

DUTY STATEMENT

ORGANIZATION (DIVISION/REGION/BOARD) Division of Water Quality	UNIT Santa Monica Bay Restoration Commission	POSITION # 880-250-0764-043	DATE FEBRUARY 2023
NAME OF EMPLOYEE (IF APPLICABLE) Vacant			
CURRENT CLASSIFICATION Senior Environmental Scientist (Supervisory)		PROPOSED CLASSIFICATION (IF APPLICABLE)	
NAME OF SUPERVISOR Claire Waggoner			
CURRENT CLASSIFICATION OF SUPERVISOR Environmental Program Manager I (Supervisory)		REVIEWED AND APPROVED BY SIGNATURE	
SUPERVISION EXERCISED (IF APPLICABLE)			
1. DIRECTLY SUPERVISED		2. INDIRECTLY SUPERVISED	
NO. OF EMPLOYEES	CLASS TITLE	NO. OF EMPLOYEES	CLASS TITLE
1	Environmental Scientist		
DESCRIPTION OF DUTIES: SUMMARIZE THE REGULARLY ASSIGNED DUTIES OF THE POSITION, EXPLAIN MOST IMPORTANT DUTIES FIRST. LIST THE PORTION OF TIME BY PERCENTAGE IN LEFTHAND COLUMN, EXTRA SHEETS MAY BE ATTACHED.			
% OF TIME	DUTIES		
	<p>Under the general direction of the Environmental Program Manager I overseeing the Sustainable Water Plans and Policies Section, using established Board policies, regulations and guidelines, as well as scientific knowledge and skills, the incumbent performs independent professional and technical work in their day to day work activities. The incumbent is responsible for the quantity, quality, and timeliness of work submitted; and is expected to be courteous and provide timely responses to internal/external customers, follow through on commitments, and to solicit and consider internal/external customer input when completing work assignments. The incumbent serves as the unit supervisor of the Santa Monica Bay Restoration Commission (SMBRC) Unit assigning, prioritizing, and supervising the work of the SMBRC as well as serving as the Administrative Director of the SMBRC to support administrative functions of the Commission. This position requires travel throughout the Santa Monica Bay watershed to attend meetings or trainings and occasional overnight travel elsewhere in the state. Specific responsibilities include:</p>		
25%	<p>Serve as the Administrative Director of the Santa Monica Bay Restoration Commission (Commission) and work with SMBRC staff to provide administrative support to the Commission. This includes but is not limited to; preparing meeting agendas, public notices, technical documents, reports, recommendations, and presentations for the Commission; preparing for and executing Commission meetings and workshops, including following procedures to ensure compliance with the Bagley-Keene Open Meeting Act for applicable meetings. Manage the membership of the Governing Board, Executive Committee, and Technical Advisory Committee (e.g., conducting member orientation, tracking changes in memberships, tracking dates board members and alternate board members assume and leave office, and member elections) and completing actions to ensure the Commission complies with the Fair Political Practices Commission requirements of the SMBRC (e.g., tracking compliance with Form 700 submittal and Ethics Training); solicit nominations and conduct Commission elections consistent with the Memorandum of Understanding; serve as a point of contact and</p>		

	<p>liaison among the other components of the Commission (e.g., Governing Board, Executive Committee, and Technical Advisory Committee); provide programmatic and financial updates as requested by the Governing Board or Executive Committee; Communicate and coordinate with US Environmental Protection Agency (US EPA) and the Host Entity to implement National Estuary Program guidance consistent with the Memorandum of Understanding and Memorandum of Agreement (e.g., prepare reports for the Santa Monica Bay National Estuary Program, collaboratively develop technically accurate documents such as the State of the Bay Report, Comprehensive Conservation and Management Plan, Fiscal Year Work Plans); and preparing correspondence and responding to inquiries from the Commission, general public, and other interested parties.</p>
20%	<p>Supervise, direct, oversee, and review the work of staff in the SMBRC Unit. Provide leadership, technical direction, and training to unit staff in the application of scientific concepts and principles, critical thinking skills, policies, and procedures. Prepare and maintain program workplans and project schedules to achieve the program goals and objectives. Prioritize and assign work to staff, develop resource plans, and track progress and deadlines for program activities. Review and work with staff to revise documents to ensure work generated in the program is accurate and clear. Manage projects, people, resources, multiple priorities, and set and meet deadlines. Brief management on status of unit's work, issues of concern, and potential solutions. Recruit and hire staff. Conduct teambuilding activities and foster a productive and motivated team atmosphere.</p>
15%	<p>Utilize scientific knowledge of Santa Monica Bay such as knowledge of marine and terrestrial ecosystems, stormwater management, recycled water, desalination, and emerging contaminants to develop and maintain technically accurate documents (e.g., Comprehensive Conservation and Management Plan, Annual Workplan, etc.), reports, public outreach materials, presentations, correspondence, and briefing documents with policy options and staff recommendations. In collaboration with The Bay Foundation, US EPA, and the Commission: develop and implement the Annual Work Plan of the Santa Monica Bay National Estuary Program and revisions and updates to the Comprehensive Conservation and Management Plan ; oversee, monitor, and report to the Governing Board the progress in carrying out annual work plan tasks; develop and implement program activities related to tracking, assessing, and reporting to various entities (e.g., to the Commission and US EPA) on the Bay Restoration Plan and CCMP; and report to the Governing Board or Executive Committee on implementation progress and on the Bay's environmental conditions. Represent SMBRC on agencies' technical or policy advisory panels and committees. Provide policy and technical guidance to SMBRC staff and the Commission.</p>
15%	<p>Develop, execute, and manage agreements, grants, and contracts on behalf of the Commission. Coordinate with grantees and contractors, Division of Financial Assistance, State, Federal, local and other funding authorities to ensure compliance with grants, contracts, and regulatory and funding requirements. Develop request for proposals, request for qualifications, and scoring criteria. Review and score grant applications. Make project funding recommendations to the Commission. Prepare budgets, reports, audit files, and progress reports. Track projects and submittals deadlines. Conduct site visits and review submittals for quality and consistency with grant agreements.</p>

10%	Work with legal counsel of the Office of Chief Counsel concerning compliance with the Bagley-Keene Open Meeting Act and pending litigation. Represent the SMBRC and coordinate with Water Board staff and legal counsel in amending governing documents, including but not limited to the existing Memorandum of Agreement and Memorandum of Understanding. Prepare legislative bill analyses and budget change proposals.
10%	Represent the SMBRC staff in outreach efforts, including giving presentations, facilitating meetings and consultations, participating in training activities, and responding to technical and regulatory questions. Conduct equitable stakeholder outreach and engagement, establish and maintain partnerships, and foster open communications for voices from communities that have been historically marginalized. Work cooperatively with and be responsive to the Commission, The Bay Foundation, US EPA, executive management, Los Angeles Regional Water Quality Control Board, other local, State, and federal agencies, tribes, academics, industry, and members of the public in coordinating Commission activities. Prepare briefing documents, provide briefings on ongoing work and areas of controversy, and prepare presentations for executive management, Governing Board, Executive Committee, State Water Board, and US EPA.
5%	Perform other duties as required.
Employee Signature: _____ Date Signed: _____	