



Duty Statement

Organization	Name
CNRA - OPC	
Position Number	Effective Date
534-001-0762-003	
Classification Title	Working Title
Environmental Scientist	Water Quality Program Manager
CBID	Supervisor
R10	Justine Kimball, Senior Environmental Scientist (Supervisory)

Position Description

Under the close supervision of the Senior Environmental Scientist (Supervisory) for the Ocean Protection Council (OPC) and working with other scientific and administrative staff, Environmental Scientist functions as the Water Quality Program Manager, conducting high level tasks related to statewide marine and coastal conservation and protection with a specific focus on improving coastal and marine water quality in California. The Water Quality Program Manager leads OPC's efforts related to water quality and is responsible for supporting implementation of the OPC's mission and the California Natural Resources Agency's policy initiatives, and embedding equity and environmental justice into programs and actions related to reducing impacts from point and non-point source pollution, plastic pollution and marine debris, harmful algal blooms, ocean acidification and hypoxia, emerging contaminants, and additional threats to coastal and marine ecosystems.

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

- Assess and reduce the impacts to coastal and marine water quality using best available science and the development of effective management and policy approaches.
- Develop, coordinate, and make recommendations to implement strategic investments and policy/management tools to improve coastal and marine water quality in California.
- Identify opportunities and make recommendations to implement actions that advance cross-cutting efforts across OPC's strategic plan goals of climate change, equity, biodiversity and the sustainable blue economy.
- Conduct critical, sensitive analyses, research, and investigations using best available science to inform recommendations to improve management and policy.
- Apply scientific methods and principles in the identification, research, and solution of problems associated with improving coastal and marine water quality in California. Research and help develop innovative programs to address emerging challenges that impact coastal and marine water quality.
- Provide analyses of state, and federal policies and legislation as they relate to improving coastal and marine water quality in California. Develop and/or analyze regulations, plans, policies, procedures, and guidelines associated to improve coastal and marine water quality.
- Consult with and advise other agencies and institutions engaged in related environmental analysis, management, planning, regulation, investigation, and research.
- Present scientific data and analyses and the consequent policy implications at symposia, conferences, workshops, and before the State Legislature.

30% Contract and Grant Management

- Develop innovative opportunities for contracts and grants for projects that advance the goals and mission of OPC related to improving coastal and marine water quality. Identify 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. Ensure timely completion of project objectives and required deliverables.
- Communicate contract and project findings via the OPC website and other venues, in coordination with communications staff.

25% Facilitate and participate in interagency government work groups



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- Meet and confer with scientists, stakeholders, tribes, and other governmental and non-governmental entities.
- 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 coastal and marine water quality.
- Represent OPC in policy implementation, program budgeting, and strategic planning.
- Prepare staff reports, recommendations, and presentations for OPC Council meetings.

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 related to coastal and marine water quality.

Marginal Functions

5% Other related duties as necessary and assigned

- Represent the OPC Executive Director, Deputy Director, or Senior Environmental Scientist (Supervisory) in meetings with agency leadership or external partners related to coastal and marine water quality.
- Participate in hearings, public outreach, field investigations, or other venues as a staff expert on issues related to coastal and marine water quality.
- Prepare and edit scientific papers for publication that highlight California's innovative approaches to coast and ocean management.

****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: _____