



# Duty Statement

<b>Organization</b>	<b>Name</b>
CNRA	
<b>Position Number</b>	<b>Effective Date</b>
534-001-0762-904	
<b>Classification Title</b>	<b>Working Title</b>
Environmental Scientist	30x30 Staff Scientist
<b>CBID</b>	<b>Supervisor</b>
R10	Deputy Director of OPC

## Position Description

Under the close supervision of the Ocean Protection Council's (OPC) Deputy Director, and working with other scientific and administrative staff, the incumbent conducts tasks related to California's goal to conserve 30% of coastal waters by 2030 (the "30x30" initiative). The 30x30 Staff Scientist is responsible for supporting tribal consultations and stakeholder convenings; identifying science-based strategies to strengthen biodiversity conservation in California's coastal waters (including the implementation of scientific research projects to address knowledge gaps); and coordinating with state and federal partner agencies. The 30x30 Staff Scientist is also responsible for supporting implementation of broader OPC and California Natural Resources Agency (CNRA) priorities related to biodiversity conservation.

## Essential Job Functions

### 30% Tribal, Stakeholder, and Interagency Coordination

\*Support OPC's Tribal Liaison and CNRA Tribal Affairs staff in conducting tribal consultations and listening sessions related to 30x30 in coastal waters, in alignment with OPC's Tribal Engagement Strategy. \*Meet and confer with representatives of key communities and stakeholder groups, including scientists, commercial and recreational fishermen, conservation organizations, and community-based organizations, to improve OPC's understanding of stakeholder priorities for achieving 30x30 in coastal waters. \*Organize and facilitate in-person and virtual stakeholder meetings. \*Prepare communications products, such as flyers, presentations, and briefing notes, to convey findings, progress, and other important information to a variety of audiences. \*Consult with and advise other agencies with authority related to California's coastal and marine

natural resources on issues related to the 30x30 initiative. \*Meet regularly with the CNRA 30x30 team, including the Assistant Secretary for Biodiversity and Habitat and staff, to ensure coordination and consistency of approach.

**30% Policy Development and Analysis**

\*Identify opportunities and make recommendations to implement policy and management actions to strengthen conservation in California's coastal waters. \*Use best available science, including coordination with scientific experts, to identify threats to coastal and marine biodiversity and evaluate potential approaches for addressing these threats. \*Identify priority knowledge gaps related to 30x30 in coastal waters and implement scientific research projects to address these gaps. \*Prepare staff reports, recommendations, and presentations for OPC Council meetings. \*Present scientific data and analyses and related policy implications at symposia, conferences, workshops, and before the legislature.

**30% Grant and Contract Management**

\*Identify opportunities for OPC investment in projects that advance OPC's goal to conserve 30% of California's coastal waters by 2030, as well as OPC's broader priorities related to enhancing coastal and marine biodiversity. \*Ensure grantee and contractor compliance with the terms of grants and contracts. \*Review and evaluate progress, achievements, and deliverables associated with grants and contracts; ensure timely completion of project objectives and required deliverables. \*Coordinate with OPC's administrative staff.

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

\*Substitute for OPC's Executive Director, Deputy Director, or Senior Environmental Scientist (Specialist) in meetings with agency leadership or external partners related to the 30x30 initiative and biodiversity conservation. \*Prepare various reports and correspondence. \*Prepare and edit scientific papers for publication that highlight California's innovative approaches to conserving coastal and marine biodiversity.

***\*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.***



# Duty Statement

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: \_\_\_\_\_