

## Duty Statement

| Unit   | CLASSIFICATION                     | POSITION NUMBER<br>(Agency-Unit-Class-Serial) |
|--|------------------------------------|---|
| Ocean Protection Council                     | Environmental Scientist            |   |
| Department                                   | WORKING TITLE                      | CBID  |
| California Natural Resources Agency          | Coastal Resilience Program Manager | R10   |
| Headquarters                                 | REPORTING LOCATION                 | EMPLOYEE                                      |
| Sacramento, CA                               | Sacramento, CA                     | TBD   |
| SUPERVISOR CLASSIFICATION                    | IMMEDIATE SUPERVISOR               |   |
| Senior Environmental Scientist (Supervisory) |                                    |   |

### POSITION DESCRIPTION

Under the close supervision of the Ocean Protection Council's (OPC) Senior Environmental Scientist (Supervisory, Climate Program), and working with other OPC scientific and administrative staff, the incumbent performs high level tasks related to statewide marine and coastal conservation, research, and protection with a specific focus on local and regional sea level rise planning and adaptation to support implementation of the California Sea Level Rise Mitigation and Adaptation Act (Senate Bill 1, Atkins, 2022). Additional areas of focus include marine debris, offshore wind, and other coastal resilience stressors as needs emerge. The Coastal Resilience Program Manager is responsible for supporting implementation of OPC's mission, California Natural Resources Agency's policy initiatives, and the Governor's priorities, including embedding equity and environmental justice into program and efforts related to coastal climate resilience and biodiversity conservation in California.

### ESSENTIAL FUNCTIONS:

The position requires the incumbent to balance concurrent assignments and complete assigned projects and tasks on time at a level commensurate with the classification. Satisfactory job performance is required to maintain a teleworking agreement.

| %   | TASK/DUTIES   |
|-----|---|
| 40% | <p><b>Policy Development and Analysis</b></p> <p>Assess and reduce the impacts of sea level rise, marine debris, offshore wind, and other coastal resilience stressors using best available science and the development of effective management and policy approaches. Develop, coordinate, and make recommendations to implement strategic investments and policy/management tools to address sea level rise, marine debris, offshore wind, and other coastal resilience stressors. Identify opportunities and make recommendations to implement actions that advance cross-cutting efforts across OPC's strategic plan goals of climate change, equity, biodiversity and the sustainable blue economy. Conduct critical, sensitive analyses, research, and investigations using best available science to inform recommendations to improve management and policy. Apply scientific methods and principles in identification, research, and solutions of problems. Provide analyses of state, and federal policies and legislation as they relate to addressing sea level rise, marine debris, offshore wind, and other coastal resilience stressors. Research and help develop innovative programs to address emerging challenges related to sea level rise, marine debris, offshore wind, and coastal resilience stressors. Establish relationships and coordinate with tribal, local and regional governments, and community members to identify and address adaptation priorities and resource needs to build coastal resilience. Embed equity and environmental justice considerations into policies and practices, including community and tribal outreach in the design of project proposals, as</p> |

## Duty Statement

|                                   |   |
|-----------------------------------|---|
|                                   | <p>applicable. Develop and/or analyze regulations, plans, policies, procedures, and guidelines related to sea level rise, marine debris, offshore wind, and other coastal resilience stressors. 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.</p>   |
| 35%                               | <p><b>Contract and Grant Management</b><br/>Advance funding opportunities for sea level rise planning and adaptation through the administration of the SB 1 Sea Level Rise Adaptation Planning Grant Program. Develop grant and contract agreements, establishing clear tasks and milestones that advance OPC's goals related to sea level rise, marine debris, offshore wind, and other coastal resilience stressors. 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.</p> |
| 10%                               | <p><b>Facilitation of and participation in interagency government working groups</b><br/>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 sea level rise planning and adaptation, marine debris, offshore wind, and other coastal resilience stressors. Identify working group members, establish meeting agendas, and provide relevant policy analyses to the working groups.</p>  |
| 5%                                | <p><b>Support</b><br/>Backup for the Executive Director, Deputy Director, or Senior Environmental Scientist (Supervisory) in meetings with agency leadership or external partners related to sea level rise, marine debris, offshore wind, or coastal resilience. Participate in hearings and field investigations as a staff expert on issues related to sea level rise and coastal resilience. 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.</p>  |
| 5%                                | <p><b>Support Diversity, Equity, and Inclusion</b><br/>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.</p>  |
| <b>MARGINAL FUNCTIONS:</b>        |   |
| %                                 | <b>TASK/DUTIES</b>  |
| 5%                                | Other job-related duties as assigned and necessary for operational continuity. Attend staff meetings and training and prepare administrative paperwork to meet operational needs.   |
| <b>TYPICAL WORKING CONDITIONS</b> |   |

## Duty Statement

Office work environment.

### 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.

### SPECIAL REQUIREMENTS:

The statements contained in this job description 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. The incumbent of this position may perform other duties (commensurate with the classification) as assigned, including work in other functional areas to cover during absences, to equalize peak work periods, or to otherwise balance the workload.

### SUPERVISOR STATEMENT:

I CERTIFY THIS DUTY STATEMENT REPRESENTS AN ACCURATE DESCRIPTION OF THE ESSENTIAL FUNCTIONS OF THIS POSITION. I HAVE DISCUSSED THE DUTIES OF THIS POSITION WITH THE EMPLOYEE AND PROVIDED THE EMPLOYEE WITH A COPY OF THIS DUTY STATEMENT.

| SUPERVISOR NAME (PRINT) | SUPERVISOR SIGNATURE | DATE |
|-------------------------|----------------------|------|
|                         |                      |      |

### EMPLOYEE STATEMENT:

I CERTIFY I HAVE READ, UNDERSTAND, AND CAN PERFORM THE DUTIES OF THIS POSITION EITHER WITH OR WITHOUT REASONABLE ACCOMMODATION. I HAVE DISCUSSED THESE DUTIES WITH MY SUPERVISOR AND HAVE BEEN PROVIDED A COPY OF THIS DUTY STATEMENT.

| EMPLOYEE NAME (PRINT OR TYPE) | EMPLOYEE SIGNATURE | DATE |
|-------------------------------|--------------------|------|
|                               |                    |      |