

San Francisco Bay Conservation and Development Commission

375 Beale Street, Suite 510 San Francisco, California 94105 Tel 415 352 3600 fax 415 352 3606

State of California | Gavin Newsom – Governor | info@bcdc.ca.gov | www.bcdc.ca.gov

DUTY STATEMENT

NAME:

CLASSIFICATION: Environmental Scientist

WORKING TITLE: Environmental Climate Scientist

UNIT/DIVISION: Adapting to Rising Tides Science and Data Unit, Planning Division

SUPERVISOR: Cory Copeland

FLSA: NON-EXEMPT

CBID: R10

TENURE/TIMEBASE: FULL TIME, PERMANENT

Under general direction of the Senior Environmental Scientist (Sup), the Environmental Scientist performs complex and specialized tasks as staff to the San Francisco Bay Conservation and Development Commission (BCDC) related to:

- Environmental planning
- Natural resource management
- Climate change and sea level rise adaptation
- Shoreline development
- Ecosystem restoration
- Bay filling and dredging
- Resource conservation
- Adaptation financing
- Public use and enjoyment of the bay

The Environmental Scientist works with considerable independence and responsibility and may be assigned lead responsibility for specific projects. Responsibilities may cover a wide variety of complex science, planning, and policy topics may include:

- **Research and analysis**, including literature research, policy and data analysis
- **Writing**, including preparing planning documents and technical and policy report writing
- **Subject matter expertise** resulting in policy development, presentations with planning and policy recommendations to the Commission, and consultative advice to various governmental agencies and other entities

Environmental Scientist (Adapting to Rising Tides Science and Data)
Duty Statement

- **Partnerships and communications**, including correspondence, questions from the public and collaboration with other public agencies and interest groups

ESSENTIAL FUNCTIONS

Under the general direction of, and in coordination with the Senior Environmental Scientist (Sup), the Environmental Scientist shall execute the following duties:

20% Climate Science

- Provide expertise to the agency and agency partners in the latest climate science, particularly sea level rise and other shoreline impacts.
- Oversee/coordinate with external partners around the development of sea level rise and groundwater rise flood risk models and decision-support tools.
- Research and develop innovative programs to address emerging and evolving problems related to sea level rise and groundwater rise.

25% Technical Research and Evaluation

- Apply scientific methods and principles in the identification, analysis, and solutions for problems in areas of vulnerability assessments, climate adaptation planning, environmental planning, resource assessment, habitat restoration, and land and water use. Analyze and evaluate available data to assess impacts of sea level rise and groundwater rise on physical, natural and human health.
- Develop and provide technical tools and training for staff and partners.
- Analyze complex policy proposals, vulnerability assessments, adaptation plans, natural resource programs, or land use and development issues or projects.
- Perform site visits and participate in field studies and investigations.

25% Plans and Policy Development

- Work on collaborative stakeholder processes to integrate multiple interests into planning studies and recommendations.
- Prepare written summaries and make written and oral presentations to the Commission, public interest groups, and other state and local agencies.

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- Coordinate with staff, other agencies and organizations, and technical, scientific, and policy experts in the appropriate fields to develop planning documents and policies that are integrated, interdisciplinary, and comprehensive.
- Work closely with the state and federal agencies and organizations that are working on developing the best available science related to coastal and climate change issues including supporting adaptation financing strategies for the region.
- Represent BCDC and its priorities to a variety of agencies, organizations, and jurisdictions and effectively translate technical, policy, and scientific findings and any recommendations to broad audiences.
- Review local, state, and federal plans or programs and environmental impact reports for climate adaptation projects impacting the work of BCDC and incorporate into planning documents consistent with BCDC's policies and practices.

