



# Duty Statement

<b>Organization</b>	<b>Name</b>
California Natural Resources Agency	
<b>Position Number</b>	<b>Effective Date</b>
534-001-4800-018	
<b>Classification Title</b>	<b>Working Title</b>
Staff Services Manager I (Specialist)	Offshore Wind Tribal Affairs and Community Engagement Specialist
<b>CBID</b>	<b>Supervisor</b>
E48	Kaitlyn Kalua, Deputy Director, OPC

## Position Description

Under the direction of the Deputy Director for the Ocean Protection Council (OPC), the Staff Services Manager I (Specialist) will work in close coordination with other OPC program staff, leadership at the California Natural Resources Agency (CNRA), and the Governor's Senior Advisor for Offshore Wind. The incumbent performs high level tasks related to tribal affairs and coastal community engagement, with a focus on offshore wind development in California. The Staff Services Manager I (Specialist) will act as the Offshore Wind Tribal Affairs and Community Engagement Specialist and lead coordinated efforts to consult with California Native American tribes and engage with coastal communities, including underserved port communities, ensure current and future offshore wind planning, construction, and avoidance and mitigation strategies reflect tribal and community needs. The incumbent will support OPC's Tribal Liaison on OPC's broader tribal consultation and engagement efforts and is also responsible for implementation of OPC's mission, CNRA priorities, and the Governor's policy positions on ocean and coastal matters.

## 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.

## 40% Policy Analysis and Alignment

- Lead state agency coordination and collaboration for offshore wind tribal affairs and community engagement between OPC, CNRA, Coastal Commission, State Lands Commission, Department of Fish and Wildlife, California Energy Commission and others, in close coordination with OPC's Executive Director, CNRA's Deputy Secretary for Tribal Affairs, CNRA's Deputy Secretary for Equity and Environmental Justice and the Governor's Senior Advisor for Offshore Wind.
- Track and align recommendations, milestones, and outcomes outlined in the AB 525 Strategic Plan for California Native American tribes and underserved communities; identify and facilitate collaborative state agency efforts that maximize efficiencies, including coordinated outreach, tribal consultation and community engagement efforts, to reduce burdens for participation. Work closely with the Bureau of Energy Ocean Management to align state and federal activities related to tribal and underserved community engagement.
- Lead OPC's efforts to identify and incorporate tribal priorities into offshore wind environmental research and monitoring, including Traditional Knowledges. Identify mechanisms for meaningful tribal participation on a regional science entity related to offshore wind development in California.
- Lead OPC's efforts to understand and minimize impacts from offshore wind on coastal tribal cultural resources, in partnership with tribes. Assess needs for tribal cultural resource inventories and direct investments to advance priorities. Develop best practices for monitoring and evaluation of offshore wind impacts on tribal cultural resources.
- Identify pathways to support tribal and community workforce development for offshore wind environmental research and monitoring, in coordination with broader offshore wind workforce development efforts by the state. Support state efforts to understand and minimize impacts to underserved and port communities, with a specific focus on coastal access and ocean health.
- Track, review, and analyze proposed legislation related to offshore wind. Coordinate with state agency partners to align recommendations, where possible. Review offshore wind-related documents to ensure tribal and underserved community priorities are sufficiently incorporated and addressed.
- Support efforts to integrate equity principles from California's Equity Foundation Checklist into offshore wind development to ensure benefits to tribes and underserved communities.

**30% California Native American Tribes and Engagement with Underserved Communities**

- Establish and maintain relationships with California Native American tribal leaders and tribal community members; support formal and informal consultation on issues related to offshore wind.

- Support OPC's Tribal Liaison on broader ocean and coastal tribal consultation and engagement efforts and collaborate with other state agency tribal liaisons on issues related to offshore wind.
- Support agenda development and facilitation of the California Energy Commission's Ocean Energy Tribal Working Group.
- Identify pathways to compensate tribes and underserved communities for participation, expertise and to support capacity building related to offshore wind development.
- Convene and facilitate meetings, listening sessions and roundtables with tribes, underserved/port communities to understand concerns and priorities related to offshore wind.

#### **20% Contract and Grant Management**

- Develop and oversee contract and grant agreements to support tribal affairs and/or underserved community engagement, including capacity building, with a focus on offshore wind development in California.
- Seek opportunities to leverage additional funds and expertise for synergistic purposes. 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.

#### **5% Support Diversity, Equity, and Inclusion**

- Participate in professional development trainings, 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.

#### **Marginal Functions**

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

- Represent the Executive Director, Deputy Director, and OPC Tribal Liaison 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, tribal affairs, and community engagement.

- Prepare various reports, correspondence, public outreach materials, and other communications.
- Participate and, at times, lead tribal affairs and equity trainings and events on behalf of OPC.

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