

# San Francisco Bay Conservation and Development Commission

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## DUTY STATEMENT

**NAME:**

**CLASSIFICATION:** SENIOR ENVIRONMENTAL SCIENTIST (SPECIALIST)

**WORKING TITLE:** SENIOR CLIMATE ADAPTATION PLANNER

**UNIT/DIVISION:** PLANNING

**SUPERVISOR:** SENIOR ENVIRONMENTAL SCIENTIST (SUPERVISOR)

**FLSA:** WWG2

**CBID:** R10

**TENURE/TIMEBASE:** FULL TIME, PERMANENT

The Senior Climate Adaptation Planner (Senior Planner) is the primary project manager responsible for working with cities and counties to prepare compliant Subregional Shoreline Adaptation Plans (Subregional Plans) consistent with the Regional Shoreline Adaptation Plan (RSAP). The RSAP contains the Guidelines for the preparation of Subregional Plans, as mandated by SB 272. The Senior Planner is expected to work with a considerable degree of independence to serve as a primary point of contact for local jurisdictions, guide them in the interpretation and application of RSAP Guidelines, lead the review of submitted plans, and lead the Commission adoption of reviewed plans. The Senior Planner may also perform other related tasks as needed, including leading and/or supporting the development of technical assistance tools, resources, analysis, and outreach. They will also be expected to coordinate cross-functional teams with staff across the agency and mentor junior level staff within the Climate Adaptation Planning Unit. The position will include significant stakeholder engagement, outreach, and presentations to internal and external audiences. The Senior Climate Adaptation Planner reports to the Climate Adaptation Planning Manager.

**ESSENTIAL FUNCTIONS:**

35% Subregional Plan Support, Development, and Review

- Serve as project manager and lead for Subregional Plans in assigned geography, especially for large, multi-jurisdictional, and/or complex Subregional Plans. This includes assisting local governments in pre-planning support and through Subregional Plan initiation, development, review, approval, and updates.
- Establish and maintain collaborative and ongoing relationships with local governments, communities, and stakeholders.

- Analyze and evaluate data and information in Subregional Plans for alignment with RSAP Guidelines, including analysis of quantitative and/or qualitative scientific, environmental, social, equity, environmental justice, governance, land use, and policy information.
- Provide clear written reports, memos, recommendations, and feedback on Subregional Plan materials to support alignment and compliance with RSAP Guidelines.
- Incorporate expertise from internal agency staff, other government agencies, and experts into Subregional Plan support, development, and review to incorporate a wide range of disciplines and perspectives.
- Lead coordination efforts with other state, regional, and federal agencies that may contain assets, land ownership, and/or other designated roles or responsibilities within Subregional Plans processes.
- Manage the public review process for Subregional Plan approval by BCDC's 27-member Commission. This includes writing staff reports, presenting staff recommendations, developing notices for plan initiation and public hearings, and reviewing public comments.
- Represent BCDC, the Regional Shoreline Adaptation Plan, and its priorities to a variety of agencies, organizations, and governments.

### 35% Research, Policy, and Technical Assistance Resources Development

- Conduct research, surveys, investigations, and public engagement on complex technical, planning, and policy issues and develop resources, tools, and recommendations for local governments, adaptation practitioners, communities, and other stakeholders on emerging problems related to sea level rise and climate science, planning, adaptation, equity, and governance.
- Assist in the development of innovative programs and/or projects to advance adaptation planning and implementation, such as webinars, trainings, white-papers, workshops, peer-to-peer learning sessions, and/or other cross-disciplinary knowledge exchanges.
- Use existing data analysis tools and support new analysis and/or decision-support tools to meet regional adaptation needs. Tools may support risk assessments, economic costs, and shallow groundwater rise impacts.
- Contribute to the development, trainings, use, and updates to the RSAP Atlas, an online tool to support local governments and communities in developing their Subregional Plans.
- Review local, state, and federal resources for climate adaptation best practices and incorporate into planning and technical documents consistent with the RSAP Guidelines and BCDC's policies and practices.

- Support coordination efforts with other state, regional, and federal agencies with laws, policies, procedures and/or practices that relate to RSAP topic areas to ensure resources, guidance, and best practices are aligned.

#### 15% Stakeholder Engagement, Communications, and Outreach

- Develop communication, engagement, and outreach materials that translate complex scientific, planning, and policy topics into plain and accessible language.
- Tailor communications to different audiences including elected officials, subject matter experts, government, community groups, special interest groups, and the public.
- Facilitate meetings and workshops that may include large, complex, multi-stakeholder groups to support adaptation topics, concepts, and/or challenges.
- Travel to various locations in the Bay Area and/or Sacramento Area to meet with and present to stakeholder groups.
- Give presentations to the Commission, staff, and external audiences, such as local governments, state, regional, and federal agencies, and at conferences.

#### 10% Program Area Organizational Development

- Develop, implement, and measure the effectiveness of cross-functional staff team processes to ensure a broad range of technical expertise and review is incorporated into the Subregional Plan support, development, and review process.
- Contribute to the Climate Adaptation Planning Unit's strategic planning, standard processes, and procedures.
- Mentor team staff, including interns.
- Manage and balance staff workload to advance BCDC's priorities, ensure that grant deliverables are completed and that short and long-term objectives are met.

#### 5% General

- Participate in various BCDC staff programs, staff meetings and projects, such as partnerships with scientists, or other cross-agency collaborative efforts.
- Respond to inquiries from the public.
- Other duties as assigned.

### **KNOWLEDGE, SKILLS, AND ABILITIES**

Knowledge of:

- Climate science, mitigation, and adaptation, specifically related to sea level rise, including models, projections, and impacts. Understand how climate-driven coastal flooding affects the Bay shoreline, including basic understanding of

vulnerability assessments, adaptation strategies, and thresholds, triggers, and pathways.

- Environmental science, natural resource processes, habitat conservation, restoration, and mitigation principles and management. This includes environmental laws and local knowledge of Baylands habitats and natural and nature-based adaptation.
- Urban and regional planning principles and procedures. This includes local state, and federal government processes, basic local plans, laws, policy, land use, and regulations.
- Social equity and environmental justice principles and application in practice. This includes an understanding of community-driven planning and equitable engagement.
- Risk assessment, risk management, hazard mitigation, and emergency management principles.
- Working knowledge of Microsoft Word, Excel and PowerPoint; GIS analyses and mapping; Online tools and SharePoint file management; Adobe creative suite and graphic design.

Skills:

- Review, analyze, and interpret scientific, planning, technical, and policy documents and laws on complex coastal management and climate adaptation issues.
- Apply laws, rules, regulations, policies, and requirements related to state and federal environmental protection and resource management.
- Manage diverse stakeholders in planning, policy, and legal processes, including facilitation, negotiation, and conflict resolution.
- Apply judgement and draw on experience to analyze situations accurately and take effective action that reflects BCDC policy.
- Effective oral and written communication to a range of audiences, with an emphasis on plain language principles.
- Project organization and management to effectively prioritize workload and meet deadlines.
- Work independently and in a team.
- Budgeting, grant management, and other basic project administrative functions.

Ability to:

- Provide leadership to cross-functional teams.
- Mentorship and guidance to junior staff.

