

San Francisco Bay Conservation and Development Commission

375 Beale Street, Suite 510 San Francisco, California 94105 tel 415 352 3600 fax 415 352 3606

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

DUTY STATEMENT

NAME:

CLASSIFICATION: SENIOR ENVIRONMENTAL SCIENTIST (SUPERVISORY)

WORKING TITLE: ADAPTING TO RISING TIDES ADAPTATION PLANNING MANAGER

UNIT/DIVISION: PLANNING

SUPERVISOR: ASSISTANT PLANNING DIRECTOR FOR CLIMATE ADAPTATION

FLSA: EXEMPT

CBID: S10

TENURE/TIMEBASE: FULL TIME, PERMANENT

Under general direction of the Assistant Planning Director for Adaptation, the Senior Environmental Scientist (Supervisory) will develop and lead a region-wide programs that supports local governments and communities in preparing equitable, climate resilient shoreline plans and projects. The Senior Environmental Scientist (Supervisory) will manage a unit within the Adapting to Rising Tides program that is responsible for developing sea level rise adaptation tools, guidance, policy, and plans, and legislative proposals on issues of importance to adaptation planning. This will require working closely with local governments, State, federal and regional agencies, and other organizations, stakeholders and partners. The incumbent will supervise and lead a team, manage and lead budgets, oversee consultants and contracts, and staff organization projects, develop, lead, and manage projects, and may prepare guidance, policy, and planning documents and legislative proposals on issues of importance to adaptation planning, work closely with local governments, other agencies, organizations, stakeholders and partners,; and act as a consultant internally within BCDP to other technical staff, management, and other agencies on climate adaptation planning.

ESSENTIAL FUNCTIONS:

Under the general direction of, and coordination with the Assistant Planning Director for Climate Adaptation, the Senior Environmental Scientist shall:

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40% Regional Shoreline Adaptation Plan Development and Management

- Establish a program to review and approve subregional adaptation plans in coordination with BCDC's laws and policies to ensure BCDC's successful implementation of SB 272 (Sea Level Rise Adaptation Planning).
- Lead major projects and initiatives related to local and regional adaptation planning, technical assistance to support adaptation planning, and initiatives to identify the planning needs of local governments and support the development of local subregional adaptation plans.
- Lead a planning and policy team to address major projects and initiatives outlined above.
- Lead the development of a suite of tools, best practices, workshops, and other forms of technical assistance and capacity building and engagement to support the above task.
- Coordinate with staff, other agencies and organizations, technical, scientific and policy experts in the appropriate fields to facilitate programs that are multi-disciplinary and inclusive of stakeholder input.
- Work closely with state and federal agencies and organizations that are working on sea level rise adaptation plans, policies, guidelines, and legislation.
- Develop and maintain strong relationships with local governments, CBOs, consultant teams, special districts, and other agencies and act as a liaison between these groups and BCDC.
- Review local, state, and federal plans or programs and environmental impact reports for climate adaptation projects impacting the work of BCDC and incorporate into planning documents consistent with BCDC's policies and practices.

20% Supervision and Organizational Development

- Supervise and manage a growing team of staff and consultants, including hiring and training, managing staff growth, soliciting for and managing consultant contracts, and coordinating with other teams to advance projects and initiatives.
- Work on Planning Division and agency wide efforts, such as strategic planning, standard processes, and procedures.
- Use existing and identify new ways to ensure staff development and professional growth for BCDC's Adapting to Rising Tides Adaptation Planning staff.
- Coordinate with the appropriate Administrative Division staff to ensure that Human Resource matters related to state policies and procedures are followed.

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- Identify, seek and manage grants that will advance BCDC's priorities.
- Manage and balance staff workload to advance BCDC's priorities, ensure that grant deliverables are completed, and that short and long-term objectives are met.

