

DUTY STATEMENT

(07/14)

SHADED AREA FOR HUMAN RESOURCES ONLY

		RPA-	EFFECTIVE DATE: 04/2023
1. OFFICE State Coastal Conservancy		POSITION NUMBER (Agency - Unit - Class - Serial) 536-200-4809-901	
2. HEADQUARTER LOCATION Oakland, CA		3. CLASS TITLE Conservancy Project Development Analyst II (CPDA II)	
4. WORKING HOURS / SCHEDULE 9:00 a.m. to 5:30 p.m.		5. SPECIFIC LOCATION ASSIGNED TO	
6. PROPOSED INCUMBENT (If known)		7. CURRENT POSITION NUMBER (Agency - Unit - Class - Serial) 536-200-4809-901	
All employees are expected to work cooperatively with others; maintain regular, consistent, and predictable attendance; possess integrity, initiative, dependability, and good judgment.			
8. BRIEFLY (1 - 3 sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS Working in the full journey level and under the direction of the North Coast Regional Manager, the incumbent performs responsible and complex work in planning, development, and implementation of projects related to the planning and development of The Great Redwood Trail and/or undertaken pursuant to the Conservancy's enabling legislation.			
9. Percentage of time performing duties	10. Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first. <i>(Use additional sheet if necessary)</i>		
50%	<p>In the effort to develop and implement programs and projects related to the Great Redwood Trail, public accessways and resource protection and enhancement, and helping communities address the effects of climate change, the following duties are assigned. Percentages indicate the frequency of the task on an annual basis.</p> <p>ESSENTIAL FUNCTIONS</p> <p><u>Manage Projects and Related Contracts</u></p> <ul style="list-style-type: none"> Perform required analyses, gather necessary information, travel as necessary to make site inspections and/or to meet with local governments, NGOs, Tribes, and others to develop and manage plans and projects that relate to the advancement of the Great Redwood Trail and related facilities. Participate as part of a team supporting the work of the Great Redwood Trail Agency. Participate in and help plan and facilitate stakeholder meetings related to Conservancy projects, including the Great Redwood Trail. Manage contracts independently, related to the approved projects; ensure compliance with the terms and conditions of the contracts and grants by all parties. Maintain communication with grantees and consultants to ensure the best possible outcomes and participate in meetings related to projects. 		
11. SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE			
SUPERVISOR'S NAME (Print) Karyn Gear		SUPERVISOR'S SIGNATURE	DATE
12. EMPLOYEE'S STATEMENT: I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT			
The statements contained in this duty statement reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absence of relief, to equalize peak work periods or otherwise to balance the workload.			
EMPLOYEE'S NAME (Print)		EMPLOYEE'S SIGNATURE	DATE

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	<p>ESSENTIAL FUNCTIONS (CONTINUE)</p> <p><u>Manage Projects and Related Contracts (Continues)</u></p> <ul style="list-style-type: none"> • Manage projects, independently, including leading or participating in collaborative teams; ensuring project tasks, schedules, and objectives are being met; and determining how to address implementation issues as they arise. • Manage external grants related to Conservancy projects, ensuring compliance with terms and conditions of the grant(s), and ensuring necessary reporting and invoicing is completed. Maintain communication with grantor(s). • Solicit, identify, and respond to requests for funding and technical assistance from public agencies, nonprofits, tribes, and others, for projects that improve fish and wildlife habitat, restore, and enhance working lands, and/or improve communities' resilience to sea level rise and other impacts from climate change. • Evaluate project feasibility and make recommendations as to priority, suitability, and viability of potential projects. Prepare staff recommendations, present projects at Board meetings. <p><u>Project Initiation and Development</u></p> <ul style="list-style-type: none"> • Respond independently to requests for assistance from the public, local governments, state agencies, and nonprofit organizations. • Work independently with partners to understand regional project needs. • Analyze proposals, gather information, inspect sites, meet with local governments, tribes, stakeholder groups, landowners, and others to develop projects. Evaluate feasibility; assist with scoping, help define objectives and set schedules; help develop partnerships and funding strategies. <p><u>General and Administrative Responsibilities</u></p> <p>Comply with general State and Conservancy rules, policies, standards, etc., such as maintaining regular hours of work as directed by supervisors, submitting timesheets, travel claims and other such forms in a timely manner, and attending trainings and staff meetings. Work cooperatively with other projects and administrative staff members.</p>
35%	
$\frac{15\%}{100\%}$	