25% Technical and Scientific Communication and Community Engagement

- Develop communication, engagement, and outreach materials that are designed to communicate with specific audiences, including elected officials, technical experts, topic area experts, federal, state, and local agencies and organizations, non-governmental organizations, private sector and business interests, and members of the public.
- Develop communication and training material for BCDC staff and Commissioners that translates technical and scientific findings into information that is meaningful and clear.
- Travel to various locations in the Bay Area and/or Sacramento Area to meet with and present to stakeholder groups.

5% General

- Participate in various BCDC staff programs, staff meetings, and projects, such as partnerships with scientists, and other collaborative projects.
- Act as a lead person or project manager and/or directing the work of other analysts or interns.

Knowledge, Skills and Abilities

Knowledge of:

- Very strong understanding of climate science, including emissions and impacts projections, particularly around climate impacts affecting the Bay shoreline.
- Strong understanding of environmental science and natural resource processes principles and management.
- Strong knowledge of urban and regional planning principles and procedures.
- Strong knowledge of local, state, and federal government environmental and land use laws, rules, regulations, and requirements.
- Principles of risk assessment and risk management.
- Sea level rise adaptation funding programs and processes preferred.

Skills:

- Analyze, evaluate, and formulate written, graphic, geospatial and verbal data and prepare complete and comprehensive reports.
- Apply or modify scientific methods and principles.
- Research and collect environmental data, analyze, and reach sound conclusions.
- Review and interpret scientific, planning, and policy reports.
- Experience in project organization and management, strong written and verbal communication skills.
- Working knowledge of Microsoft Word, Excel, and PowerPoint, GIS analysis and mapping, and basic knowledge of internet/intranet.

Ability to:

- Communicate and translate scientific and technical findings, data, and information to a broad audience and serve as support to regulatory staff and the Commission.
- Apply laws, rules, regulations, policies, and requirements of California and federal environmental protection and resource management programs.
- Assess the impact of proposed local, state, and federal environmental legislation.
- Analyze situations accurately and take effective action.

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- Effectively and convincingly communicate in written and verbal form complex and controversial matters to individuals and groups at all levels both within and outside of the department in order to complete work assignments.
- Inspire confidence and trust in colleagues, stakeholders, and the public.
- Establish and maintain effective and cooperative relations with those contracted in the course work, and exercise common sense and good judgement.
- Lead the work of other staff on a project and work independently.
- Prioritize and manage multiple assignments.
- Use office computer, email, spreadsheet, and word processing software.
- Demonstrate strong interpersonal skills, including negotiation skills.
- Independently solve problems that arise in project planning and execution.
- All employees are responsible for contributing to an inclusive, safe, and secure work environment that values diverse cultures, perspectives, and experiences, and is free from discrimination.
- Promote diversity, equity, and inclusion activities.
- Handle emergency situations assessing situation and resolving issues as quickly as possible.

WORKING CONDITIONS:

- Work in a stationary position (such as sitting or standing) for long periods of time using a keyboard and monitor.
- Interact by phone, virtually (e.g., Teams, Zoom), email, and in person with colleagues, other state agencies/department units, and members of the public.
- Must use sound judgment under stress, effectively communicate information and consult with staff at all levels within and outside the department to complete work assignments.
- Must be able to complete assigned work accurately and on time, establish cooperative working relationships with staff at all levels within and outside the department and provide recommendations and/or feedback to all levels of staff both within and outside State civil service.



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- Required to maintain a valid Defensive Drivers training card if operation of a state vehicle is needed to perform work. Occasional assignments may require extended travel and overnight activity.
- Work within one or more of the staff sections, depending upon the needs and priorities of the agency.
- Required to complete all required training and information as requested including Ethics, Sexual Harassment, Form 700, and Nepotism.
- BCDC is a hybrid workplace and offers telework for all employees. Telework is available for this position in accordance with BCDC Telework Policy and Procedures with a semi-weekly in-person office visit.

I have read and understand the duties and essential functions of the position and can perform these duties with or without reasonable accommodation.

Employee _____ Date _____
Title: Environmental Scientist

Manager _____ Date _____
Title: Sr. Environmental Scientist

