

DUTY STATEMENT

(07/14)

Shaded area for Personnel Office use only

Effective Date:

11/2024

1. OFFICE State Coastal Conservancy	POSITION NUMBER (Agency - Unit - Class - Serial) 536-200-4815-009
2. HEADQUARTER LOCATION Oakland, CA	3. CLASS TITLE Conservancy Project Development Manager (CPDM)
4. WORKING HOURS/SCHEDULE TO BE WORKED 8:00 a.m. to 5:00 p.m., Monday to Friday	5. SPECIFIC LOCATION ASSIGNED TO Oakland, CA
6. PROPOSED INCUMBENT (If known)	7. CURRENT POSITION NUMBER (Agency - Unit - Class - Serial) 536-200-4815-009

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

Under the general direction and guidance of the Regional Manager, the incumbent plans, organizes, and directs the work of North Coast Program staff implementing programs and projects for the North Coast Program under the general themes of public access and enjoyment, habitat protection/restoration/enhancement, and "climate ready". Incumbent may perform some of the more complex duties directly, and undertakes and coordinates other efforts and projects of regional significance. Incumbent's duties reflect the priorities identified in SCC's Strategic Plan.

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. (Use additional sheet if necessary)
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40%

ESSENTIAL FUNCTIONS

In all job functions, employees are responsible for creating an inclusive, safe, and secure work environment that values diverse cultures, perspectives, and experiences, and is free from discrimination. Employees are expected to provide all members of the public with equitable services and treatment, collaborate with underserved communities and tribal governments, and work toward improving outcomes for all Californians.

Project Management and Oversight: Directly manage or oversee complex projects to protect, restore, or enhance coastal and watershed resources; to facilitate public access and education related to these resources; or to further any other purposes consistent with the Conservancy enabling legislation.

As assigned, assist in leadership and oversight of major regional efforts such as "Climate Ready" program work, Great Redwood Trail, Coastal Trail, and permit coordination.

11. SUPERVISOR'S STATEMENT: ***I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE***

SUPERVISOR'S NAME (Print) Joel Gerwein	SUPERVISOR'S SIGNATURE	DATE
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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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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>
	<p>ESSENTIAL FUNCTIONS (CONTINUED)</p> <p>40% <u>Staff and Program Management:</u> Directly manage up to four North Coast Program staff members; may also manage fellows and interns. Work closely with the Regional Manager to make decisions about staff workloads, training needs, and performance reviews; take a lead role in training new staff. Provide direction and guidance to staff regarding ongoing assignments and daily work activities; review Conservancy Board staff recommendations; ensure Conservancy processes are understood, and deadlines are met. As assigned, take the lead on ensuring agency-wide or program-specific policies and initiatives are met within the North Coast workgroup. Approve work programs, invoices, travel requests, and travel expense claims. Assist Regional Manager with program direction and funding decisions. Participate in Conservancy Management Team. Participate in internal committees, such as Justice, Equity, Diversity, and Inclusion (JEDI).</p> <p>10% <u>North Coast Regional Planning and Coordination:</u> Participate in regional coordination and planning efforts for conservation, restoration, climate adaptation, and science-based management for the North Coast Region, such as the Pacific Birds Habitat Joint Venture Coastal Wetlands Working Group, North Coast Resource Partnership, and regional adaptation efforts, such as the Humboldt Bay Sea Level Rise Institute. Represent the Conservancy and North Coast Program in public settings, meetings, and with other agencies and organizations.</p> <p>5% <u>Training and JEDI Work</u> Participate in professional development training, as well as tasks, training and activities that support programmatic and workplace diversity, equity, and inclusion.</p> <p>MARGINAL FUNCTIONS</p> <p><u>5%</u> May act in the absence of the Program Manager in other supervisory duties; may continue the work of subordinate staff in their absence to ensure the progression and completion of work.</p> <p>100%</p>

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KNOWLEDGE AND ABILITIES**CPDA I**

Knowledge of: 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, and other coastal management agencies; and the policies and programs of the State Coastal Conservancy.

Ability to: 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.

CPDA II

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.

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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 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.

CPDS

Knowledge of: All of the above, plus extensive knowledge of natural resources and land use planning to evaluate, prioritize, and structure acquisition, restoration, and access project; State real estate transaction procedures to ensure compliance with State law and policies and control agency oversight; environmental assessment to identify containment risks and liabilities during due diligence periods to protect State investments; specific land acquisition techniques, including: tax-fee exchange option agreements, conservation easements, installment sales, leasebacks, or exchanges to structure and execute the most complex land transactions; methods of contractor selection to ensure compliance with State laws and policies and control agency oversight; local, State, Federal, and private funding sources to leverage State funding for projects; 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; determination of when and in what circumstances to acquire purchase options; acquisition of conservation and open space easements or other types of less-than-fee interests in real property; policies and procedures of the California Coastal Commission, and other coastal management agencies; policies and programs of the State Coastal Conservancy; the principles and techniques of team leadership to effectively manage teams of a variety of experts, stakeholders, governmental agencies, and other interested parties to successfully design and complete land acquisitions, habitat restorations, public access projects, or other projects; project management, budgeting, scheduling, and planning to ensure timely and cost-effective completion of projects; strategic planning to develop goals, objectives, and strategies for Conservancy programs and projects; State legislative bill processes to analyze impacts of and provide input on legislation relating to Conservancy programs and projects; State budget processes to provide input to Resources Agency, Department of Finance, and legislative subcommittees; and to prepare budget change proposals relating to Conservancy's programs.

