



Duty Statement

Organization	Name
California Natural Resources Agency	Vacant
Position Number	Effective Date
534-001-0762-XXX	TBD
Classification Title	Working Title
Environmental Scientist	Coastal Resilience Program Manager
CBID	Supervisor
R10	Senior Environmental Scientist (Supervisory)

Position Description

Under the close supervision of the Senior Climate Change Program Manager (Senior Environmental Scientist – Supervisory) at the Ocean Protection Council (OPC), and working with other OPC program staff, the incumbent performs high level tasks related to statewide marine and coastal conservation, research, and protection with a specific focus on offshore wind development in California. The Coastal Resilience Program Manager is responsible for supporting implementation of OPC's mission, California Natural Resources Agency's policy initiatives, and the Governor's priorities for climate resilience, biodiversity conservation, equity and offshore wind development in California.

Position Category

This position is categorized as Remote-Centered. The position's job duties can be performed while teleworking 50% or more of the time within a work month from an alternate work location. The position incumbent can telework with a management approved telework agreement and schedule. Satisfactory job performance is required to maintain a teleworking agreement.

Essential Functions

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.

*35% Policy Development and Analysis

- Synthesize scientific literature and policies to support the development and implementation of a comprehensive offshore wind environmental monitoring and research program in California.

- Conduct critical, sensitive analyses, research, and investigations using best available science to inform recommendations for offshore wind development in California.
- Identify and inform effective management and policies to support adaptive management of offshore wind development and operations in California.
- Develop, coordinate, and make recommendations to implement strategic investments and policy/management tools to advance coastal resilience and sustainable offshore wind development.
- Apply scientific methods and principles in the identification, research, and solution of problems related to coastal resilience and offshore wind development.
- Provide analyses of state and federal policies and legislation as they relate to coastal resilience and offshore wind development.
- Research and help develop innovative programs to address emerging challenges related to coastal resilience and offshore wind development.
- Establish relationships and coordinate with tribal, local and regional governments and community members to identify and address coastal resilience priorities and resource needs, including but not limited to offshore wind development.
- Develop and/or analyze regulations, plans, policies, procedures, and guidelines related to coastal resilience and offshore wind development.
- Identify opportunities and make recommendations to implement actions that advance cross-cutting efforts across OPC's strategic plan goals related to climate change, equity, biodiversity and the sustainable blue economy, as well as actions that advance OPC's Equity Plan and Tribal Engagement Strategy.
- Consult with and advise other agencies and institutions engaged in related environmental analysis, management, planning, regulation, investigation, and research.
- Meet and confer with scientists, stakeholders, California Native American tribes, and other governmental and non-governmental entities.
- Prepare staff reports, recommendations, and presentations for OPC Council meetings.
- Present scientific data and analyses and the consequent policy implications at symposia, conferences, workshops, and before the legislature.

*35% Contract and Grant Management

- Inform and support competitive research solicitations and awards of discretionary funds to fill information needs, data gaps, and projects that advance the goals and mission of OPC related to coastal resilience and offshore wind development.
- Seek opportunities to leverage additional funds and expertise for synergistic purposes.
- Provide technical assistance to support the successful implementation of grant programs.
- Embed a commitment to equity and environmental justice as part of funding opportunities.
- Ensure compliance with the terms of contracts and grants.
- Review and evaluate achievements associated with the contracts and grants.
- Coordinate with technical and administrative staff.
- Ensure timely completion of project objectives and required deliverables.

*20% Facilitation of and Participation in Working Groups

- Convene and facilitate interagency government working groups and/or external science advisory bodies or related working groups.
- Identify working group members, establish meeting agendas, and provide relevant policy analyses to the working groups.
- Consult with and advise agencies and institutions engaged in environmental analysis and regulation.
- Represent OPC in policy implementation, program budgeting, and strategic planning.

*5% Support Diversity, Equity, and Inclusion

Participate in professional development training, as well as tasks, trainings and activities that support programmatic and workplace diversity, equity, and inclusion.

Marginal Functions

5% Other Related Duties as Necessary and Assigned

- Substitute for the Executive Director, Deputy Director, or Senior Climate Change Program Manager in meetings with agency leadership or external partners related to coastal resilience and offshore wind development.

- Participate in hearings and field investigations as a staff expert on issues related to coastal resilience and offshore wind development.
- Prepare various reports, correspondence, public outreach materials, and other communications.
- Prepare and edit scientific papers for publication that highlight California's innovative approaches to coast and ocean management, specifically related to coastal resilience and offshore wind development.

****These are the essential functions for this position. Essential functions are those functions that the individual who holds the position must be able to perform unaided or with the assistance of a reasonable accommodation.***

Employee/Supervisor Statement

I have read and understand the duties and requirements listed above and am able to perform these duties with or without reasonable accommodation.

Employee
Signature: _____ Date: _____

Print Name: _____

I certify this duty statement represents an accurate description of the essential functions of this position. I have discussed the duties and have provided a copy of this duty statement to the employee named above.

Supervisor
Signature: _____ Date: _____

Print Name: _____