# DUTY STATEMENT

**NAME:**

**CLASSIFICATION:** Senior Environmental Scientist (Supervisory)

**WORKING TITLE:** BAY RESOURCES PERMITS PROGRAM MANAGER

**UNIT/DIVISION:** REGULATORY

**SUPERVISOR:** REGULATORY PROGRAM DIRECTOR

**FLSA:** EXEMPT

**CBID:** S01

**TENURE/TIMEBASE:** FULL TIME, PERMANENT

Under the general direction of the San Francisco Bay Conservation and Development Commission’s (BCDC) Regulatory Program Director the incumbent leads the BCDC’s Bay Resources Permits Program and serves as a lead scientific and technical consultant for the Program, regarding natural resource protection, conservation, and restoration, including the review of environmental permitting packages and environmental impact reports for projects raising substantial scientific and technical issues related to natural area management, habitat protection and restoration, wetland restoration, land and water use, and watershed evaluation.

The Senior Environmental Scientist (Supervisory) is responsible for supervising employees in the classifications of Senior Environmental Scientist (Specialist), Environmental Scientist, and Coastal Program Analyst I/II/III/M, and advising the Commission, Executive Director, and Regulatory Director on scientific and technical issues related to the natural resources of the Bay. The Bay Resources Permit Program intersects with the work of other state and federal regulatory resource agencies in their protection of the natural resources of the San Francisco Bay. The Bay Resources Permit Manager supports implementation of BCDC’s mission and the California Natural Resources Agency’s (CNRA) policy initiatives related to protecting San Francisco Bay ecosystems in the face of climate change.

**ESSENTIAL FUNCTIONS**

**45% Supervision, Policy Development, and Scientific and Technical Analysis**

* Directly supervise, monitor and provide guidance to direct reports in the technical review of projects raising issues related to bay resources and affecting bay ecology. Assign and review work, complete triannual probationary reports and annual performance evaluations, and direct annual work plan development. Support the Regulatory Director in workforce planning, including conducting interviews and helping onboard new staff.
* Lead BCDC’s Bay Resources Permit Program to build a science-based program that responds to current and future projects, proposals, and initiatives affecting San Francisco Bay resources. Independently develop, coordinate and implement strategic investments and policy/management approaches, using the best available science, to improve and implement permitting processes for the protection and restoration of natural habitats and resources within the San Francisco Bay.
* Identify opportunities and implement actions to advance cross-cutting efforts related to BCDC’s strategic plan goals of Bay habitat restoration, equity and environmental justice, and climate change resiliency. .
* Conduct research, gather information and data about scientific properties, procedures from a variety of sources including academia, scientific journals, other states’ laws, regulations and practices, federal government regulators and apply scientific methods and principles in the solution of problems associated with the protection and restoration of Bay resources.
* Analyze regulations, plans, policies, procedures, and scientific guidelines as part of making recommendations for policy development.
* Consult with and advise other agencies and institutions engaged in related environmental analysis, management, planning, regulation, investigation, and scientific research.
* Meet and confer with scientists, stakeholders, tribes, and other governmental and non-governmental entities.
* Prepare concise and accurate staff reports and presentations for BCDC staff and Commission meetings.
* Mentor temporary staff, such as Sea Grant fellows and interns.

25% **Facilitation of and participation in interagency government working groups**

* Participate in the Policy & Management Committee associated with the Bay Restoration Regulatory Integration Team (BRRIT). Participate in California Natural Resources Agency (CNRA) Cutting Green Tape initiative.
* Participate in and contribute to interagency government working groups related to understanding and addressing the impacts of climate change on Bay ecosystems.
* Consult with and advise agencies and institutions engaged in conservation, protection, and restoration of Bay resources.
* Represent BCDC in policy implementation, program budgeting, and strategic planning.
* Present scientific data and analyses and the consequent policy implications at symposia, conferences, workshops, and before the legislature.
* Contribute to organizational strategic planning led by the Executive Director and Regulatory Director.

20% **Contract and Grant Management**

* Ensure compliance with the terms of contracts and grants for projects that advance the goals and mission of BCDC related conservation and restoration of Bay habitats.
* Review and evaluate achievements associated with the contracts and grants.
* Manage contract and work plans associated with the Bay Resources program, including the interagency Bay Restoration Regulatory Integration Team (BRRIT).
* Ensure timely completion of project objectives and required deliverables.

10% **Other related duties as necessary and assigned**

* Substitute for the Executive Director or the Regulatory Director in meetings with public officials on issues related to Bay Resources.
* Prepare various reports and correspondence.
* Prepare and edit scientific papers for publication that highlight California and the San Francisco Bay Area’s innovative approaches to coastal management.

**WORKING CONDITIONS**

* Work in a stationary position (such as sitting or standing) in an office for long periods of time using a keyboard and video display terminal.
* Interact by phone, in person, by mail and email with the general public, public officials, other regulatory agencies, regional/environmental justice/community task forces consisting of advocacy groups and citizens, applicants and client representatives.
* Make site visits, inspections, and attend internal and external meetings and workshops.
* Must use sound judgment under stress, effectively communicate information and consult with staff at all levels within and outside the department in order 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.
* Required to maintain a valid Defensive Drivers training card if operation of a State vehicle is needed to perform work. Occasion 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.
* Work in a multi-story office building in downtown San Francisco, Monday through Friday 0800-1700 (normal working hours). Flexible hours and telework may be considered in compliance with BCDC Telework Policy.
  + COVID Notice: In accordance with San Francisco County recommends, BCDC staff are temporarily permitted to work remotely; however, as an essential employee, it may be necessary for you make site visits and report to the San Francisco Office periodically as part of your duties and responsibilities.

These duties are essential functions of the Senior Environmental Scientist (Supervisory) position. 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.

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

Employee Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_

Print Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisor Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_

Print Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_