

DEPARTMENT OF CONSERVATION
 POSITION DUTY STATEMENT
 PO-199 (Revised 12/24)

CURRENT PROPOSED

POSITION INFORMATION	
NAME	MCR 1
CLASSIFICATION Senior Environmental Planner	POSITION NUMBER 538-400-4713-001
WORKING TITLE Climate Resilience Coordinator	DIVISION/UNIT Executive/Director's Office
EFFECTIVE DATE	LOCATION Sacramento
BARGAINING UNIT S01	CONFLICT OF INTEREST DESIGNATION 1

REQUIREMENTS OF POSITION			
<input type="checkbox"/> MEDICAL EVALUATION	<input checked="" type="checkbox"/> CONFLICT OF INTEREST	<input checked="" type="checkbox"/> TRAVEL REQUIRED	<input type="checkbox"/> BILINGUAL FLUENCY
<input type="checkbox"/> SUPERVISORY	<input checked="" type="checkbox"/> SPECIALIST	<input checked="" type="checkbox"/> DRIVER LICENSE	<input type="checkbox"/> PROFESSIONAL LICENSE
<input type="checkbox"/> TYPING CERTIFICATE	<input checked="" type="checkbox"/> HYBRID	<input type="checkbox"/> OTHER	

DEPARTMENT STATEMENT:

All employees are responsible for contributing to an inclusive, safe, and secure work environment that values diverse cultures, perspectives, and experiences, and is free from discrimination. You are expected to work cooperatively with team members and others to enable the department to provide the highest level of service possible. Your efforts to maintain regular attendance and treat others fairly, honestly, and with respect are critical to the success of the department's mission and vision.

GENERAL STATEMENT:

Under the general direction of the Natural and Working Lands Policy Advisor (CEA B), the Senior Environmental Planner (SEP) will be responsible for ensuring non-combustion biomass utilization funding allocated through Proposition 4, the State's Climate Bond (Public Resources Code section 91530) is implemented in accordance with State environmental, social, and economic planning objectives. The incumbent will be responsible for program design, implementation and monitoring, environmental policy research, and strategic planning supporting the Forest Biomass Utilization Program (FBUP), and potentially broader state wood utilization policy and programs. Perform complex environmental research and analyses in support of the regional resilience work done by the Department of Conservation's (DOC) Executive Team. Assist the Natural and Working Lands Policy Advisor in the development and implementation of environmental programs that will support regional climate resilience in rural and under-capacity areas of California. Duties include, but are not limited to:

ESSENTIAL FUNCTIONS

PERCENT	DESCRIPTION
35%	Forest Biomass Utilization Program – Grant Program Management Perform grant management duties for the implementation of the Forest Biomass Utilization Program which includes but is not limited to coordination of application reviews and scoring, contract development, monitoring deliverables, and invoicing support and financial tracking.

POSITION DUTY STATEMENT

	<p>Review application materials received from grant awardees, which may include: federal and state environmental compliance documentation, partnership letters and contracts, progress reports, and financial statements of condition regarding a grantee’s compliance with fiscal, temporal, technical, and social expectations. Support the Natural and Working Lands Policy Advisor in working with an interagency review panel for grant application review, ranking, award, and implementation tracking. Maintain a working relationship with grantees to troubleshoot implementation issues including environmental permitting matters, interagency coordination, and changes to project deliverables or schedules.</p> <p>Review, assess, and approve performance materials and other deliverables received from awardees, including federal and state environmental compliance documentation, partnership letters and contracts, progress reports, and financial statements of condition regarding a grantee’s compliance with fiscal, temporal, technical, and social expectations. Prepare and review environmental documents and other applicable documentation to ensure grants follow program guidelines. Work closely with Departmental legal counsel to ensure permitting review, responsible agency, and, if applicable, lead agency responsibilities go smoothly and efficiently. Conduct field visits to project sites to evaluate grant performance and ensure grantee adherence to established grant guidelines.</p>
<p style="text-align: center;">30%</p>	<p>Forest Biomass to Carbon Negative Biofuels Pilot Program – Development and Management Perform program management duties for the implementation of the Forest Biomass Utilization Program which includes but is not limited to solicitation development and release, interagency team coordination and communication, presentation of program materials and progress to diverse governmental and non-governmental entities, public meetings and responding to comments, and regular website updates. Act as a point of contact for all stakeholders, applicants, and other interested parties in the Forest Biomass Utilization Program. Develop, track, and provide program performance metrics to the DOC’s Executive Team. Provide regular reports to the Natural and Working Lands Policy Advisor, and other Executive Team members as requested, regarding the progression of the Forest Biomass Utilization Program, and provide updates on anticipated changes, red flags, scheduling challenges, or areas of concern.</p>
<p style="text-align: center;">15%</p>	<p>Natural and Working Lands Policy Analysis Complete complex environmental studies and/or financial analyses and prepare written reports regarding natural and working landscapes, economic development, supply chain opportunities, and alignment with State policies and goals. As directed, contact community/regional representatives, industry groups, advocates, academic experts, or other sources to fulfill specific data or other information needs supporting regional resilience. Coordinate with each of the DOC divisions to ensure program support for efforts required to implement the regional resilience program, including the availability of tools, inclusion of policy priorities, and interagency collaboration where appropriate and necessary.</p>
<p style="text-align: center;">10%</p>	<p>Tribal, Environmental Justice, and Disadvantaged Community Coordination Support, foster, and promote the inclusion of tribal, environmental justice, and disadvantaged communities, as related to the Forest Biomass Utilization Program. Review existing internal and external data to identify disadvantaged communities and develop strategies to address gaps in the DOC’s efforts to build organizational capacity. In collaboration with the Natural and Working Lands Policy Advisor, serve as a DOC representative and liaison to these communities. Identify opportunities to integrate community concerns into the DOC’s work and develop partnerships between community members and DOC staff.</p>

