



## Duty Statement

Organization	Name
California Natural Resources Agency	Vacant
Position Number	Effective Date
534-001-0762-021	TBD
Classification Title	Working Title
Environmental Scientist	Biodiversity Program Manager & Coordinating Tribal Liaison
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 & Coordinating Tribal Liaison conducts high level tasks related to enhancing OPC's broader climate, biodiversity, and tribal affairs programs in California, with particular focus on advancing tribal co-management and collaborative stewardship. The incumbent will support the implementation of OPC's Tribal Engagement Strategy and supporting OPC's Departmental Tribal Liaison in broader tribal affairs. The incumbent is responsible for supporting the meaningful inclusion of tribes in OPC's broader climate and biodiversity efforts, including, but not limited to conserving 30% of California's coastal waters by 2030, adaptively managing California's marine protected area network, strengthening coastal resilience to sea level rise, and informing policy and funding recommendations related to emerging offshore uses, such as offshore wind.

The incumbent is responsible for supporting implementation of OPC's 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 climate and 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.

### **\*30% Policy Development, Analysis, and Implementation**

- Support ongoing implementation of OPC's Tribal Engagement Strategy, including, but not limited to advancing tribal co-management and collaborative stewardship, supporting tribally led research and monitoring, and ensuring meaningful consideration of tribal science and Traditional Knowledges in OPC-funded projects and decision-making.
- Develop recommendations to support tribally led research and monitoring, and support improved communication and collaboration between tribes and academic researchers.
- Work with OPC leadership, CNRA's Tribal Affairs team, and other agencies as appropriate to advance tribal co-management and collaborative stewardship in support of relevant state statutes and policies.
- Support the development of new agreements that expand tribal access to the coast and ocean.
- Advance OPC's efforts to understand and minimize impacts from coastal and ocean activities on tribal cultural resources.
- Review state and federal documents to ensure tribal priorities are sufficiently incorporated and addressed.
- Identify pathways to support tribal and community workforce development in ocean and coastal programs, in coordination with broader workforce development efforts by the state.
- Track, review, and analyze proposed legislation related to climate, biodiversity, and tribal affairs. Coordinate with state agency partners to align analyses and recommendations related to proposed legislation, where possible.
- Research and help develop innovative programs to address emerging challenges that impact California Native American tribes, coastal, marine, and estuarine biodiversity, and coastal resilience.
- Consult with and advise other agencies and institutions engaged in work at the intersection of climate, biodiversity, and tribal affairs.
- Convene, facilitate, or participate in state-coordinated tribal working groups or

other working groups (e.g. interagency government working groups or expert scientific working groups) as needed to address topics related to climate, biodiversity, and tribal affairs.

- 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% Coordinating Tribal Liaison**

- Support OPC's Departmental Tribal Liaison and other OPC staff in establishing and maintaining relationships with California Native American tribes, and in conducting tribal consultation and other tribal engagement efforts across OPC programs.
- Develop and maintain tribal contact information.
- Support OPC's Tribal Liaison in providing ongoing training for OPC staff members regarding best practices and procedures for conducting tribal engagement.
- Support OPC staff in convening and facilitating meetings, listening sessions and roundtables with tribes to understand concerns and priorities related to ocean and coastal management.
- Support staff in increasing reach of programs and funding opportunities for tribes.
- Identify pathways for meaningful tribal engagement across OPC priority programs. Support development of best practices for monitoring and evaluation of impacts on tribal cultural resources.
- Identify approaches to compensate tribes and underserved communities for participation, expertise, and to support capacity building related to ocean and coastal management.

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

- Develop grant and contract agreements, establishing clear tasks and milestones that advance OPC's goals related to the intersection of climate, biodiversity, and tribal affairs.
- 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.

- Provide technical assistance to support the successful implementation of grant programs.
- 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.

**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 the intersection of climate, biodiversity, and tribal affairs.
- Participate in hearings and field investigations as a staff expert on issues related to the intersection of climate, biodiversity, and tribal affairs.
- 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: \_\_\_\_\_