

**DUTY STATEMENT**

(07/14)

*Shaded area for Personnel Office use only*Effective Date:  
**7/1/2026**

1. OFFICE State Coastal Conservancy	POSITION NUMBER (Agency - Unit - Class - Serial) 536-100- 4800-XXX
2. HEADQUARTER LOCATION Oakland, CA	3. CLASS TITLE Supervisor I
4. WORKING HOURS/SCHEDULE TO BE WORKED Monday to Friday, 8:00 a.m. to 5:00 p.m.	5. SPECIFIC LOCATION ASSIGNED TO Oakland, CA
6. PROPOSED INCUMBENT (If known)	7. CURRENT POSITION NUMBER (Agency - Unit - Class - Serial) 536-100- 4800-XXX

**All employees are expected to work cooperatively with others; maintain regular, consistent, and predictable attendance; possess integrity, initiative, dependability, and good judgment.**

## 8. BRIEFLY (1 - 3 sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS

Under general direction of the Deputy Executive Officer and the Executive Officer, the Supervisor I is Director of External Affairs for SCC. The Supervisor I oversees the work of the Conservancy's board clerk duties, the equity and tribal liaison duties, public relations for target audiences, website and social media, Public Records Act coordination, and Legislative matters with a high degree of independence.

9. Percentage of time performing duties

10. Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first. *(Use additional sheet if necessary)***ESSENTIAL 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.

15%

**Supervisory Responsibilities**

- Supervise the Equity and Tribal Liaison, Board Clerk, and Legislative Affairs staff.
- Model and demonstrate strategic, big picture thinking to develop staff skills in identifying issues, performing research, and preparing recommendations to address issues.
- Prepare and review probationary reports, annual appraisals, IDPs for direct staff, and disciplinary actions, when required. Verify/approve employee attendance/leave requests.
- Ensure adequate technical and mandatory training is met. Cross train staff for backups.
- Ensure duty statements are reviewed annually and updated, as necessary.
- Holds regular staff meetings which may include the assignments and prioritizing workloads.

5%

**Public Records Act Coordinator**

- Serve as Public Records Act (PRA) Coordinator, updating and distributing PRA guidelines and coordinating Coastal Conservancy responses to records requests.

11. SUPERVISOR'S STATEMENT: *I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE*

SUPERVISOR'S NAME (Print)

Evyan Sloane

SUPERVISOR'S SIGNATURE

DATE

12. EMPLOYEE'S STATEMENT: *I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT*

The statements contained in this duty statement 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. Individuals may perform other duties as assigned, including work in other functional areas to cover absence of relief, to equalize peak work periods or otherwise to balance the workload.

EMPLOYEE'S NAME (Print)

EMPLOYEE'S SIGNATURE

DATE

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GS 907T (REV. 03/03)

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35%	<p><b><u>Manage Conservancy's Public Information Officer Functions</u></b></p> <ul style="list-style-type: none"> <li>• Implement, organize, and coordinate a strategic public outreach program to communicate about the projects and programs of the Coastal Conservancy, including the San Francisco Bay Restoration Authority, to the news media, the public, and stakeholders.</li> <li>• Coordinate with senior staff members at the Coastal Conservancy on media and public relation issues, advise and assist staff on appropriate ways to communicate information to the public and the press.</li> <li>• Identify and implement communication strategies for newsworthy actions and activities at the Coastal Conservancy.</li> <li>• Produce, maintain, and widely distribute informational materials about the Coastal Conservancy's projects and programs, including such things as an annual report of Coastal Conservancy accomplishments, brochures, content on the Coastal Conservancy website, social media posts, presentation materials for Executive Officer talks, press releases, agency publications, and articles about the Coastal Conservancy.</li> <li>• Manage publications and outreach contracts.</li> <li>• Serve as a spokesperson for news media inquiries regarding Coastal Conservancy projects and programs.</li> <li>• Relay information to the public via the news media in an easy-to-understand manner. News media interaction may include on-camera television, recorded and live radio, print and online publication interviews.</li> <li>• Duties as necessary to research, write, edit, and distribute press releases, fact sheets, articles, and other documents.</li> <li>• Build and maintain working relationships with members of the press.</li> <li>• Provide information about the work of the Coastal Conservancy to public agencies, elected officials, and other key stakeholders through such outreach tools as annual reports, project tours, presentations, and meetings.</li> <li>• Build and maintain working relationships with public agency colleagues and key stakeholders.</li> <li>• Respond to inquiries and requests for Coastal Conservancy-related information from Resources Agency, legislators, partner organizations, and members of the public.</li> </ul>
20%	<p><b><u>Manage Conservancy's Legislative Functions</u></b></p> <ul style="list-style-type: none"> <li>• Supervise the Legislative Affairs Analyst.</li> <li>• Support the Legislative Affairs Analyst's work to engage with the Legislature, to develop relationships with Legislators and their staff, to help to analyze bills, to draft legislative proposals, and to respond to requests from Legislators and Ca Natural Resources Agency legislative staff.</li> <li>• Support the Legislative Affairs Analyst's work to provide information about the work of the Coastal Conservancy to the Resources Agency and state legislators.</li> <li>• Respond to inquiries and requests for Coastal Conservancy-related information from Resources Agency and state legislators.</li> </ul>
15%	<p><b><u>Manages Conservancy's Equity and Tribal Liaison Functions</u></b></p> <ul style="list-style-type: none"> <li>• Supervise the Equity and Tribal Liaison.</li> <li>• Support the Liaison's work to develop and implement tribal and Justice, Equity, Diversity, and Inclusion (JEDI) policies and procedures for the agency, coordinate with other agencies and partners working on tribal and JEDI issues, and manage certain tribally- and JEDI-centered projects.</li> </ul>