POSITION DUTY STATEMENT

MARGINAL FUNCTIONS

PERCENT	DESCRIPTION
5%	<p>Miscellaneous Coordinate, participate, and support virtual and in-person events with partner organizations and grantees, which may include listening sessions, tours, webinars, peer-to-peer learning, and best practice sharing. Work on special projects as assigned by the Natural and Working Lands Policy Advisor. Represent the DOC at conferences and other regional and/or industry events. Perform other job-related duties as assigned.</p>
5%	<p>Administrative Perform administrative duties including, but not limited to adheres to Department policies, rules, and procedures; submits administrative requests including leave, overtime (if applicable), travel, and training in a timely and appropriate manner; accurately reports time in the Tempo timekeeping system; and submits timesheets by the due date.</p>

SUPERVISION RECEIVED:

The SEP reports directly to, and receives most assignments from, the Natural and Working Lands Policy Advisor; however, direction and assignments may also come from the Chief Deputy Director.

SUPERVISION EXERCISED:

NONE.

ADMINISTRATIVE RESPONSIBILITIES FOR SUPERVISORS AND MANAGERS:

NONE.

PERSONAL CONTACTS:

The SEP will routinely interact with DOC management, staff, stakeholders, Tribal members and governments, and other state, federal, and local agencies (e.g., CalEPA, CDFA, and/or LCI/SGC, EPA, and USFS). Contacts may be made via written correspondence, telephone, or email regarding laws, rules, regulations, and policies.

ACTIONS AND CONSEQUENCES:

The consequences of error in inadequately performing the job duties of the SEP may result in monetary loss, legal liability, and the impairment of natural resources for the State of California. The magnitude of such consequences of error may range from low to significant or critical. Consequences in error of judgement could lead to serious financial impacts to DOC, other state and federal partner agencies, and the loss of program funding.

CONDUCT AND ATTENDANCE EXPECTATIONS:

This position requires the ability to build relationships with new or unfamiliar organizations or individuals, a strategic and/or analytic way of thinking about project implementation, the ability to balance action and risk effectively and efficiently, and the tenacity and persistence necessary to ensure a full understanding of environmental conditions.

This position may be eligible for hybrid telework based on the Department of Conservation's Telework Policy, district needs, and job performance. Staff must adhere to state information security policies, remain available via phone, email, and instant message during telework hours, and promptly report any damaged or lost equipment to their supervisor. Professionalism, fairness, honesty, and respect are expected in all interactions with state employees, peers, management, and the public. Regular attendance during approved telework or in-office schedules is required, and remote work outside approved hours requires pre-approval. Commute time is not considered work time.

WORKING CONDITIONS/PHYSICAL REQUIREMENTS

FREQUENCY	DESCRIPTION
FREQUENTLY	<ul style="list-style-type: none"> • Work in a high-rise building.

POSITION DUTY STATEMENT

	<ul style="list-style-type: none"> • Work in an office environment sitting at a desk during core office hours using a desktop computer, keyboard, mouse, monitor, and printers under non-natural lighting for prolonged periods of time. • Travel via private or public transportation (i.e., automobile, airplane, train, etc.), including overnight travel within California, is required. • Move/walk about the office and stand or sit during in person meetings. • Bend (neck and waist), squat, kneel, and twist (neck and waist); reach extends above, at, and below the shoulder level. • Use multi-line telephone console or a cordless telephone. • Perform repetitive hand motions such as simple grasping, fine manipulation, pushing and pulling with right and left hands. • Participate in meetings inside or outside the Department. • In-state travel via private or public transportation (i.e., driving an automobile, flying in an airplane, etc.).
OCCASIONALLY	<ul style="list-style-type: none"> • Lift, carry, and transport up to 20 pounds. • Working overtime or irregular hours to attend meetings, perform on-site reviews, or training inside California. • When conducting field visits, attending conferences, or other travel, the incumbent may travel to very remote and/or to highly urbanized locations, including economically impacted areas.

I have read and understand the duties listed above and I can perform these duties with or without reasonable accommodation (if you believe reasonable accommodation is necessary, discuss your concerns with your supervisor).		
Employee Printed Name	Employee Signature	Date
I have discussed the duties of this position with and provided a copy of this duty statement to the employee named above.		
Supervisor Printed Name	Supervisor Signature	Date