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| Organization  | Name |
| CNRA - OPC |  |
| Position Number | **Effective Date** |
| 534-001-0762-90X |  |
| Classification Title | **Working Title** |
| Environmental Scientist  | Offshore Wind Program Manager |
| CBID | **Supervisor** |
| R10 | Justine Kimball |

**Position Description**

Under the close supervision of the Senior Environmental Scientist (Supervisor) of the Ocean Protection Council (OPC) and working with other Senior and Staff Environmental Scientists and Administration and Finance staff, the Offshore Wind Program Manager conducts high level tasks related to statewide marine and coastal conservation and protection with a specific focus on offshore wind development off the coast of California. The Offshore Wind Program Manager is responsible for supporting implementation of the OPC’s mission and the California Natural Resources Agency’s (CNRA) policy initiatives and helping lead efforts to understand potential impacts from offshore wind development on marine ecosystems, cultural resources and fisheries.

**Essential Job Functions**

\*35% Policy Development and Analysis

* Assess and reduce the impacts of offshore wind 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 understand the potential impacts from offshore wind and minimize impacts to environmental and cultural resources and fisheries.
* 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 offshore wind development in California.
* Provide analyses of state, and federal policies and legislation as they relate to offshore wind development in California.
* Research and help develop innovative programs to address emerging challenges related to offshore wind development in California.
* Develop and/or analyze regulations, plans, policies, procedures, and guidelines associated with offshore wind development in California.
* Consult with and advise other agencies and institutions engaged in related environmental analysis, management, planning, regulation, investigation, and research.
* Meet and confer with scientists, stakeholders, tribes, and other governmental and non-governmental entities.
* Prepare staff reports, recommendations, and presentations for OPC Council meetings.
* Present scientific data and analyses and the consequent policy implications at symposia, conferences, workshops, and before the 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 understanding the potential impacts of offshore wind development of environmental and cultural resources and fisheries in California.
* Seek 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.
* Coordinate with technical and administrative support.
* Ensure timely completion of project objectives and required deliverables.

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

* Convene and facilitate interagency government working groups.
* 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 offshore wind development.
* Represent OPC in policy implementation, program budgeting, and strategic planning.

10% Other related duties as necessary and assigned

* Substitute for the Executive Director, EPM I, or the Senior Environmental Scientist (Supervisory) in meetings with CNRA leadership or external partners related to offshore wind development.
* Participate in hearings and field investigations as a staff expert on issues related to offshore wind development.
* Prepare various reports and correspondence.
* 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.***

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.

Employee

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

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

Supervisor

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

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