

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: COASTAL SCIENTIST (LONG-RANGE PLANNING)

UNIT/DIVISION: PLANNING

SUPERVISOR: PLANNING MANAGER

FLSA: WWG2

CBID: R10

TENURE/TIMEBASE: FULL TIME, LIMITED TERM

Under general direction of the Planning Manager, The Environmental Scientist performs complex and specialized environmental and natural resource studies and formulate policy to inform the development and restoration of the San Francisco Bay as staff to the San Francisco Bay Conservation and Development Commission. The Environmental Scientist conducts scientific and policy planning studies reviewing the *San Francisco Bay Plan* and the Commission's Special Area Plans, including the Seaport Plan, and provide recommendations on policy development. Special focus will be on reviewing social equity and environmental justice issues and sea level rise and climate change policy issues. The Environmental Scientist works with considerable independence and is responsible for a wide variety of complex tasks, including: literature research, policy and data analysis, technical and policy report writing, policy development, and community and stakeholder outreach. Working in partnership with other public agencies and interest groups, the environmental scientist 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 Long-Range Planning Manager, the Environmental Scientist shall:

60% Apply scientific methods and principles to conduct major planning studies. Conduct resource analysis and research, evaluate technical reports and proposals while working in a collaborative team on policy issues related to natural resource or land use, and development issues. Design and play a lead role in collaborative stakeholder processes to integrate multiple interests into planning processes. Assist in policy efforts related to public

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access, habitat restoration, adaptation to climate change, social equity, and environmental justice. Perform site visits and participate in field studies and investigations.

30 % Prepares written reports or recommendations documenting the results of project or policy analysis. Makes recommendations for action on amendments to the Commission's laws, policies and regulations. Prepares written summaries and makes written and oral presentations. Reviews local, state and federal plans or programs and environmental impact reports and prepares comments. Prepares deliverables and reports to support grants and in compliance with the Coastal Zone Management Act. Development of communication, engagement and outreach materials for a variety of audiences, including shoreline communities and other stakeholders. Represent BCDC and its priorities to a variety of agencies, organizations and jurisdictions. Effectively translate technical, policy and scientific findings and any recommendations to broad audiences. Develop communication and training material for BCDC staff, Commissioners and the public on technical and scientific information

10% General Duties. Participates in various BCDC staff programs, staff meetings and projects, such as partnerships with scientists, or other collaborative efforts. Responds to inquiries from the public and developers and may be assigned other related duties, such as assistance with mass mailings, filing of project documents, etc.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of issues and disciplines related to the field of coastal and estuarine environment science and management, including: land use and resource planning, policy, and law; scientific research principles and methods; social equity and environmental justice; and climate change.

Skills include: analyze and research relevant coastal management issues and projects; scientific methods and/or principles; data analysis; review and interpret scientific, technical and environmental reports; oral and written communication; public outreach and engagement; work independently and in a team; apply laws, rules, regulations, policies, and requirements related to state and federal environmental protection and resource management; meet deadlines both accurately and thoroughly; and prioritize, organize, and manage varied 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 inclusive activities.

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Working knowledge of Microsoft Word, Excel and PowerPoint; GIS analyses and mapping; and basic knowledge of Internet/Intranet.

WORKING CONDITIONS

- Work in a stationary position (such as sitting or standing) for long periods of time using a keyboard and monitor.
- 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. Occasional assignments may require extended travel and overnight activity.
- Work in a multi-story office building in downtown San Francisco, Monday through Friday 0800- 1700 (normal working hours). Flexible hours and telework may be considered in compliance with BCDC Telework Policy

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

Environmental Scientist _____
Date

ERIK BUEHMANN _____
Planning Manager Date