



## Duty Statement

| Organization                        | Name   |
|-------------------------------------|--|
| California Natural Resources Agency | Vacant                                       |
| Position Number                     | Effective Date                               |
| 534-001-0762-020                    | TBD  |
| Classification Title                | Working Title                                |
| Environmental Scientist             | Biodiversity Program Manager                 |
| CBID                                | Supervisor                                   |
| R10                                 | Senior Environmental Scientist (Supervisory) |

### Position Description

Under the close supervision of the Ocean Protection Council's (OPC) Senior Environmental Scientist (Supervisory, Biodiversity Program) and working with other scientific and administrative staff, the Biodiversity Program Manager performs high level tasks related to conserving coastal, marine, and estuarine biodiversity in California. The incumbent will support efforts to conserve 30% of California's coastal waters by 2030, adaptively manage California's marine protected area network, improve coordination of coastal, marine, and estuarine monitoring, strengthen conservation at the land-sea interface, and advance data management and visualization at OPC. The incumbent is also responsible for supporting implementation of OPC's broader mission and the California Natural Resources Agency's policy initiatives, which include embedding equity and environmental justice and meaningful engagement with California Native American tribes, into programs and efforts related to biodiversity.

### Position Category

This position is categorized as Remote-Centered. The position's job duties can be performed while teleworking 50% or more of the time within a work month from an alternate work location. The position incumbent can telework with a management approved telework agreement and schedule. Satisfactory job performance is required to maintain a teleworking agreement. Telework agreements are subject to bargaining unit requirements and are subject to change.

### Essential Job 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.

**\*45% Policy Development, Analysis, and Implementation**

- Support ongoing implementation of OPC's *Roadmap to Achieving 30x30 in Coastal Waters* and the California Natural Resources Agency's *Pathways to 30x30* strategy.
- Support ongoing adaptive management of California's marine protected area network.
- Identify opportunities to strengthen coastal, marine, and estuarine monitoring in California, and improve cohesion across environmental and biological monitoring programs.
- Coordinate data management, including data visualization and long-term public accessibility, of OPC-funded projects and with relevant state programs.
- Develop recommendations for policy actions and strategic investments that will conserve coastal, marine, and estuarine biodiversity, including actions and investments that will strengthen conservation at the land-sea interface.
- Develop recommendations for policy actions and strategic investments that advance cross-cutting efforts across OPC's strategic plan goals of climate change, equity, biodiversity and the sustainable blue economy.
- Provide analyses of state and federal policies and legislation as they relate to conserving and protecting coastal, marine, and estuarine biodiversity.
- Develop and/or analyze regulations, plans, policies, procedures, and guidelines to protect and conserve coastal, marine, and estuarine biodiversity.
- Consult with and advise other agencies and institutions engaged in related environmental analysis, management, planning, regulation, investigation, and research.
- Meet and confer with scientists, stakeholders, tribes, and other governmental and non-governmental entities.
- Prepare staff reports, recommendations, and presentations for OPC Council meetings.
- Present scientific data and analyses and the consequent policy implications at symposia, conferences, workshops, and before the legislature.

**\*30% Grant and Contract Management**

- Develop grant and contract agreements, establishing clear tasks and milestones that advance OPC's goals related to protecting and conserving coastal, marine, and estuarine biodiversity.

- Monitor grantee and contractor performance through progress reports, financial reviews, and/or site visits. Maintain accurate records of correspondence, decisions, and progress reports.
- Embed a commitment to equity and environmental justice as part of funding opportunities. Ensure grant opportunities and projects are informed by community needs by incorporating community engagement into funding opportunities, as appropriate.
- Ensure compliance with the terms of contracts and grants.
- Ensure timely completion of project objectives and required deliverables; review and evaluate all deliverables associated with grants and contracts.
- Coordinate with OPC's administration and finance team on all aspects of grant management.

**\*15% Facilitation of and participation in working groups**

- Support OPC's administration and facilitation of the Marine Protected Area Statewide Leadership Team.
- Convene, facilitate, or participate in working groups (e.g. interagency government working groups or expert scientific working groups), including informal consultation with relevant agencies, as needed to coordinate projects and address topics related to conserving coastal, marine, and estuarine biodiversity.
- Identify working group members, establish meeting agendas, and provide relevant policy analyses to working groups.

**5% Support Diversity, Equity, and Inclusion**

- Participate in professional development trainings, as well as tasks, trainings and activities that support programmatic and workplace diversity, equity, and inclusion.
- Embed equity and environmental justice considerations into policies and administrative practices.

**5% Other Related Duties as Necessary and Assigned**

- Substitute for the Executive Director, Deputy Director, or Senior Environmental Scientist (Supervisory) in meetings with agency leadership or external partners related to coastal, marine, and estuarine biodiversity.
- Participate in hearings and field investigations as a staff expert on issues related to coastal, marine, and estuarine biodiversity.
- Prepare various reports and correspondence.
- Prepare and edit scientific papers for publication that highlight California's innovative approaches to coast and ocean management.

- Perform other job-related duties as required.

\*These duties are essential functions of the Environmental Scientist position

Employee

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

Supervisor

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_