

San Francisco Bay Conservation and Development Commission

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State of California | Gavin Newsom – Governor | info@bcdc.ca.gov | www.bcdc.ca.gov

DUTY STATEMENT

NAME:

CLASSIFICATION: Staff Services Manager I

WORKING TITLE: Environmental Justice and Community Outreach Specialist

UNIT/DIVISION: PLANNING

SUPERVISOR: Planning Director

FLSA: EXEMPT

CBID: S01

TENURE/TIMEBASE: FULL TIME, PERMANENT

Under supervision of BCDC's Planning Director, the Environmental Justice and Community Outreach Manager (EJ Manager) will act as the agency's primary liaison with vulnerable and disadvantaged communities. The EJ Manager will build upon BCDC's ongoing effort to establish a community-informed implementation strategy for the agency's EJ and Social Equity policies, as well as develop BCDC's tribal affairs and consultation process. S/he will also assist with BCDC's sea level rise adaptation planning, in order to develop strategies that embody and result in a more equitable Bay Area region. Finally, the EJ Manager will support the development and implementation of BCDC's Racial Equity Action Plan, and aid BCDC in improving the accessibility of the department, with a focus on improved communication with vulnerable and disadvantaged communities, key stakeholders, and the general public.

Under general direction, the EJ Manager independently develops and implements community engagement programs, trainings and related activities. Incumbents work independently with primary responsibility for a major project or activity. This work will include community outreach, developing education and training programs, clear and persuasive writing and speaking, presenting, and project management. The position will also support staff by providing environmental justice and social equity guidance to other staff to support project reports, permits, and plan development.

ESSENTIAL FUNCTIONS:

25% Community Outreach and Engagement

Facilitate the exchange of ideas and encourage community participation in BCDC permitting and planning processes, building upon BCDC's relationships with Bay Area vulnerable and disadvantaged communities. Develop communication, engagement, and outreach materials that effectively communicate policy and planning initiatives to community audiences. Plan and organize stakeholder engagement and community partnerships to build community networks. Travel to various locations in the Bay Area and/or Sacramento area to meet with and present



to stakeholder groups. Assist in seeking and managing resources to encourage robust and meaningful community engagement.

25% **Environmental Justice and Social Equity Program Development**

Lead the implementation of BCDC's environmental justice and social equity policies in consultation with technical program staff, community and other stakeholders, and the Commission. Program components may include:

- Community and public education, trainings, and workshops
- Internal trainings and workshops on community engagement best practices
- Facilitation and coordination with BCDC's [Environmental Justice Advisors](#)
- Coordination and oversight of BCDC's [Environment Justice Commissioner Working Group](#)
- Development of resources, such as a regional CBO Directory Mapping tool, and guidance materials, in coordination with technical staff
- Guidance to regulatory staff and permit applicants on best practices
- Development of a tribal engagement strategy
- Coordination with staff, community representatives and the Commission to prioritize issues of concern and identify responsive activities
- Evaluate program outcomes and report on progress to communities, Commission, and the public
- Coordinate, as needed, with cross-agency groups and other learning communities to share best practices and seek advice.

15% **Equitable Climate Adaptation**

As part of BCDC's efforts related to regional planning for sea level rise, BCDC seeks to encourage socially, culturally, environmentally, and economically just adaptation processes that lead to regenerative community-led solutions. As such, provide strategic guidance around equitable planning processes, technical assistance programs, and, as needed, lead specific engagement processes with vulnerable and disadvantaged communities and partnerships with community-based organizations.

25% **Racial Equity and Access for All**

Provide leadership and expertise to assist with the development and implementation of BCDC's Racial Equity Action Plan. Assist in improving BCDC's public meeting accessibility to foster inclusive participation processes. As needed, conduct surveys, assess cultural sensitivities, and identify culturally specific communication needs. Help ensure that interested environmental justice and tribal community stakeholders are made aware of the

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activities related to their communities and are provided with opportunities to participate in any recommendations being developed or decisions being made.

10% **Other**

Provide overall strategic direction to BCDC leadership on integration of environmental justice, social equity, and tribal affairs; participate in various BCDC staff programs, Planning Leadership Team, staff meetings and projects, such as cross-agency or other collaborative efforts. Oversee contracts related to the activities above, as needed.

KNOWLEDGE, SKILLS, AND ABILITIES

Ability to: Analyze situations accurately and take effective action; effectively and convincingly communicate in written and verbal form complex and controversial matters to individuals and groups; analyze and evaluate written, graphic and verbal data and prepare complete and comprehensive reports; inspire confidence and effective working relationships with employees, managers and leaders in the public, non-profit and private sector; establish and maintain effective and cooperative relations with those contacted in the course of work; exercise common sense and good judgment; provide leadership in accomplishing basic functions and objectives in assigned programs; plan and implement public participation programs and apply conflict resolution principles.

Knowledge: Community engagement and outreach; environmental justice and social equity principles and issues, especially pertaining to Bay Area communities; principles, practices, terms and concepts of urban, economic, resources, social, legal, and regional planning; public policy development; current trends and applications in Federal, State and local planning, including climate change; familiarity with or eagerness to learn administrative, land use and environmental law, permit review and land use procedures.

WORKING CONDITIONS

- Work within the planning division of the agency.
- Make site visits, inspections, and attend meetings. Required to maintain a valid Defensive Drivers training card if operation of a state vehicle is needed to perform work
- Work in a stationary position (such as sitting or standing) for long periods of time using a keyboard and video display terminal.
- Work in office Monday through Friday. Flexible hours considered. Telework may be an option depending on needs of the business.
- Required to complete all required training and information as requested including Ethics, Sexual Harassment, Form 700, and Nepotism.
- Hybrid working environment related to BCDC telework agreement.

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I have read and understand the duties and essential functions of the position and can perform these duties with or without reasonable accommodation.

Date

Staff Services Manager I

Date

Planning Program Director