Moderate knowledge of 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; 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; computation of economic feasibility of sale and leaseback of agricultural lands; 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.

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Skills in: All of the above, plus collecting, analyzing, and summarizing technical data to be used in evaluating proposals, preparing reports, and structuring land acquisitions; analyzing situations and taking effective action to ensure the interests of the Conservancy and the State are protected; developing, reviewing, and guiding plans and projects to completion; negotiating with governmental officials, landowners, and other stakeholders to develop contracts, permits, and other agreements necessary for projects; representing Conservancy interests before other governmental entities, elected officials, and private organizations; providing assistance to managerial and supervisory staff in developing and implementing programs and policies; effectively presenting controversial matters in public forums to inform and influence decisions; developing and maintaining relationships with local, State, Federal agencies, and private organizations to facilitate management of Conservancy projects and ensuring effective communication; making effective and concise verbal presentations to project partners and the Coastal Conservancy Board; organizational time and management skills, including skill in balancing multiple project priorities, advancing project objectives, and managing workloads effectively; analyzing and utilizing effective problem-solving techniques in the formulation and development of projects, and creating solutions to address complex resources issues; and facility with various computer software programs such as: Word, Excel, PowerPoint, and Outlook.

Ability to: All of the above, plus establish and maintain cooperative and effective relations with those contacted in the course of work; 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 resources, including agriculture, habitat, resource extraction, and public recreation; mentor staff and lead teams to implement the programs and projects; develop innovative solutions for difficult and complex projects utilizing a multitude of tools and techniques; provide effective leadership to project team members to ensure timely completion of projects by making effective use of team resources, resolving team conflicts, and maintaining open communications; provide effective interagency policy coordination and technical input for projects that involve multiple agencies and other governmental entities; communicate effectively on a one-to-one basis and in group settings as well as presentations for the purpose of obtaining information or presenting information that is clear and concise; and write effectively as in the preparation of letters, reports, staff recommendations, contracts, and grant agreements.

CPDM

Knowledge of: All of the above, and the principles and techniques of office administration, personnel management, and program and project management; the legislative process; and a manager's responsibility for promoting equal opportunity in hiring and employee development and promotion, and for maintaining a work environment that is free of discrimination and harassment.

Ability to: All of the above, and to plan, organize, direct, and motivate staff; establish criteria, regulations, and guidelines for governmental decision making; design programs; effectively manage the implementation of projects; represent the Conservancy before other governmental agencies; and effectively promote equal opportunity in employment and maintain a work environment that is free of discrimination and harassment.

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DESIRABLE QUALIFICATIONS

- Experienced Project Manager at the Conservancy Project Development Analyst II level or higher.
- Able to effectively track staff workload and project and regional budgets using spreadsheets and other databases; possess spreadsheet proficiency.
- Demonstrated ability to manage complex projects, partnerships, and professional relationships, and to maintain good working relationships with staff.
- Strong organizational and analytical skills.
- Experience applying for, securing, and managing outside grants.
- Communicates effectively orally and in writing.
- Demonstrated ability to represent the Conservancy effectively at conferences and other regional meetings.
- Experience working with diverse audiences and responding to concerns and issues, through either work or lived experience.
- Able to handle adversarial conditions.
- Willing to travel, sometimes staying overnight.
- Possess a valid California Drivers' License, Class C; have a good driving record.

INTERPERSONAL SKILLS

- 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.

WORKING CONDITIONS:

- Position Headquarters is in a high-rise building in Oakland, CA.
- Work on a computer up to 8 hours per day, Monday through Friday.
- Permanent remote staff will work from their home. Remote staff will be required to travel to our headquarters in Oakland, CA once per month. The travel costs are paid for at the State rate by the State Coastal Conservancy.
- A computer for telework use for both HQ and permanently remote staff can be provided if needed.
- Indoor work is common, although outdoor work may be required to inspect sites.
- Operating a computer system is essential to perform duties.
- Will need to sit or stand for long periods; work may require repetitive movements in the performance of daily duties.
- May need to stoop, bend, reach, lift, twist, turn, kneel, squat, or grasp.
- Travel to meetings and project sites may be required during project development, management, and/or monitoring.
- 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.
- Work environment may involve some exposure to hazards or physical risks, which will require following basic safety precautions; may need to work around water or ambulate on uneven and/or slippery surfaces.
- Work may involve dealing with a range of traffic conditions.
- Work hours may be varied; may require overtime.
- Work activities may involve some exposure to aggressive clientele and may require working in adversarial situations.

Some of the above requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

Reading: 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.

Writing: 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.

Mathematics: 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.

Organizing and planning: 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.

Using social skills: 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.

Adaptability: 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.

Working in teams: Work cooperatively and collaboratively with others to achieve goals by sharing or integrating ideas, knowledge, skills, information, support, resources, responsibility, and recognition.

Leading others: Motivate, inspire, and influence others toward effective individual or team work performance, goal attainment, and personal learning and development by serving as a mentor, coach, and role model and by providing feedback and recognition or rewards.

Building consensus: Build consensus among individuals or groups by facilitating agreements that involve sharing or exchanging resources or resolving differences in such a way as to promote mutual goals and interests; by persuading others to change their point of view or behavior without losing their future support; and by resolving conflicts, confrontations, and disagreements while maintaining productive working relationships.

Self and career development: 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.

Listening: 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.

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Speaking: 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.

Using information and communications technology: 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.

Gathering and analyzing information: 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.

Analyzing and solving problems: 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.

Making decisions and judgments: Make decisions that consider relevant facts and information, potential risks, and benefits, and short- and long-term consequences or alternatives.