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5%	<p><b><u>Manage Conservancy's Board Clerk Functions</u></b></p> <ul style="list-style-type: none"> <li>• Supervise the Associate Governmental Program Analyst in charge of analytical, administrative, and secretarial tasks for executive staff and Board of the State Coastal Conservancy, also known as the Board Clerk.</li> <li>• Support the Board Clerk's work to manage and execute board meetings for the State Coastal Conservancy (SCC) and the San Francisco Bay Restoration Authority (SFBRA).</li> <li>• Support the Board Clerk's work to track all incoming grant applications to SCC and share proposals with appropriate staff.</li> <li>• Support the Board Clerk's work to act as back-up Public Records Act Response Coordinator.</li> </ul>
5%	<p><b>MARGINAL FUNCTIONS</b></p> <ul style="list-style-type: none"> <li>• Participate in professional development training, as well as tasks, training and activities that support programmatic and workplace diversity, equity, and inclusion.</li> <li>• Perform other job-related duties as required to fulfill SCC's mission, goals, objectives.</li> <li>• Attend all Management Team, All-Staff, trainings, and various meetings, as required.</li> </ul>
100%	

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	<p><b>KNOWLEDGE AND ABILITIES</b></p> <p><b>Knowledge of:</b> Techniques of preparing, producing, and disseminating information, utilizing all major media of communication; principles and techniques of establishing and maintaining good relations with news media and other public groups; California State Government and principles of public administration.</p> <p><b>Ability to:</b> Write, edit, and prepare for publication or reproduction news releases, magazine articles, correspondence, booklets, brochures, pamphlets, magazines, reports, speeches, scripts for radio, television or motion pictures, and other information material; speak effectively; analyze data; assume responsibility for the administration of a public information program.</p> <p><b>SPECIAL PERSONAL CHARACTERISTICS</b></p> <p>Appreciation of news values; ability to analyze situations accurately and adopt effective courses of action; demonstrated capacity for assuming progressively greater responsibility; emotional stability under stress; appreciation of the need to inform and educate the public on various phases of an agency's program; ability to establish and maintain cooperative working relations with the news media and other public groups; ability to gain and hold the confidence and respect of those contacted in the work.</p> <p><b>DESIRABLE QUALIFICATIONS:</b></p> <ul style="list-style-type: none"> <li>• Plan, write, edit, and prepare more complicated information material for dissemination through all major means of communication; disseminates such information material through appropriate channels.</li> <li>• Prepare replies to difficult and complicated correspondence, including letters for signature by superiors.</li> <li>• Training or experience developing skills in management or public administration, including budgeting skills.</li> <li>• Write, edit and advise service to other Coastal Conservancy senior staff members.</li> <li>• Act as spokesperson for the Coastal Conservancy before public groups, to the news media, and to individuals who inquire regarding the Coastal Conservancy activities.</li> <li>• Arrange participation of other agency officials as speakers before public groups, or on radio and television newscasts or other programs; collects, evaluates, and distributes information from outside sources to the Coastal Conservancy staff.</li> <li>• Self-motivated</li> <li>• Communicate effectively with individuals from varied experiences, perspectives, and backgrounds, which may involve some exposure to adversarial conditions.</li> <li>• Work proficiency in MS Office (Word, Excel, Power Point and Outlook); Social Media Platforms, Adobe InDesign, and WordPress.</li> <li>• Possess a valid California Drivers' License (Class C).</li> </ul> <p><b>PERSONAL CHARACTERISTICS</b></p> <p>Willingness to work effectively and agreeably under the pressure of short lead times in a production-oriented environment; accept responsibility for accuracy of work; and work in a noisy environment. Demonstrated ability to act independently, open-mindedness, flexibility, and tact.</p>

