



Duty Statement

Organization	Name
California Natural Resources Agency	
Position Number	Effective Date
534-001-4870-904	
Classification Title	Working Title
Student Assistant	OPC Summer Intern
CBID	Supervisor
E	Deputy Director, OPC

Position Description

Under the close supervision of the Ocean Protection Council's (OPC) Deputy Director and working with the Executive Director and other technical and administrative staff, the Student Assistant participates in OPC's Summer Internship Program and supports implementation of OPC's mission and strategic plan priorities, as well as the California Natural Resources Agency's policy initiatives.

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.

- 45% Assist with implementation of coastal and ocean conservation priorities in OPC's strategic plan related to climate change, equity, biodiversity, and the sustainable blue economy. Help track relevant science and state and federal legislation and policy. Provide research and contribute to staff reports, recommendations and presentations for OPC Council meetings or other efforts. Lead or support communications and community outreach efforts, including website content, social media and blog posts.

- 25% Conduct research and assist in developing future grant solicitations, projects and/or support existing solicitations to provide recommendations to technical staff.
- 20% Assist with scheduling and planning of interagency and multi-stakeholder meetings to facilitate increased collaboration on specific coastal and marine conservation issues. Help draft meeting agendas, take meeting notes and coordinate with meeting participants including scientists, stakeholders, tribes, and other governmental and non-governmental entities.
- 5% Present OPC accomplishments and strategic priorities at hearings, public meetings and other venues.
- 5% Participate in professional development training, as well as tasks, trainings and activities that support programmatic and workplace diversity, equity, and inclusion.

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: _____