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	<p>KNOWLEDGE AND ABILITIES</p> <p>Conservancy Project Development Analyst I (CPDA I)</p> <p><i>Knowledge of:</i> The principles and practices of economics to evaluate the feasibility and economic impact of urban waterfront and other projects affecting coastal resources and waterfront economies; principles and practices of natural resources and land use planning to evaluate, prioritize, and structure acquisition, restoration, and access projects; the building and construction industry to review bid packages, cost estimates, and construction drawings; architectural design principles to promote excellence of design and projects which exhibit innovation in sensitively integrating human-made features into the natural coastal environment; property management to ensure stewardship of State investments and avoid liability claims; State real estate transaction procedures to ensure compliance with State law and policies and control agency oversight; environmental assessment to identify contaminant risks and liabilities during due diligence periods to protect State investments; the policies and procedures of the California Coastal Commission, San Francisco Bay Conservation and Development Commission, and other coastal management agencies; and the policies and programs of the State Coastal Conservancy.</p> <p><i>Ability to:</i> Collect, analyze, and summarize technical data to be used in evaluating proposals, preparing reports, and structuring land acquisitions; analyze situations and take effective action to ensure the interests of the Conservancy and the State are protected; establish and maintain cooperative and effective relations with those contacted in the course of work; develop, review, and guide plans and projects to completion; communicate effectively on a one-to-one basis and in group settings as well as in presentations for the purpose of obtaining information or presenting information that is clear and concise; write effectively as in the preparation of letters, reports, staff recommendations, contracts, and grant agreements; organize and utilize time management skills including the ability to balance multiple project priorities, advancing project objectives, and managing workloads effectively; use analytical skills and effective problem-solving techniques in the formulation and development of projects; create solutions to address complex resource issues; effectively present controversial matters to small and large groups for the purpose of providing information or explaining Conservancy procedures and policies; and facility with various computer software programs such as Word, Excel, PowerPoint, and Outlook.</p>

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	<p>KNOWLEDGE AND ABILITIES (CONTIUNE)</p> <p>Conservancy Project Development Analyst II (CPDA II)</p> <p>Knowledge of: All of the above, and specific land acquisition techniques, including: acquisition of land at less-than-fair market value; structuring of long-term payouts for land using private nonprofit organizations; equity trading of properties in order to accomplish specific types of coastal restoration; tax-free exchanges of land for restoration and enhancement of significant coastal areas; tax-free exchanges, option agreements, conservation easements, installment sales, leasebacks, or exchanges to structure and execute the most complex land transactions; utilization of State and Federal tax laws to increase project feasibility; determination of economic feasibility of restoration projects using the formulas and rule of thumb of private developers; methods of contractor selection to ensure compliance with State law and policies and control agency oversight; local, State, Federal, and private funding sources to leverage State funding for projects; determination of when and in what circumstances to acquire purchase options; computation of economic feasibility of sale and leaseback of agricultural lands; acquisition of conservation and open space easements or other types of less-than-fee interests in real property; public relations policies and strategies to effectively communicate, respond to, and maintain good relations with the public, stakeholders, media, and others to support Conservancy programs and projects; State and Federal grant programs; and relationships between local, regional, State, Federal, private agencies, and organizations</p> <p>Ability to: All of the above, and to work effectively with Federal, State, and local agencies to ensure project compliance with laws, regulations, and plans; balance and resolve conflicting needs between various uses of coastal and San Francisco Bay Area resources, including: agricultural, habitat, resource extraction, and public recreation; implement projects and programs through supervision, assistance, and monitoring; successfully negotiate with government officials, landowners, and other stakeholders to develop contracts, permits, and other agreements necessary for projects; and represent Conservancy interests before other governmental entities, elected officials, and private organizations.</p>

