



Duty Statement

Organization	Name
CNRA - OPC	
Position Number	Effective Date
534-001-0762-XXX	
Classification Title	Working Title
Environmental Scientist	Biodiversity Program Manager
CBID	Supervisor
R10	Jenn Eckerle

Position Description

Under the close supervision of the Ocean Protection Council's (OPC) Environmental Program Manager I (EPM I) (Supervisory) and working with other scientific and administrative staff, the incumbent conducts high level tasks related to statewide ocean and coastal conservation and protection with a specific focus on enhancing coastal, marine, and estuarine biodiversity. The Biodiversity Program Manager is responsible for helping lead efforts to protect and restore coastal habitats, strengthen conservation at the land-sea interface, develop approaches for rapid response to biodiversity emergencies, support elements of the state's marine protected area management program, and improve coastal and ocean monitoring in California. The incumbent is also responsible for supporting implementation of OPC's mission and the California Natural Resources Agency's policy initiatives related to biodiversity.

Essential Job Functions

*35% Policy Development and Analysis

- Develop, coordinate, and make recommendations to implement strategic investments and policy/management tools to conserve and protect coastal and marine biodiversity.
- 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 protecting and conserving coastal and marine biodiversity in California.
- Provide analyses of state, and federal policies and legislation as they relate to conserving and protecting coastal and marine biodiversity.

- Research and help develop innovative programs to address emerging challenges that impact coastal and marine biodiversity.
- Develop and/or analyze regulations, plans, policies, procedures, and guidelines to protect and conserve coastal and marine biodiversity.
- 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 protecting and conserving coastal and marine biodiversity.
- 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 protecting and conserving coastal and marine biodiversity.
- Represent OPC in policy implementation, program budgeting, and strategic planning.

10% Other related duties as necessary and assigned



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- Substitute for the Executive Director or EPM I in meetings with agency leadership or external partners related to coastal and marine water quality.
- Participate in hearings and field investigations as a staff expert on issues related to coastal and marine water quality.
- Prepare various reports and correspondence
- Prepare and edit scientific papers for publication that highlight California's innovative approaches to coast and ocean management

*These duties are essential functions of the Environmental Scientist position

Employee
Signature: _____ Date: _____

Print Name: _____

Supervisor
Signature: _____ Date: _____

Print Name: _____