

San Francisco Bay Conservation and Development Commission

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State of California | Gavin Newsom – Governor | info@bcdc.ca.gov | www.bcdc.ca.gov

DUTY STATEMENT

NAME:

CLASSIFICATION: Analyst III

WORKING TITLE: Environmental Justice Specialist

UNIT/DIVISION: PLANNING

SUPERVISOR: Senior Manager for Climate Equity and Community Outreach

FLSA:

CBID:

TENURE/TIMEBASE: FULL TIME, PERMANENT

Under general direction of the Senior Manager for Climate Equity within BCDC's Planning Division, the Environmental Justice Specialist (EJ Specialist) will liaison with vulnerable and disadvantaged communities. The EJ Specialist will lead and manage projects and initiatives related to implementing the agency's Environmental Justice (EJ) and Social Equity policies in permitting and planning, as well as embedding equity into its operations. The EJ Specialist will maintain and provide strategic vision for BCDC's tribal affairs program with a project team. The EJ Specialist will also assist with BCDC's sea level rise adaptation planning, in order to develop strategies that embody and result in a more equitable Bay Area region. Finally, the EJ Specialist will support the implementation of BCDC's Equity Action Plan, and aid BCDC in improving the accessibility of the department, with a focus on improved communication with vulnerable and disadvantaged communities, key stakeholders and the general public.

The EJ Specialist will develop and implement community engagement programs, trainings and related activities. Incumbents work independently and collaboratively with primary responsibility for a major project or activity. This work will include community outreach, developing education and training programs, clear and persuasive writing and speaking, presenting, and project management. The position will also support staff by providing environmental justice and social equity guidance to other staff to support project reports, permits, and plan development.

ESSENTIAL FUNCTIONS:

25% Environmental Justice and Social Equity Program Development

Co-lead the implementation of BCDC's environmental justice and social equity policies in consultation with technical program staff, community and other stakeholders, and the Commission. Program components may include:

- Provide overall strategic direction to BCDC leadership on integration of environmental justice, social equity and tribal affairs

- Provide internal trainings, workshops and guidance on community engagement best practices, BCDC's environmental and social equity policies, CNRA's Environmental Justice and Social Equity Policies, as well as CNRA's Tribal Affairs Policy.
- Facilitation and coordination with BCDC's [Environmental Justice Advisors](#)
- Coordination and oversight of BCDC's [Environment Justice Commissioner Working Group](#)
- Conduct research and development of resources, such as a regional CBO Directory Mapping tool, and guidance materials, in coordination with technical staff
- Coordination with staff, community representatives and the Commission to prioritize issues of concern and identify responsive activities
- Evaluate program outcomes and report on progress to environmental justice communities, the general public, staff, and the Commission.
- Coordinate, as needed, with cross-agency groups and other learning communities to share best practices and seek advice.

25% Community Outreach and Engagement

Facilitate the exchange of ideas and encourage community participation in BCDC permitting and planning processes, building upon BCDC's relationships with Bay Area vulnerable and disadvantaged communities. Develop public education, trainings, workshops and outreach materials that effectively communicate policy and planning initiatives to community audiences. Plan and organize stakeholder engagement and community partnerships to build community networks. Travel to various locations in the Bay Area and/or Sacramento area to meet with and present to stakeholder groups. Assist in seeking and managing resources to encourage robust and meaningful community engagement.

15% Equitable Climate Adaptation

As part of BCDC's efforts related to regional planning for sea level rise, BCDC seeks to encourage socially, culturally, environmentally, and economically just adaptation processes that lead to regenerative community-led solutions. As such, provide strategic guidance around equitable planning processes, technical assistance programs, and, as needed, lead specific engagement processes with vulnerable and disadvantaged communities and partnerships with community-based organizations.

15% Equity and Access for All

Provide leadership and expertise to assist with the implementation of BCDC's Equity Action Plan. Assist in improving BCDC's public meeting accessibility to foster inclusive participation processes. As needed, conduct surveys, assess cultural sensitivities and identify culturally specific communication needs. Help ensure that interested environmental justice and tribal community stakeholders are made aware of the activities related to their communities and are provided with opportunities to participate in any recommendations being developed or decisions being made.

10% Tribal Affairs

Coordinate a project team focused on implementing CNRA's Tribal Affairs Policy and BCDC's Tribal Addendum and internal best practices. Engage with local tribal communities, governments, and peoples. Assist in developing tribal trainings for staff.

10% Other

Participate in various BCDC staff programs, Planning Leadership Team, staff meetings and projects, such as cross-agency or other collaborative efforts. Oversee contracts related to the activities above, as needed. Responds to inquiries from the public and developers and may be assigned other related duties, such as assistance with mass mailings, filing of project documents, and other duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES

Skills: Analyze situations accurately and take effective action; effectively and convincingly communicate in written and verbal form complex and controversial matters to individuals and groups; analyze and evaluate written, graphic and verbal data and prepare complete and comprehensive reports; project management; inspire confidence and effective working relationships with employees, managers and leaders in the public, non-profit and private sector; establish and maintain effective and cooperative relations with those contacted in the course of work; exercise common sense and good judgment; provide leadership in accomplishing basic functions and objectives in assigned programs; plan and implement public participation programs and apply conflict resolution principles.

Knowledge: Community engagement and outreach; environmental justice and social equity principles and issues, especially pertaining to Bay Area communities; principles, practices, terms and concepts of urban, economic, resources, social, legal, and regional planning; public policy development; current trends and applications in Federal, State and local planning, including climate change;

familiarity with or eagerness to learn administrative, land use and environmental law, permit review and land use procedures.

WORKING CONDITIONS

- Work in a multi-story office building in downtown San Francisco, Monday through Friday 0800-1700 (normal working hours). Flexible hours and a hybrid working environment may be accommodated in accordance with BCDC's Telework Policy.
- Work within one or more of the staff sections, depending upon the needs and priorities of the agency. Interact by phone, in person, by mail and email with the general public, public officials, other regulatory agencies, regional/environmental justice/community task forces consisting of advocacy groups and citizens, applicants, permittees, and client representatives.
- Make site visits and attend meetings. Must be able to complete assigned work accurately and on time, establish cooperative working relationships with staff at all levels within and outside the department and provide recommendations and/or feedback to all levels of staff both within and outside State civil service.
- 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.

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

Date
Analyst III

Date
Sr. Manager of Climate Equity and
Community Outreach