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	<p>DESIRABLE QUALIFICATIONS</p> <ul style="list-style-type: none"> ▪ Education or experience in any field related to the Conservancy's work: Public Administration, Environmental Science, Environmental Planning, City or Regional Planning, Natural Resource Management, Geography, Biology, Earth Science, Civil Engineering, or a closely related field. ▪ Experience developing and/or implementing public access and trail projects. ▪ Experience organizing and facilitating multi-organizational meetings and teams to achieve specific goals. ▪ Experience organizing and facilitating multi-organizational meetings and teams to achieve specific goals. ▪ Experience working with a variety of stakeholder groups, sometimes with conflicting priorities. ▪ Willingness to communicate Conservancy work through avenues such as conference and meeting presentations. ▪ Ability to apply for and secure outside grants. ▪ Experience or ability to analyze proposals, gather information, and evaluate project feasibility. ▪ Willingness as a learner to do routine or detailed work in order to learn the practical application of administrative principles; and demonstrated capacity for development as evidenced by work history, academic attainment, participation in school or other activities, or by well-defined occupational interests; willingness and ability to accept increasing responsibility. ▪ Possess spreadsheet proficiency. ▪ Education or experience in any field related to the Conservancy's work, including but not limited to environmental studies, conservation, land use planning, recreation, or environmental justice. ▪ Ability to manage projects, partnerships, and professional relationships. ▪ Ability to review budgets and track expenditures. ▪ Strong organizational and analytical skills. ▪ Strong written and verbal presentation skills. ▪ Ability to take initiative and work independently. ▪ Ability to work effectively with others as part of a team. ▪ Experience working with diverse audiences and responding to concerns and issues through either work or lived experience. ▪ Willingness to travel to Northern California occasionally, sometimes staying overnight. ▪ Bilingual speaker of a language used by large numbers of people in California. ▪ Knowledge of environmental concepts and practices, the California Environmental Quality Act (CEQA) and environmental permitting. <p>INTERPERSONAL SKILLS</p> <ul style="list-style-type: none"> ▪ Display good interaction skills; interact successfully in a team environment. ▪ Communicate successfully in a diverse community. ▪ Communicate effectively with individuals from varied experiences, perspectives, and backgrounds, which may involve some exposure to aggressive clientele or adversarial conditions. ▪ Deal with individuals with a range of moods and behaviors in a tactful, congenial, personal manner so as not to alienate or antagonize them.

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	<p>WORKING CONDITONS</p> <ul style="list-style-type: none"> ▪ Position Headquarters (HQ) is in a high-rise building in Oakland, CA ▪ Work on a computer for up to 8 hours per day, Monday through Friday. ▪ The Conservancy has a telework policy for Headquarter employees, that allows staff to telework up to 3 days per week. A computer for telework use can be provided if needed. The Conservancy has developed a return to office plan, which began September 19, 2022. All Headquarter employees are required to be in the office once a week. They must be in the office on the 1st and 3rd Monday of each month for “all-staff” meetings. The other weeks, you may come in on your selected schedule day. ▪ Permanent remote staff(s) will work from their home. Remote staff will be required to travel to our HQ in Oakland, CA once per month. The travel costs are paid for at the State rate by the State Coastal Conservancy. ▪ A computer for teleworking use for both HQ and permanent remote staff can be provided if needed. ▪ Travel is required throughout California for meetings and site visits, with overnight stays necessary on occasion. ▪ Work environment may involve a range of climatic and physical conditions such as exposure to rain, heat, cold, fumes, dust, air contaminants, stinging insects, poison oak, and rattlesnakes. ▪ A work environment may involve some exposure to hazards or physical risks, which will require the following basic safety precautions. ▪ May need to work around water or ambulate on uneven and/or slippery surfaces. ▪ May need to stoop, bend, reach, lift, twist, turn, kneel, squat, grasp, or lift-up to 15 pounds. ▪ Work activities may require working in confrontational situations with project partners, grantees, or members of the public. ▪ Work hours may be varied; may require overtime. <p><i>Some of the above requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodation.</i></p> <p><u>Reading:</u> Understand and use written information that may be presented in a variety of formats, such as text, tables, lists, figures, and diagrams; select reading strategies appropriate to the purpose, such as skimming for highlights, reading for detail, reading for meaning, and critical analysis</p> <p><u>Writing:</u> Express ideas and information in written form clearly, succinctly, accurately, and in an organized manner; use English language conventions of spelling, punctuation, grammar, and sentence and paragraph structure; and tailor written communication to the intended purpose and audience</p> <p><u>Mathematics:</u> Understand, interpret, and manipulate numeric or symbolic information; solve problems by selecting and applying appropriate quantitative methods such as arithmetic, quantitative reasoning, estimation, measurement, probability, statistics, algebra, geometry, and trigonometry.</p>

