

**DUTY STATEMENT**

(07/14)

*Shaded area for Personnel Office use only*

Effective Date:

1. OFFICE State Coastal Conservancy	POSITION NUMBER (Agency - Unit - Class - Serial) 536-200-4815-006
2. HEADQUARTER LOCATION Oakland, CA	3. CLASS TITLE Conservancy Project Development Manager (CPDM)
4. WORKING HOURS/SCHEDULE TO BE WORKED 8:00 a.m. to 5:00 p.m., Monday to Friday	
6. PROPOSED INCUMBENT (If known)	7. CURRENT POSITION NUMBER (Agency - Unit - Class - Serial) 536-200-4815-006

**All employees are expected to work cooperatively with others; maintain regular, consistent, and predictable attendance; possess integrity, initiative, dependability, and good judgment.**

## 8. BRIEFLY (1 - 3 sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS

Under the general direction and guidance of the South Coast South Coast Regional Manager, the incumbent plans, organizes, and directs the work of the South Coast staff in planning, acquiring, and developing Southern California coastal properties.

9. Percentage of time performing duties	10. Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first. <i>(Use additional sheet if necessary)</i>
45%	<p><b>ESSENTIAL FUNCTIONS</b></p> <p>In all job functions, employees are responsible for creating an inclusive, safe, and secure work environment that values diverse cultures, perspectives, and experiences, and is free from discrimination. Employees are expected to provide all members of the public with equitable services and treatment, collaborate with underserved communities and tribal governments, and work toward improving outcomes for all Californians.</p> <p><u>Project Management and Oversight:</u> Directly manages or oversees complex projects in the South Coast region to protect, restore, or enhance coastal and watershed resources; to facilitate public access and education related to these resources; or to further any other purposes consistent with the Conservancy's enabling legislation.</p>
45%	<p><u>Staff and Program Management:</u> Directly supervises up to three South Coast staff members. Works closely with the Regional Manager to make decisions about staff workloads, training needs, and budget decisions. Takes a lead role in training new staff. Provides direction and guidance to staff regarding ongoing assignments and daily work activities; reviews Conservancy Board staff recommendations; ensures Conservancy processes are understood and deadlines are met. Approves work programs, invoices, travel requests, travel expense claims, and all other forms as needed. Conducts annual performance appraisals and completes probationary reports. Assists Regional Manager with program direction and funding decisions. Participates in Conservancy Management Team. As assigned, takes the lead on ensuring agency-wide or program-specific policies and initiatives are met within the workgroup. Represents the Conservancy and South Coast in public settings, meetings, and with other agencies and organizations.</p>

11. SUPERVISOR'S STATEMENT: ***I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE***

SUPERVISOR'S NAME (Print)	SUPERVISOR'S SIGNATURE	DATE
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12. EMPLOYEE'S STATEMENT: ***I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT***

The statements contained in this duty statement reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absence of relief, to equalize peak work periods or otherwise to balance the workload.

EMPLOYEE'S NAME (Print)	EMPLOYEE'S SIGNATURE	DATE
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GS 907T (REV. 03/03)