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	<p><b>WORKING CONDITIONS:</b></p> <ul style="list-style-type: none"> <li>• Position: Headquarters (HQ) is in a high-rise building (Oakland, CA).</li> <li>• Work on a computer for up to 8 hours per day, Monday through Friday.</li> <li>• The Conservancy has a telework policy for Headquarter (HQ) employees. All Headquarter employees are required to be in the office 2 days weekly. May be required to work in-office on additional days, when directed by management.</li> <li>• A computer for teleworking can be provided if needed.</li> <li>• Work on a computer up to 8 hours a day on occasions</li> <li>• Ability to lift 15 lbs., when necessary.</li> <li>• Work is Indoor, although it may be necessary occasionally to go outdoors.</li> <li>• May require an employee to work in stressful or time-pressure situations.</li> <li>• Always maintain professionalism in the workplace.</li> <li>• Multitask, meet deadlines, and adjust to changing priorities in a cooperative manner.</li> <li>• Travel by car or plane, with overnight stays necessary on occasion.</li> </ul> <p><i>Some of the above requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodation.</i></p> <p><u>Reading:</u> Understand &amp; use written information that may be presented in a variety of formats, such as text, tables, lists, figures, and diagrams; select reading strategies appropriate to the purpose, such as skimming for highlights, reading for detail, reading for meaning, and critical analysis.</p> <p><u>Writing:</u> Express ideas and information in written form clearly, accurately, and in an organized manner; use English language conventions of spelling, punctuation, grammar, and sentence and paragraph structure; and tail written communication to the intended purpose and audience.</p> <p><u>Organizing and planning:</u> Organize &amp; structure work for effective performance and goal attainment; set and balance priorities; anticipate obstacles; formulate plans consistent with available human, financial, and physical resources; modify plans, adjust priorities given changing goals or conditions</p> <p><u>Using social skills:</u> Interact with others in a friendly, courteous, and tactful manner demonstrate respect for individual and cultural differences and for the attitudes and feelings of others.</p> <p><u>Adaptability:</u> Change one's own behavior or work methods to adjust to other people or to changing situations or work demands; be receptive to new information, ideas, or strategies to achieve goals.</p> <p><u>Working in teams:</u> Work cooperatively &amp; collaboratively with others to achieve goals by sharing or integrating ideas, knowledge, skills, information, support, resources, responsibility, and recognition.</p> <p><u>Self and career development:</u> Identify own work and career interests, strengths, and limitations; pursue education, training, feedback, or other opportunities for learning and development; manage, direct, and monitor one's own learning and development.</p> <p><u>Listening:</u> Receive &amp; correctly interpret verbal communications/directions through cues such as the content and context of the message and the tone, gestures, and facial expressions of the speaker.</p> <p><u>Leading others:</u> Motivate, inspire, and influence others toward effective individual or teamwork performance, goal attainment, and personal learning and development by serving as a mentor, coach, and role model and by providing feedback and recognition or rewards.</p> <p><u>Building consensus:</u> Build consensus among individuals or groups by facilitating agreements that involve sharing or exchanging resources or resolving differences in such a way as to promote mutual goals and interests; and by resolving conflicts and disagreements while maintaining productive working relationships.</p>

Speaking: Express ideas and facts orally in a clear and understandable manner.

Using information and communications technology: Select, access, and use necessary information, data, and communications-related technologies, such as basic personal computer applications, telecommunications equipment, Internet, electronic calculators, voice mail, email, facsimile machines, and copying equipment to accomplish work activities.

Gathering and analyzing information: Obtain facts or information relevant to a particular problem, question, or issue through observation of events or situations, discussion with others, research, or retrieval from written or electronic sources; organize, analyze, and evaluate information.

Analyzing and solving problems: Anticipate or identify problems and their causes; develop and analyze potential solutions or improvements using rational and logical processes when needed.

Making decisions and judgments: Make decisions that consider relevant facts and information, potential risks, and benefits, and short- and long-term consequences or alternatives.