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	<p><u>Organizing and planning</u>: Organize and structure work for effective performance and goal attainment; set and balance priorities; anticipate obstacles; formulate plans consistent with available human, financial, and physical resources; modify plans or adjust priorities given changing goals or conditions.</p> <p><u>Using social skills</u>: Interact with others in ways that are friendly, courteous, and tactful and that demonstrate respect for individual and cultural differences and for the attitudes and feelings of others.</p> <p><u>Adaptability</u>: Change one's own behavior or work methods to adjust to other people or to changing situations or work demands; be receptive to new information, ideas, or strategies to achieve goals.</p> <p><u>Working in teams</u>: Work cooperatively and collaboratively with others to achieve goals by sharing or integrating ideas, knowledge, skills, information, support, resources, responsibility, and recognition.</p> <p><u>Using social skills</u>: Interact with others in ways that are friendly, courteous, and tactful and that demonstrate respect for individual and cultural differences and for the attitudes and feelings of others.</p> <p><u>Adaptability</u>: Change one's own behavior or work methods to adjust to other people or to changing situations or work demands; be receptive to new information, ideas, or strategies to achieve goals.</p> <p><u>Working in teams</u>: Work cooperatively and collaboratively with others to achieve goals by sharing or integrating ideas, knowledge, skills, information, support, resources, responsibility, and recognition.</p> <p><u>Self and career development</u>: Identify own work and career interests, strengths, and limitations; pursue education, training, feedback, or other opportunities for learning and development; manage, direct, and monitor one's own learning and development.</p> <p><u>Listening</u>: Attend to, receive, and correctly interpret verbal communications and directions through cues such as the content and context of the message and the tone, gestures, and facial expressions of the speaker.</p> <p><u>Speaking</u>: Express ideas and facts orally in a clear and understandable manner that sustains listener attention and interest; tailor oral communication to the intended purpose and audience.</p> <p><u>Using information and communications technology</u>: Select, access, and use necessary information, data, and communications-related technologies, such as basic personal computer applications, telecommunications equipment, Internet, electronic calculators, voice mail, email, facsimile machines, and copying equipment to accomplish work activities.</p>

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	<p><u>Gathering and analyzing information</u>: Obtain facts, information, or data relevant to a particular problem, question, or issue through observation of events or situations, discussion with others, research, or retrieval from written or electronic sources; organize, integrate, analyze, and evaluate information</p> <p><u>Analyzing and solving problems</u>: Anticipate or identify problems and their causes; develop and analyze potential solutions or improvements using rational and logical processes or innovative and creative approaches when needed.</p> <p><u>Making decisions and judgments</u>: Make decisions that consider relevant facts and information, potential risks, and benefits, and short- and long-term consequences or alternatives.</p>

