

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 SCIENTIST

UNIT/DIVISION: PLANNING

SUPERVISOR: SENIOR ENVIRONMENTAL SCIENTIST (SUP)

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 environmental, natural resource, climate change, and planning analysis, research, surveys, investigations, and studies involving shoreline sea level rise vulnerability, adaptation, natural resource preservation and restoration, development, fill, and public access as staff to the San Francisco Bay Conservation and Development Commission (BCDC). The Environmental Scientist works with considerable independence and is responsible for a wide variety of complex science, planning, and policy functions, including : literature research, policy and data analysis, technical and policy report writing, and policy development. Working in partnership with other public agencies and interest groups, the Environmental Scientists develops and presents planning recommendations to the Commission and may provide consultative advice to various governmental agencies and other entities, in addition to being assigned lead responsibility for specific projects.

ESSENTIAL FUNCTIONS:

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

40% 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, shoreline development, socioeconomic demographics, equity, and land and water use.
- Develop innovative tools and methods for tracking metrics and measures of success for climate adaptation using both available data sets as well as proposing new and innovative data partnerships.
- Analyze and evaluate available data to assess impacts of sea level rise on physical, natural, human and economic health.

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- Research and develop innovative programs to address emerging problems related to sea level rise and other climate impacts.
- Analyze complex policy proposals, vulnerability assessments, adaptation plans, natural resource programs, or land use and development issues or projects.

25% Technical and Scientific Communication

- Develop data-driven 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 materials 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.
- 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.

25% Plans and Policy Development

- Work on collaborative stakeholder processes to integrate multiple interests into data analyses, planning studies, and policy recommendations.
- Prepare written planning and policy summaries and make written and oral presentations to the Commission, public interest groups, and other state and local agencies.
- 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.
- Review local, state, and federal plans or programs for climate adaptation policies or projects impacting the work of BCDC and align with planning documents consistent with BCDC's policies and practices.

10% 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.

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KNOWLEDGE, SKILLS, AND ABILITIES

Ability to:

- Research and collect environmental, demographic, geospatial, or other quantitative or qualitative data to analyze and reach sound conclusions.
- Analyze, evaluate, and formulate written, graphic, and verbal data and prepare complete and comprehensive reports and figures.
- Communicate and translate scientific and technical findings, data, and information to a broad audience and serve as support to regulatory staff and the Commission.
- Review and interpret scientific, planning, and policy reports.
- Assess the impact of proposed local, state, and federal environmental legislation.
- Analyze situations accurately and take effective action.
- Effectively and convincingly communicate in written and verbal form complex and controversial matters to individuals and groups at all levels both within and outside BCDP.
- 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.
- Contribute 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.

Knowledge of:

- Strong understanding of principles of climate hazards, vulnerability assessment, and climate adaptation.
- Strong understanding of environmental science and natural resource principles and management.
- Knowledge of analytical tools, software, and scripting approaches (e.g. Excel, Geographic Information Systems, Tableau, Python, R).
- Knowledge of urban and regional planning principles and procedures.
- Knowledge of local, state, and federal government environmental and land use laws, rules, regulations, and requirements.
- Project organization and management principles.
- Graphic communication best practices, especially for data.
- Written and verbal communication skills.
- Working knowledge of Microsoft Word and PowerPoint.
- Familiarity with laws, rules, regulations, policies, and requirements of California and federal resource management programs like the Coastal Act and MacAteer-Petris Act.

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WORKING CONDITIONS

- Work within the planning division of the agency.
- Make site visits and attend meetings, as required. Required to maintain a valid Defensive Drivers training card if operation of a state vehicle is needed to perform work.
- Work in primarily office conditions, consisting of working in a stationary position (such as sitting or standing) for long periods of time using a keyboard and video display terminal.
- 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.
- Required to maintain a valid Defensive Drivers training card if operation of a state vehicle is needed to perform work.
- Flexible hours and telework may be considered in compliance with BCDC Telework Policy.

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

Date

Environmental Scientist

Date

Senior Environmental Scientist (Supervisory)