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5%	<p><b>MARGINAL FUNCTIONS</b>  <b>May act in the absence of the South Coast Regional Manager in other supervisory duties; may continue the work of subordinate staff in their absence to ensure the progression and completion of work.</b></p>
5%	<p>Participate in professional development trainings, as well as tasks, trainings and activities that support programmatic and workplace diversity, equity, and inclusion. Other related duties as assigned.</p>
	<p><b>KNOWLEDGE AND ABILITIES</b></p> <p><b>CPDA I</b>                      Knowledge of: The principles and practices of economics to evaluate the feasibility and economic impact of urban waterfront and other projects affecting coastal resources and waterfront economies; principles and practices of natural resources and land use planning to evaluate, prioritize, and structure acquisition, restoration, and access projects; the building and construction industry to review bid packages, cost estimates, and construction drawings; architectural design principles to promote excellence of design and projects which exhibit innovation in sensitively integrating human-made features into the natural coastal environment; property management to ensure stewardship of State investments and avoid liability claims; State real estate transaction procedures to ensure compliance with State law and policies and control agency oversight; environmental assessment to identify contaminant risks and liabilities during due diligence periods to protect State investments; the policies and procedures of the California Coastal Commission, San Francisco Bay Conservation and Development Commission, and other coastal management agencies; and the policies and programs of the State Coastal Conservancy.</p> <p>Ability to: Collect, analyze, and summarize technical data to be used in evaluating proposals, preparing reports, and structuring land acquisitions; analyze situations and take effective action to ensure the interests of the Conservancy and the State are protected; establish and maintain cooperative and effective relations with those contacted in the course of work; develop, review, and guide plans and projects to completion; communicate effectively on a one-to-one basis and in group settings as well as in presentations for the purpose of obtaining information or presenting information that is clear and concise; write effectively as in the preparation of letters, reports, staff recommendations, contracts, and grant agreements; organize and utilize time management skills including the ability to balance multiple project priorities, advancing project objectives, and managing workloads effectively; use analytical skills and effective problem-solving techniques in the formulation and development of projects; create solutions to address complex resource issues; effectively present controversial matters to small and large groups for the purpose of providing information or explaining Conservancy procedures and policies; and facility with various computer software programs such as Word, Excel, PowerPoint, and Outlook.</p> <p><b>CPDA II</b>                      Knowledge of: All of the above, and specific land acquisition techniques, including: acquisition of land at less-than-fair market value; structuring of long-term payouts for land using private nonprofit organizations; equity trading of properties in order to accomplish specific types of coastal restoration; tax-free exchanges of land for restoration and enhancement of significant coastal areas; tax-free exchanges, option agreements, conservation easements, installment sales, leasebacks, or exchanges to structure and execute the most complex land transactions; utilization of State and Federal tax laws to increase project feasibility; determination of economic feasibility of restoration projects using the formulas and rule of thumb of private developers; methods of contractor selection to ensure compliance with State law and policies and control agency oversight; local, State, Federal, and private funding sources to leverage State funding for projects;</p>

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	<p>determination of when and in what circumstances to acquire purchase options; computation of economic feasibility of sale and leaseback of agricultural lands; acquisition of conservation and open space easements or other types of less-than-fee interests in real property; public relations policies and strategies to effectively communicate, respond to, and maintain good relations with the public, stakeholders, media, and others to support Conservancy programs and projects; State and Federal grant programs; and relationships between local, regional, State, Federal, private agencies, and organizations.</p> <p>Ability to: All of the above, and to work effectively with Federal, State, and local agencies to ensure project compliance with laws, regulations, and plans; balance and resolve conflicting needs between various uses of coastal and San Francisco Bay Area resources, including: agricultural, habitat, resource extraction, and public recreation; implement projects and programs through supervision, assistance, and monitoring; successfully negotiate with government officials, landowners, and other stakeholders to develop contracts, permits, and other agreements necessary for projects; and represent Conservancy interests before other governmental entities, elected officials, and private organizations.</p> <p><b>CPDS</b>  Knowledge of: Extensive knowledge of natural resources and land use planning to evaluate, prioritize, and structure acquisition, restoration, and access project; State real estate transaction procedures to ensure compliance with State law and policies and control agency oversight; environmental assessment to identify containment risks and liabilities during due diligence periods to protect State investments; specific land acquisition techniques, including: tax-fee exchange option agreements, conservation easements, installment sales, leasebacks, or exchanges to structure and execute the most complex land transactions; methods of contractor selection to ensure compliance with State laws and policies and control agency oversight; local, State, Federal, and private funding sources to leverage State funding for projects; utilization of State and Federal tax laws to increase project feasibility; determination of economic feasibility of restoration projects using the formulas and rule of thumb of private developers; determination of when and in what circumstances to acquire purchase options; acquisition of conservation and open space easements or other types of less-than-fee interests in real property; policies and procedures of the California Coastal Commission, San Francisco Bay Conservation and Development Commission, and other coastal management agencies; policies and programs of the State Coastal Conservancy; the principles and techniques of team leadership to effectively manage teams of a variety of experts, stakeholders, governmental agencies, and other interested parties to successfully design and complete land acquisitions, habitat restorations, public access projects, or other projects; project management, budgeting, scheduling, and planning to ensure timely and cost-effective completion of projects; strategic planning to develop goals, objectives, and strategies for Conservancy programs and projects; State legislative bill processes to analyze impacts of and provide input on legislation relating to Conservancy programs and projects; State budget processes to provide input to Resources Agency, Department of Finance, and legislative subcommittees; and to prepare budget change proposals relating to Conservancy's programs.</p> <p>Moderate knowledge of the principles and practices of economics to evaluate the feasibility and economic impact of urban waterfront and other projects affecting coastal resources and waterfront economies; the building and construction industry to review bid packages, cost estimates, and construction drawings; architectural design principles to promote excellence of design and projects which exhibit innovation in sensitively integrating human-made features into the natural coastal environment; property management to ensure stewardship of State investments and avoid liability claims; computation of economic feasibility of sale and leaseback of agricultural lands; public relations policies and strategies to effectively communicate, respond to, and maintain good relations with the public, stakeholders, media, and others to support Conservancy programs and projects; State and Federal grant programs; and relationships between local, regional, State, Federal, private agencies, and organizations.</p>

