# DUTY STATEMENT

**CLASSIFICATION:** Senior Environmental Scientist - Specialist

**WORKING TITLE:** BRRIT SENIOR ENVIRONMENTAL SCIENTIST

**UNIT/DIVISION**: REGULATORY - Bay Resources Permit Program

**SUPERVISOR:** BAY RESOURCES PERMIT PROGRAM MANAGER

**FLSA:** WWG2

**CBID:** R10

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

Under the supervision of the Bay Resources Permit Program Manager, the Senior Environmental Scientist performs complex scientific and analytical work to review habitat restoration and development projects in and around the San Francisco Bay. As a member of the Regulatory Division of the San Francisco Bay Conservation and Development Commission (Commission or BCDC), the Senior Environmental Scientist is the Commission’s representative on the Bay Restoration Regulatory Integration Team (BRRIT) and will perform a number of tasks including: pre-application coordination with project proponents; review of restoration and development project proposals to determine consistency with BCDC’s laws and policies; participation in a multi-agency team to review and permit multi-benefit habitat restoration projects; participation in meetings and negotiations; preparation of written correspondence, reports, permits, and recommendations and presentations to the Commission on projects and related topics of interest, strategic plans; and provide guidance to staff and applicants on habitat restoration, sea level rise, and other issues.

The Bay Resources Permit Program is responsible for the review of projects occurring in the Bay and along the shoreline that impact the natural resources of the Bay, including marshes, beaches, and the Bay itself. Projects reviewed by the Bay Resources Permit program include, but are not limited to, wetland and habitat restoration and/or enhancement projects, bay fill projects, underwater utilities, remediation projects, and other in-water work that affects the Bay ecosystem. Working in the Bay Resources Permit Program, the Senior Environmental Scientist requires a strong working knowledge of scientific principles and methods, and expertise and/or proficiencies in a variety of scientific fields including, but not limited to, physical processes, marine and estuarine biology and ecology, modeling, etc. The Senior Environmental Scientist also acts as a resource to other regulatory and planning staff on natural resource principles and management. The Senior Environmental Scientist may act as a project manager and train other analysts in the Bay Resources Permit Program and the Shoreline Development Permit Program, as necessary.

**ESSENTIAL FUNCTIONS**

70% **Project Review and Analysis**

* Serves as the Commission representative on the Bay Restoration Regulatory Integration Team (BRRIT), a multi-agency collaborative team to ensure timely action on project applications and compliance with Commission’s laws and policies.
* Participates in pre-application review of proposed projects prior to submittal of application and offers agency input on the projects.
* Reviews and provides comments on proposals for multi-benefit habitat restoration and enhancement projects along with other development projects to ensure compliance with the Commission’s laws and policies, including reviewing BCDC applications for consistency with the McAteer-Petris Act, San Francisco Bay Plan, Suisun Marsh Protection Act, Suisun Marsh Protection Plan, and other authorities and reviewing federal consistency determinations under the Coastal Zone Management Act.
* Writes permits, staff summaries, and reports on behalf of the Commission and the Executive Director.
* Makes presentations to the Commission, its advisory bodies, and other audiences at meetings and workshops.
* Engage with the BRRIT Policy and Management Committee (PMC) to resolve issues and coordinate BRRIT review.
* Reviews and provides comments on California Environmental Quality Act (CEQA) and National Environmental Protection Act (NEPA) analyses prepared by other agencies.
* Reviews monitoring reports and other compliance documents to ensure compliance with Commission permits related to habitat impacts.
* Maintains a working knowledge of current natural resource sciences, and applies this knowledge to proposed projects and advises project proponents accordingly.
* Participates in and leads meetings and negotiations on projects, and develops strategies for achieving consistency with BCDC’s laws, policies, and regulations.

25% **Bay Resources Policy Development**

* Participates in meetings related to BCDC’s regulatory and planning programs on topics including, but not limited to, habitat restoration projects, future sea level rise and flooding, and public access.
* Participates in intra- and interagency working groups, including the BCDC Wetland Habitat Assessment Team (WHAT).
* Provides technical support to regulatory, planning, and legal staff, and the Commission.
* Contributes to relevant Planning Division projects, including participating as a Regulatory Division representative on projects to amend the San Francisco Bay Plan, or other plans.
* Conducts work in support of the Commission’s strategic plan and workplan.
* Attends classes and informational workshops.
* Makes presentations on BCDC’s mission and work.

5% **Other related duties as necessary and assigned**

* Responds to public inquiries and provides information to the public and interested parties about BCDC.
* Helps with report mailings.
* Assumes other responsibilities, as needed.

**Knowledge, Skills, and Abilities**

Knowledge of issues and disciplines related to the fields of coastal and estuarine environmental science and management, including:

* Principles, trends, and concepts on land use, coastal, natural resource, and regional planning, policy, and law;
* Scientific research principles and methods;
* Estuarine and marine resource science and management;
* Public access and design; and
* Climate change.

Skills and Abilities include:

* Analyzing and researching relevant coastal management issues and projects;
* Evaluating scientific methods and/or principles;
* Data analysis;
* Review and synthesis of scientific, technical, and environmental reports;
* Oral and written communication;
* Working independently and in a team;
* Applying laws, rules, regulations, policies, and requirements related to state and federal environmental protection and resource management;
* Resolving and negotiating complex policy, legal, and permitting matters;
* Establishing and maintaining cooperative relations with Commission staff, the Commission and its advisory boards, and other stakeholders and collaborating with partner agencies;
* Applying common sense and judgment;
* Meeting deadlines both accurately and thoroughly; and
* Prioritizing, organizing, and managing a variety of assignments.

**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).
  + In addition to the BCDC work location, the successful candidate will be assigned a workstation at the Water Board office located in Oakland, where you will collaborate with the other five BRRIT partner agencies.
  + 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 (Specialist) 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.