15% Science and Social Science Research and Evaluation

- Lead teams and individual staff members on projects that apply scientific methods and principles in the identification, analysis, and solutions for problems in areas of sea level rise vulnerability assessments, climate adaptation planning, environmental planning, resource assessment, habitat restoration, and land and water use.
- Analyze and evaluate available data to assess impacts of sea level rise on physical, natural, and human health.
- Research and develop innovative programs to address emerging science-based problems related to sea level rise and other climate impacts.
- Develop and provide science-based tools and training for staff and partners.
- Analyze complex policy proposals, vulnerability assessments, adaptation plans, natural resource programs, or land use and development issues or projects.
- Advise BCDC's Executive team, Commission and others on policy priorities and the research, technical support, and scientific efforts to support those policy priorities.
- Coordinate with staff, other agencies and organizations, technical, scientific and policy experts in the appropriate fields to develop projects and policies that are integrated, interdisciplinary and comprehensive.

15% Communication, Engagement and Outreach

- Lead staff in the development of communication, engagement and outreach materials that are designed to communicate with specific audiences, including elected officials, technical experts, topic area experts, federal, state and local agencies and organizations, non-governmental organizations, private sector and business interests and members of the public.
- Prepare written summaries and make written and oral presentations to advise Planning Division leadership, BCDC's Executive team, Commission, and others on planning and policy priorities and the research, technical support and scientific efforts to support those policy priorities.
- Plan and host meetings, workshops, working groups, advisory groups, and

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presentations for stakeholders and the general public to communicate technical problems and solutions.

- Represent the Regional Shoreline Adaptation Plan in various forums, including to senior staff, BCDC's Commission, the public, other agencies, and other leadership groups.

10% Other

- Successfully represent BCDC at meetings, conferences, Commission meetings and other events.
- Participate in various BCDC staff programs, Planning Leadership Team, management team, staff meetings and projects, such as cross-agency or other collaborative efforts as required (i.e. Bay Area Regional Collaborative, State Sea Level Rise Task Force).
- Manage contracts and budgets related to the activities above.
- Successful working relationship with Senior Staff members
- Timely completion of required trainings and reporting and deadlines.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

- Principles of sea level rise, climate change, adaptation, coastal management, ecology, flood control, environmental justice, and local and regional land use planning
- Principles of land, water, fish, wildlife, and other natural resources research.
- Basic principles of ecology, soil and irrigation sciences, resource management, hydrology, geology, and waste prevention.
- Land-use practices with reference to their general effect on society, economy, natural resources, and the environment.
- Basic hydrology, geology, and principles of risk assessment and risk management.
- Techniques for dispute resolution, principles and techniques of personnel management and supervision.
- Budgeting and other administrative functions.
- A manager's/supervisor's role in the Equal Employment Opportunity Program and the processes available to meet affirmative action and equal employment opportunity objectives.
- Research, analysis, statistical, and data display methods.
- The Coastal Act and BCDC's regulatory functions and policies.

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Basic familiarity with:

- California and Federal environmental laws, rules, regulations, and requirements.
- Concepts employed in a variety of disciplines including environmental planning, economics, and resource management.
- Basic effects of hazardous and non-hazardous waste material, chemical substances, and their interactions on public health and the environment.
- Geolocation and geo-referencing software applications.
- The California legislative process.

Ability to:

- Analyze and evaluate data and reach sound conclusions.
- Review and interpret scientific, policy, and planning reports on emerging issues.
- Analyze situations and take appropriate actions.
- Establish and maintain cooperative relations with professionals from a variety of disciplines within and outside of state government.
- Communicate about your work effectively.
- Prepare clear, complete, and technically accurate reports.
- Apply laws, rules, regulations, policies, and requirements of California and federal environmental protection and resource management programs.
- Assess the impact of proposed state and federal environmental legislation and regulations.
- Develop technical methodologies, research projects, criteria, procedures, guidelines, reference materials, planning and regulatory documents, and other innovative solutions for critical and/or sensitive environmental management problems.
- Contribute to an inclusive, safe, and secure work environment that values diverse cultures, perspectives, and experiences and is free from discrimination.
- Promote diversity, equity, and inclusion activities.

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.

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- Work in a stationary position (such as sitting or standing) for long periods of time using a keyboard and video display terminal.
 - Flexible hours considered.
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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.

Senior Environmental Scientist

Date

DANA BRECHWALD, EPM

Date