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	<p>Skills in: Collecting, analyzing, and summarizing technical data to be used in evaluating proposals, preparing reports, and structuring land acquisitions; analyzing situations and taking effective action to ensure the interests of the Conservancy and the State are protected; developing, reviewing, and guiding plans and projects to completion; negotiating with governmental officials, landowners, and other stakeholders to develop contracts, permits, and other agreements necessary for projects; representing Conservancy interests before other governmental entities, elected officials, and private organizations; providing assistance to managerial and supervisory staff in developing and implementing programs and policies; effectively presenting controversial matters in public forums to inform and influence decisions; developing and maintaining relationships with local, State, Federal agencies, and private organizations to facilitate management of Conservancy projects and ensuring effective communication; making effective and concise verbal presentations to project partners and the Coastal Conservancy Board; organizational time and management skills, including skill in balancing multiple project priorities, advancing project objectives, and managing workloads effectively; analyzing and utilizing effective problem-solving techniques in the formulation and development of projects, and creating solutions to address complex resources issues; and facility with various computer software programs such as: Word, Excel, PowerPoint, and Outlook.</p> <p>Ability to: Establish and maintain cooperative and effective relations with those contacted in the course of work; work effectively with Federal, State, and local agencies to ensure project compliance with laws, regulations, and plans; balance and resolve conflicting needs between various uses of coastal and San Francisco Bay Area resources, including agriculture, habitat, resource extraction, and public recreation; mentor staff and lead teams to implement the programs and projects; develop innovative solutions for difficult and complex projects utilizing a multitude of tools and techniques; provide effective leadership to project team members to ensure timely completion of projects by making effective use of team resources, resolving team conflicts, and maintaining open communications; provide effective interagency policy coordination and technical input for projects that involve multiple agencies and other governmental entities; communicate effectively on a one-to-one basis and in group settings as well as presentations for the purpose of obtaining information or presenting information that is clear and concise; and write effectively as in the preparation of letters, reports, staff recommendations, contracts, and grant agreements.</p> <p><b>CPDM</b></p> <p>Knowledge of: All of the above, and the principles and techniques of office administration, personnel management, and program and project management; the legislative process; and a manager's responsibility for promoting equal opportunity in hiring and employee development and promotion, and for maintaining a work environment that is free of discrimination and harassment.</p> <p>Ability to: All of the above, and to plan, organize, direct, and motivate staff; establish criteria, regulations, and guidelines for governmental decision making; design programs; effectively manage the implementation of projects; represent the Conservancy before other governmental agencies; and effectively promote equal opportunity in employment and maintain a work environment that is free of discrimination and harassment.</p>

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	<p><b>DESIRABLE QUALIFICATIONS</b></p> <ul style="list-style-type: none"> <li>• Experienced Project Manager at the Conservancy Project Development Analyst II level or higher.</li> <li>• Willing to travel, sometimes staying overnight.</li> <li>• Communicates effectively orally and in writing.</li> <li>• Able to effectively track staff workload and project and regional budgets using spreadsheets and other databases.</li> <li>• Represents the Conservancy effectively at conferences and other regional meetings.</li> <li>• Maintains good working relationships with staff.</li> <li>• Able to handle adversarial conditions.</li> <li>• Ability to apply for and secure outside grants.</li> <li>• Possess spreadsheet proficiency.</li> </ul> <p><b>INTERPERSONAL SKILLS</b></p> <ul style="list-style-type: none"> <li>• Display good interaction skills; interact successfully in a team environment.</li> <li>• Communicate successfully in a diverse community.</li> <li>• Communicate effectively with individuals from varied experiences, perspectives, and backgrounds, which may involve some exposure to aggressive clientele or adversarial conditions.</li> <li>• Deal with individuals with a range of moods and behaviors in a tactful, congenial, personal manner so as not to alienate or antagonize them.</li> </ul> <p><b>WORKING CONDITIONS</b></p> <ul style="list-style-type: none"> <li>• Position Headquarters is in a high-rise building in Oakland, CA.</li> <li>• Work on a computer up to 8 hours per day, Monday through Friday.</li> <li>• Permanent remote staff will work from their home. Remote staff will be required to travel to our headquarters in Oakland, CA once per month. The travel costs are paid for at the State rate by the State Coastal Conservancy.</li> <li>• A computer for telework use for both HQ and permanently remote staff can be provided if needed.</li> <li>• Indoor work is common, although outdoor work may be required to inspect sites.</li> <li>• Operating a computer system is essential to perform duties.</li> <li>• Will need to sit or stand for long periods; work may require repetitive movements in the performance of daily duties.</li> <li>• May need to stoop, bend, reach, lift, twist, turn, kneel, squat, or grasp.</li> <li>• Travel to meetings and project sites may be required during project development, management, and/or monitoring.</li> <li>• Work environment may involve a range of climatic and physical conditions such as exposure to rain, heat, cold, fumes, dust, air contaminants, stinging insects, poison oak, and rattlesnakes.</li> <li>• Work environment may involve some exposure to hazards or physical risks, which will require following basic safety precautions; may need to work around water or ambulate on uneven and/or slippery surfaces.</li> <li>• Work may involve dealing with a range of traffic conditions.</li> <li>• Work hours may be varied; may require overtime.</li> <li>• Work activities may involve some exposure to aggressive clientele and may require working in adversarial situations.</li> </ul>

