



# Duty Statement

<b>Organization</b>	<b>Name</b>
California Natural Resources Agency	
<b>Position Number</b>	<b>Effective Date</b>
534-001-0765-XXX	
<b>Classification Title</b>	<b>Working Title</b>
Senior Environmental Scientist (Specialist)	Senior Offshore Wind Program Manager
<b>CBID</b>	<b>Supervisor</b>
R10	Justine Kimball, Senior Environmental Scientist (Supervisory)

## Position Description

Under the general direction and supervision of the Senior Environmental Scientist (Supervisory), Senior Climate Change Program Manager for the Ocean Protection Council (OPC), the Senior Environmental Scientist (Specialist) functions as the Senior Offshore Wind Program Manager providing subject matter expertise and leading coordination across state, federal, and external partners on offshore wind development, with a specific focus on establishing a comprehensive environmental monitoring and research program for California. The incumbent works with other OPC program staff, performing high level tasks related to statewide marine and coastal conservation, research, and protection with a focus on offshore wind. The Senior Offshore Wind 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**

- Develop, coordinate, and make recommendations to implement strategic investments and policy/management tools to support scientifically informed and sustainable offshore wind development in California.
- Assess and oversee the development of scientific environmental monitoring guidance and related programs to ensure offshore wind development in California is informed by the best available science. Synthesize scientific literature and policies to inform the development and implementation of a comprehensive offshore wind environmental monitoring and research program in California. Identify and inform effective management and policies to support adaptive management of offshore wind development and operations in California.
- 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. Conduct critical, sensitive analyses, research, and investigations using best available science to inform recommendations for offshore wind development.
- Apply scientific methods and principles in the identification, research, and solution of problems associated with offshore wind development, including protection of fish and wildlife populations, fishing community resilience, and the evaluation of marine and coastal impacts related to offshore wind. Research and help develop innovative programs to address emerging challenges and information needs related to offshore wind development. Develop and/or analyze regulations, plans, policies, procedures, and guidelines associated with offshore wind in development and operations in California, with an emphasis on supporting thriving fish and wildlife populations.
- 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.

**30% Facilitate and Participate in Offshore Wind Development Work Groups**

- Convene and facilitate interagency government working groups and/or external science advisory bodies or related working groups regarding offshore wind development, with a focus on adaptive management and environmental monitoring. 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 related to offshore wind development. Represent OPC in policy implementation, program budgeting, and strategic planning.

#### **25% Contract and Grant Management**

- Lead the development of innovative opportunities for contracts and grants for projects that advance the goals and mission of OPC related to offshore wind development and associated environmental monitoring needs.
- Seek opportunities to leverage additional funds and expertise for synergistic purposes. Ensure compliance with the terms of contracts and grants. Review and evaluate achievements associated with the contracts and grants. Coordinate with technical and administrative support. Ensure timely completion of project objectives and required deliverables.

#### **5% 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.
- Embed equity and environmental justice considerations into policies and practices related to offshore wind development.

#### **Marginal Functions**

##### **5% Other Related Duties as Necessary and Assigned**

- Represent the Executive Director, Deputy Director, or Senior Climate Change Program Manager in meetings with agency leadership or external partners related to offshore wind development. Participate in hearings and field investigations as a staff expert on issues related to offshore wind.
- 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 offshore wind.

***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: \_\_\_\_\_