

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

NAME:

CLASSIFICATION: Supervisor II

WORKING TITLE: Senior Manager for Climate Equity and Community Engagement

UNIT/DIVISION: PLANNING

SUPERVISOR: Planning Director

FLSA: EXEMPT

CBID: E48

TENURE/TIMEBASE: FULL TIME, PERMANENT

The Senior Manager for Climate Equity and Community Engagement is BCDC's agency-wide lead on environmental justice, social equity, and community engagement. The position plays a highly visible and leadership role in the region. Through policy development, planning, permitting, and partnerships, the Senior Managers advances BCDC's mission to equitably protect and enhance the Bay for this and future generations.

Under the general direction of the Planning Director, the Senior Manager manages the Environmental Justice and Community Engagement Unit and supervises staff. The position works closely with frontline and historically underserved communities to build lasting relationships; designs and implements engagement strategies and trainings; integrates community priorities into regional adaptation planning and permitting; develops research and policy recommendations; and provides leadership in regional climate adaptation efforts. The position also supports internal efforts to strengthen an inclusive, culturally responsive organization and serves as BCDC's Tribal Liaison.

The role requires advanced skills in communication, facilitation, problem-solving, project and program management, policy analysis, and evaluation

ESSENTIAL FUNCTIONS:

30% Equitable Planning and Permitting

Integrate environmental justice and social equity principles into BCDC's planning, permitting, and policy work. Key responsibilities include:

- Develop guidance, tools, and resources to support equitable permitting and planning practices.

- Review subregional shoreline adaptation plans for consistency with Regional Shoreline Adaptation Plan equity standards.
- Advise on permit review, including meaningful community engagement, evaluation of applicants' engagement plans, and outreach to affected communities.
- Prepare or oversee studies, reports, analyses, and recommendations informed by stakeholder and community input.
- Advise on mitigation strategies when proposed permits may adversely affect socially vulnerable communities.
- Support planning and policy processes to ensure inclusive engagement and incorporation of community priorities.
- Review proposed legislation, policies, plans, and reports and advise management on equity and environmental justice implications.

25% Community Engagement and Participation

Lead BCDC's climate equity and community engagement strategy in coordination with the Adapting to Rising Tides program, External Affairs unit, and external partners. Key responsibilities include:

- Provide strategic direction to center equity, diversity, inclusion, and environmental justice in Bay Adapt and Regional Shoreline Adaptation Plan implementation.
- Expand participation of underrepresented communities in climate adaptation processes, including leadership roles, working groups, consultant teams, and staffing.
- Manage the Environmental Justice Advisors Program, including agendas, workplans, coordination, and administrative functions.
- Support capacity-building and technical assistance for frontline communities.
- Develop and manage partnership projects with community-based organizations and educators.
- Conduct stakeholder engagement and advise other units on outreach strategies.
- Design and lead engagement processes and trainings with vulnerable and disadvantaged communities.
- Shape public-facing events and communications related to climate adaptation.
- Partner with External Affairs to communicate initiatives to community-based audiences.
- Improve agency accessibility to support inclusive participation.

15% Program Management and Supervision

Manage the Environmental Justice and Community Engagement Unit staff and workplan. Key responsibilities include:

- Serve as lead staff to the Environmental Justice Commissioner Working Group; set agendas, prepare materials, and oversee logistics.
- Supervise unit staff; assign work, monitor performance, and conduct evaluation.
- Develop unit and cross-departmental workplans.
- Manage contracts related to unit activities, as needed.
- Prepare and deliver presentations, staff reports, metrics, and other materials for the Commission, CNRA, the Governor’s Office, and other audiences.

10% Tribal Liaison

Serve as BCDC’s formal Tribal Liaison. Key responsibilities include:

- Coordinate government-to-government consultation with tribes.
- Build and maintain relationships with Bay Area tribes.
- Develop and implement BCDC’s tribal engagement policy in coordination with legal and other units.
- Coordinate and deliver trainings on tribal consultation, tribal history and culture, and traditional knowledge.
- Coordinate with and report agency’s tribal engagement activities to CNRA.

10% Strategic Initiatives

Lead equity-focused strategic initiatives aligned with BCDC’s Strategic Plan and agency priorities. Key responsibilities include:

- Coordinate and track implementation of BCDC’s Equity Action Plan.
- Lead Strategic Plan activities related to environmental justice, equity, and tribal engagement.
- Participate in regional, statewide, and national working groups.
- Develop and deliver internal trainings on community engagement, environmental justice, and cultural competency.

10% Other Duties

- Represent BCDC at meetings, conferences, and public events.
- Participate in agency leadership teams, staff meetings, and interagency initiatives.

- Contribute to a safe, inclusive, and respectful workplace that values diversity, equity, and inclusion.
- Perform other duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

- Community engagement and outreach best practices.
- Environmental justice and social equity principles, particularly as they affect vulnerable and disadvantaged Bay Area communities.
- Urban and regional planning, climate change, and natural resource management.
- Policy analysis and development.
- Administrative, land use, and environmental law principles (or ability to learn).
- Employee supervision, training, and program management.
- Microsoft Word, Excel, Outlook, and PowerPoint.

Ability to:

- Build trust and effective working relationships across public, nonprofit, and private sectors.
- Translate community and other stakeholder concerns into actions that can be implemented by BCDC
- Communicate complex and sensitive issues clearly and persuasively.
- Plan and implement public participation processes and apply conflict resolution principles.
- Lead complex programs across divisions.
- Manage competing priorities.
- Ability to speak multiple languages preferred but not required.

WORKING CONDITIONS

- Work within the planning division of the agency.

Supervisor II
Duty Statement – Senior Manager
2/10/2026

- Make site visits, inspections, and attend meetings. Required to maintain a valid Defensive Drivers training card if operation of a state vehicle is needed to perform work.
- Work in a stationary position (such as sitting or standing) for long periods of time using a keyboard and video display terminal.
- Flexible hours considered.
- Occasional work on weekends or after hours related to community and public engagements activities may be required.

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

Date
Supervisor II

Date
Planning Director

