

**California Department of Food and Agriculture
Office of Environmental Farming and Innovation
Duty Statement
Environmental Scientist
[Will consider Senior Environmental Scientist (Specialist)]**

I. Program/Position Identification

The Office of Environmental Farming and Innovation (OEFI), under the Executive Office of CDFA, has several climate change incentive programs that are designed to improve the environmental quality and sustainability of agriculture operations in California. One climate change program under OEFI is the Healthy Soils Program (HSP), which will provide incentives to growers to implement management practices that reduce atmospheric greenhouse gases by sequestering carbon in soils. Carbon sequestration in turn leads to increase soil carbon content which has been shown to provide numerous other benefits such as increased water holding capacity and improved plant health. The California Climate Investments Program, administered by the Air Resources Board, provides funding for the programs and programmatic activities are administered in accordance with Assembly Bill 32, Global Warming Solutions Act of 2006.

Under supervision of the Senior Environmental Scientist (SES) (Supervisory), the incumbent will serve as a technical scientist responsible for planning, implementation activities, reporting and monitoring of implemented projects for HSP and perform a variety of scientific tasks on present and future environmental work to protect the environment and improve agriculture productivity in the state. The incumbent will be required to help advance quantification methodologies and reporting criteria for HSP in coordination with the California Air Resources Board and quantify greenhouse gas reductions from implemented projects. The incumbent will use scientific methods and principals to research and identify any solutions to problems associated with building carbon in soils as a method that leads to reducing greenhouse gases from the atmosphere in California. 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
Working Title:	Environmental Scientist
License or Other Requirements:	Bachelor's or Advanced Degree with a major in a biological, chemical, physical, environmental science, or closely related scientific discipline. Valid California Driver's license and clean driving record.
Position Number:	018-039-0762-001
Division/Branch:	Executive/OEFI
Location:	Sacramento
Date Prepared:	December 2020
Work Hours/Shift:	Full-Time/Permanent

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 Senior Environmental Scientist (Supervisory), the incumbent performs a variety of less difficult and responsible professional scientific office and field work. 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 Senior Environmental Scientist (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 level of class. Under general supervision of the Senior Environmental Scientist (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 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 HSP 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 judgement and use of scientific techniques and methodologies. Incumbent may be assigned lead responsibility for a specific project.

Function #1 – Coordinate the Healthy Soils Program Grants

50%

- Act as technical and scientific expert in developing the Request for Grant Applications for the Healthy Soils Program (Incentives Program and Demonstration Projects) and ensure technical GHG quantification requirements and all program requirements are met.
- Identify technical and scientific issues related to incentivized projects and identify solutions for consideration by management by researching the scientific literature and using scientific methods.
- Research, evaluate, and propose solutions involving management practices that reduce atmospheric carbon dioxide greenhouse gases by carbon sequestration in agricultural operations.
- Participate in scientific activities of any technical committees that are developed for HSP.
- Assist in conducting the grant application submission cycle, including coordination of technical review of submitted applications, pre-project consultations for projects selected

for award, and preparing Scopes of Work for awarded projects to ensure they meet all technical program requirements.

- Maintain and facilitate direct communication with HSP grant recipients to answer their questions and provide assistance on program requirements.
- Travel to or remotely connect to incentivized project sites located throughout the State to monitor development, progress, and quantify reductions in greenhouse gases.
- Verify and confirm all completed technical activities for funded projects to assist grant analyst in reimbursement of funds to grant recipients.
- Review progress reports for incentivized healthy soils program projects to ensure projects are technically sound and consistent with the GHG quantifications and reductions identified in the applications.
- Quantify GHG reductions after the projects have been implemented by gathering required documents, working with project applicants, and developing progress reports for submission to the Air Resources Board, other State agencies, Legislature, and Governor's Office.
- Coordinate communication with CDFA Climate Smart Agriculture (CSA) Technical Assistance Providers (TAPs) and University of California Cooperative Extension CSA Community Education Specialists (CESs) working on the HSP across various regions of the State.
- Prepare training materials and train TAPs and CESs on various HSP requirements.
- Coordinate with CDFA Office of Information Technology Services to keep the HSP websites up-to-date by regularly updating technical information about the HSP.

Function #2 – Support CDFA Objectives to Achieve Soil Health in California 30%

- Research and quantify the potential for carbon sequestration on different agricultural operations in California using scientific methods and published literature.
- Research and identify, using the scientific literature, quantification methodologies associated with management practices that build the carbon content of soils using scientific methods
- Participate in technical scientific discussions, in coordination with management and California Air Resources Board technical staff on existing and future strategies to sequester carbon in soils and build the soil carbon content.
- Gather and analyze data from funded projects to report to the California Air Resources Board and any Departmental reports and publications.
- Work closely with management to develop GHG quantifications for other incentive programs in OEFI as needed.
- Assist the CDFA Office of Public Affairs in development of stakeholder outreach materials by including technical scientific information on HSP, and/or specific funded projects.
- Prepare and/or assist management in preparation of Bill Analyses on bills related to the HSP and Healthy Soils Initiative.
- Assist CDFA Legal Office in responding to Public Records Act (PRA) requests related to the HSP by providing relevant programmatic records and documents.

Function #2 – Scientific Presentations and Publications 15%

- Prepare and edit scientific presentations and publications for workshops on soil health and their ability to sequester atmospheric greenhouse gases 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

incentivizing carbon sequestration from specific management practices on agricultural operations.

- Act as subject matter expert on soil health and building of the carbon content in soils through carbon sequestration.

B. Non-Essential Functions:

Function #1 - Miscellaneous Duties

5%

- Perform other job-related duties as required by management related to OEFI GHG incentive reduction programs.
- Prepare end of month reports, travel mileage logs, and weekly activity reports for management's review.

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 monitor, a telephone with voicemail, and stationary filing drawers.

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 various locations throughout the State (federal, state, county offices, farms, ranches, and businesses) to conduct all aspects of essential functions related to HSP; occasional overnight and weekend travel may be required.

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

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.