stewardship Council Mission

The Delta Stewardship 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: science, planning & performance, administration, legal, and external affairs.

General Statement

Under the direction of the Program Manager II, the Senior Environmental Scientist (Specialist) is responsible for performing key activities that support the mission of the Delta Science Division including coordinating and participating in science communication and synthesis efforts for the Science Communication, Synthesis, and Decision-Support unit. Duties include, but are not limited to, leading working groups and conducting specialized and technical data analysis and synthesis; organizing science communication and synthesis workshops, seminars, and conferences; and facilitating communication of technical scientific information in support of the mission of the Delta Science Program.

Job Functions

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Percentage (%)	(E) or (M)	Job Duties
30%	E	<p>Leads coordination of and participates in synthesis efforts for the Delta Science Program including facilitating working groups and developing publications to analyze and synthesize information on matters under consideration by the Council and important technical topics related to the Delta Plan and Science Action Agenda. Facilitates the Delta Science Programs’s partnership with the National Center for Ecological Analysis and Synthesis at UC Santa Barbara to execute synthesis working groups. Independently applies various data analysis and statistical methods to environmental and ecological data, and assists with technical analyses associated with updates to Delta Science Program documents. Coordinates, participates in agency or technical groups, and stays current on ecological synthesis and modeling efforts being used in the Bay-Delta in order to interface with state, federal and private modeling groups, fisheries groups, and the California Water and Environmental Modeling Forum.</p>
30%	E	<p>Leads coordination of science communication and synthesis workshops, seminars, symposia, and conferences to support the mission of the Delta Science Program in communicating the best available science to support decision-making. Leads efforts on behalf of the Delta Science Program and other sponsors to convene the biennial Bay-Delta Science Conference to foster effective communication of management-relevant scientific information within the Bay-Delta community. Develops science synthesis seminars and symposia held in partnership with other entities, including academic and agency entities.</p>
25%	E	<p>Facilitates 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 Delta Science Program. Drafts staff reports, scientific reports, or articles with potential for publication in peer-reviewed technical journals. Supports production and communication of regular updates for the State of Bay-Delta Science. Assists the Delta Lead Scientist with monthly written reports to the Council by coordinating materials and associated graphics or visuals. Represents the Council and the Delta Science Program when working with agency, stakeholders, and academic representatives, and the general public.</p>

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5%	M	Meets with Science Program staff and management to communicate activities, coordinate internal Delta Science Program activities, and establish work priorities. Performs other related duties as assigned.

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Supervisors Signature	Supervisors Printed Name	Date
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