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	<p><i>Some of the above requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.</i></p> <p><b>Reading:</b> Understand and use written information that may be presented in a variety of formats, such as text, tables, lists, figures, and diagrams; select reading strategies appropriate to the purpose, such as skimming for highlights, reading for detail, reading for meaning, and critical analysis.</p> <p><b>Writing:</b> Express ideas and information in written form clearly, succinctly, accurately, and in an organized manner; use English language conventions of spelling, punctuation, grammar, and sentence and paragraph structure; and tailor written communication to the intended purpose and audience.</p> <p><b>Mathematics:</b> Understand, interpret, and manipulate numeric or symbolic information; solve problems by selecting and applying appropriate quantitative methods such as arithmetic, quantitative reasoning, estimation, measurement, probability, statistics, algebra, geometry, and trigonometry.</p> <p><b>Organizing and planning:</b> Organize and structure work for effective performance and goal attainment; set and balance priorities; anticipate obstacles; formulate plans consistent with available human, financial, and physical resources; modify plans or adjust priorities given changing goals or conditions.</p> <p><b>Using social skills:</b> Interact with others in ways that are friendly, courteous, and tactful and that demonstrate respect for individual and cultural differences and for the attitudes and feelings of others.</p> <p><b>Adaptability:</b> Change one's own behavior or work methods to adjust to other people or to changing situations or work demands; be receptive to new information, ideas, or strategies to achieve goals.</p> <p><b>Working in teams:</b> Work cooperatively and collaboratively with others to achieve goals by sharing or integrating ideas, knowledge, skills, information, support, resources, responsibility, and recognition.</p> <p><b>Leading others:</b> Motivate, inspire, and influence others toward effective individual or team work performance, goal attainment, and personal learning and development by serving as a mentor, coach, and role model and by providing feedback and recognition or rewards.</p> <p><b>Building consensus:</b> Build consensus among individuals or groups by facilitating agreements that involve sharing or exchanging resources or resolving differences in such a way as to promote mutual goals and interests; by persuading others to change their point of view or behavior without losing their future support; and by resolving conflicts, confrontations, and disagreements while maintaining productive working relationships.</p> <p><b>Self and career development:</b> Identify own work and career interests, strengths, and limitations; pursue education, training, feedback, or other opportunities for learning and development; manage, direct, and monitor one's own learning and development.</p> <p><b>Listening:</b> Attend to, receive, and correctly interpret verbal communications and directions through cues such as the content and context of the message and the tone, gestures, and facial expressions of the speaker.</p> <p><b>Speaking:</b> Express ideas and facts orally in a clear and understandable manner that sustains listener attention and interest; tailor oral communication to the intended purpose and audience.</p>

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	<p><u>Using information and communications technology:</u> Select, access, and use necessary information, data, and communications-related technologies, such as basic personal computer applications, telecommunications equipment, Internet, electronic calculators, voice mail, email, facsimile machines, and copying equipment to accomplish work activities.</p> <p><u>Gathering and analyzing information:</u> Obtain facts, information, or data relevant to a particular problem, question, or issue through observation of events or situations, discussion with others, research, or retrieval from written or electronic sources; organize, integrate, analyze, and evaluate information.</p> <p><u>Analyzing and solving problems:</u> Anticipate or identify problems and their causes; develop and analyze potential solutions or improvements using rational and logical processes or innovative and creative approaches when needed.</p> <p><u>Making decisions and judgments:</u> Make decisions that consider relevant facts and information, potential risks, and benefits, and short- and long-term consequences or alternatives.</p>