

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

Compliance Environmental Scientist

NAME:

CLASSIFICATION: Environmental Scientist

WORKING TITLE: Compliance Officer

UNIT/DIVISION: Legal/Enforcement

SUPERVISOR: Isabel Chamberlain

CBID: R10

TENURE/TIMEBASE: FULL TIME, PERMANENT

Under supervision of the General Counsel within the Legal/Enforcement Unit, the Environmental Scientist, Compliance Officer, shall work with BCDC permit holders to review the terms and conditions in the permits they hold and enable them to be in the best possible compliance with those permits to avoid formal enforcement proceedings based upon permit violations. Compliance review includes: permit review to understand the authorized project and its required terms and conditions; site visits to confirm project implementation consistency with authorized project plans and requirements; review of a variety of reports, such as annual work plans, monitoring, mitigation, adaptation, public access; and, final project completion. Review of submissions require the ability to understand site and construction plans, habitat restoration monitoring reports, scientific data, and project progression. Compliance review would also include identification of types of non-compliance, such as missed deadlines, missing required reports or sections of reports or instances in which monitoring or other measures do not meet scientific or other quality requirements (quality assurance and quality compliance). Therefore, this position requires a strong generalized understanding of scientific principles due to the breadth of projects that may be reviewed, including wetland restoration, beach nourishment, aggregate mining, dredging, sea level rise adaptation, shoreline developments, and others. This position works in tandem with the permitting, enforcement, and legal teams to reduce existing violations and preclude future permit enforcement issues.

ESSENTIAL FUNCTIONS

45%

Act as staff liaison with permittees and other interested parties regarding questions of compliance with the terms and obligations of BCDC permits. Coordinate and resolve efforts to comply with permit requirements for approved projects. Work with staff and permittees

Name:

Title

Date:

to avoid potential (and help resolve existing) enforcement issues by successfully communicating the requirements of BCDC-issued permits with a special emphasis on new permits/amendments, Cease and Desist and Civil Penalty Orders, and Settlement Agreements. Apply scientific and analytic methods and principles to identify, research, and solve problems by understanding and being able to explain permit requirements, reports, orders, and other deadlines, milestones, submissions, plan approvals, minor project modifications, and application of reasonable rules and restrictions.

25%

Communicate with local governments to inform them of BCDC regulatory requirements so that they can better inform their residents within BCDC's jurisdiction and authority. Conduct site visits to ensure compliance including possibly at key decision-points such as following receipt of a Notice of Completion or Certificate of Occupancy if required by the permit or to investigate unverified complaints submitted via the Compliance & Enforcement portal.

20%

Using scientific and analytic methods, review, edit, and make recommendations concerning documents required to be submitted after permits are issued such as Sea Level Rise Risk Assessments and Adaptation Plans, restoration, and wetland monitoring reports, required certifications, special event monitoring reports, public access monitoring programs, etc. Coordinate with legal, planning, regulatory and technical staff on regulatory requirements (e.g., construction documents, easements, dedications, etc.).

5%

Based on lessons learned from compliance-related site visits and reviews, the Compliance Officer will collaborate with planning and regulatory staff to develop updates and revisions to their processes.

5%

Performs other related duties including, but not limited to: field and respond to general inquiries regarding BCDC's regulatory program and requirements; actively participate in staff meetings, Commission and interagency working groups oriented around compliance and science-based concerns, and related issues; and report out to BCDC Commission and Enforcement Committee as needed related to compliance-related activities and science-based concerns.

Knowledge, Skills and Abilities

Knowledge of:

- Scientific principles, practices, terms and concepts of coastal and estuarine environment science and management and social sciences, natural resources, climate change,

Name:

Title

Date:

wetland restoration, land use, economics, social equity, and environmental justice

- Public policy development.
- Current trends and applications in Federal, State, regional and local planning.
- Administrative, land use and environmental law.
- Permit review and zoning procedures.
- Techniques of planning, motivating, and organizing the work of others.
- Basic principles of modern office methods, technology, and procedures.

Skills:

- Strong interpersonal skills, including negotiation skills, combined with a desire to solve problems by working directly with members of the regulated community, both in person and virtually.
- Strong computer skills, including experience with Microsoft Word, Excel, and PowerPoint; and basic knowledge of internet/intranet, and ArcGIS.
- Review and interpret scientific, planning, and policy reports.
- Case management and balance of case-oriented tasks.
- Analytical and problem-solving skills as well as programmatic "macro" thinking skills.
- Effectively promote equal opportunity in employment and maintain a work environment that is free of discrimination and harassment.
- Contribute to an inclusive, safe, and secure work environment that values diverse cultures, perspectives, and experience.

Ability to:

- Handle emergency situations assessing situation and resolving issues as quickly as possible.
- Inspire confidence and trust.
- Effectively and convincingly communicate in written and verbal form complex technical, analytical, planning and/or regulatory enforcement work to individuals and groups at all levels both within and outside of the department to complete work assignments.
- Accurately analyze and evaluate written, graphic, and verbal data and prepare complete and comprehensive reports.
- Maintain positive, professional working relationships with co-workers and members of the public always.
- Manage multiple priorities.
- Successfully manage conflict resolution that may arise as part of day-to-day responsibilities.
- Plan, organize, and direct critical, sensitive and and/or complex environmental, Bay resources, and natural resource management programs of major importance, and do other related work. Formulate and administer scientific policies, programs, and strategic

Name:

Title

Date:

plans, and exercise discretion in the provision of oversight and coordination on a broad technically diverse range of projects or programs.

- Represent BCDC positively and diplomatically during controversial enforcement interactions.
- Establish and maintain effective and cooperative relations with those contacted in the course of work, and exercise common sense and good judgment.
- Complete assigned work on time and review for accuracy.
- Consider and respond appropriately to the needs, feelings, and capabilities of different people in different situations.
- Be tactful and treat others with respect.

WORKING CONDITIONS

- Work in San Francisco headquarter office Monday through Friday; Flexible hours and telework considered in compliance with BCDC Telework Policy.
- Work in a stationary position (such as sitting or standing) for long periods of time using a keyboard and video display terminal.
- Required to maintain a valid Defensive Drivers and compliance with mandated drivers training through the State.
- Make occasional site visits, inspections, and attend off-site meetings.
- 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.

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

Employee name

Date

Title

Manager

Date

Title

