

Duty Statement

UNIT	CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)
Ocean Protection Council	Environmental Scientist	534-001-0762-020
DEPARTMENT	WORKING TITLE	CBID
California Natural Resources Agency	Biodiversity Program Manager	R10
HEADQUARTERS	REPORTING LOCATION	EMPLOYEE
Sacramento, CA	715 P street, Sacramento, CA 95814	TBD
SUPERVISOR CLASSIFICATION		EFFECTIVE DATE
Senior Environmental Scientist (Supervisory)		TBD
POSITION DESCRIPTION		
Under the close supervision of the Ocean Protection Council's (OPC) Senior Environmental Scientist (Supervisory, Biodiversity Program) and working with other scientific and administrative staff, the incumbent conducts tasks related to conserving coastal, marine, and estuarine biodiversity in California. Specifically, the incumbent will support efforts to conserve 30% of California's coastal waters by 2030, adaptively manage California's marine protected area network, improve coordination of coastal, marine, and estuarine monitoring, strengthen conservation at the land-sea interface, and advance data management and visualization at OPC. The incumbent is also responsible for supporting implementation of OPC's broader mission and the California Natural Resources Agency's policy initiatives, which include embedding equity and environmental justice and meaningful engagement with California Native American tribes, into programs and efforts related to biodiversity.		
ESSENTIAL FUNCTIONS:		
The position requires the incumbent to balance concurrent assignments and complete assigned projects and tasks on time at a level commensurate with the classification. Satisfactory job performance is required to maintain a teleworking agreement. 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.		
%	TASK/DUTIES	
40%	Policy Development, Analysis, and Implementation Support ongoing implementation of OPC's <i>Roadmap to Achieving 30x30 in Coastal Waters</i> and the California Natural Resources Agency's <i>Pathways to 30x30</i> strategy. Support ongoing adaptive management of California's marine protected area network. Identify opportunities to strengthen coastal, marine, and estuarine monitoring in California, and improve cohesion across environmental and biological monitoring programs. Coordinate data management, including data visualization and long-term public accessibility, of OPC-funded projects and with relevant state programs. Develop recommendations for policy actions and strategic investments that will conserve coastal, marine, and estuarine biodiversity, including actions and investments that will strengthen conservation at the land-sea interface. Identify and develop staff recommendations to inform the state's response to emerging issues or immediate threats to coastal and marine biodiversity. Develop recommendations for policy actions and strategic investments that advance cross-cutting efforts across OPC's strategic plan goals of climate change, equity, biodiversity and the sustainable blue economy. Support public and online communications regarding relevant work. Provide analyses of state and federal policies and legislation as they relate to conserving and protecting coastal, marine, and estuarine biodiversity. Develop and/or analyze regulations, plans, policies, procedures, and guidelines to protect and conserve coastal, marine, and estuarine biodiversity. Consult with and advise other agencies and institutions engaged in related environmental analysis, management, planning, regulation, investigation, and research. Meet and	

Duty Statement

	confer with scientists, stakeholders, tribes, and other governmental and non-governmental entities. Prepare staff reports, recommendations, and presentations for OPC Council meetings. Present scientific data and analyses and the consequent policy implications at symposia, conferences, workshops, and before the legislature.
35%	Grant and Contract Management Develop grant and contract agreements, establishing clear tasks and milestones that advance OPC's goals related to protecting and conserving coastal, marine, and estuarine biodiversity. Monitor grantee and contractor performance through progress reports, financial reviews, and/or site visits. Maintain accurate records of correspondence, decisions, and progress reports. Embed a commitment to equity and environmental justice as part of funding opportunities. Ensure grant opportunities and projects are informed by community needs by incorporating community engagement into funding opportunities, as appropriate. Ensure compliance with the terms of contracts and grants. Ensure timely completion of project objectives and required deliverables; review and evaluate all deliverables associated with grants and contracts. Coordinate with OPC's administration and finance team on all aspects of grant management.
15%	Facilitation of and participation in working groups Support OPC's administration and facilitation of the Marine Protected Area Statewide Leadership Team. Convene, facilitate, or participate in working groups (e.g. interagency government working groups or expert scientific working groups), including informal consultation with relevant agencies, as needed to coordinate projects and address topics related to conserving coastal, marine, and estuarine biodiversity. Identify working group members, establish meeting agendas, and provide relevant policy analyses to working groups.
5%	Support Diversity, Equity, and Inclusion Participate in professional development training, as well as tasks, trainings and activities that support programmatic and workplace diversity, equity, and inclusion. Embed equity and environmental justice considerations into policies and administrative practices.
MARGINAL FUNCTIONS:	
%	TASK/DUTIES
5%	Other job-related duties as assigned and necessary for operational continuity. Attend staff meetings and training and prepare administrative paperwork to meet operational needs. Substitute for the Executive Director, Deputy Director, or Senior Environmental Scientist (Supervisory) in meetings with agency leadership or external partners related to coastal, marine, and estuarine biodiversity. Prepare various reports and correspondence. Prepare and edit scientific papers for publication that highlight California's innovative approaches to coast and ocean management. Perform other job-related duties as required.
TYPICAL WORKING CONDITIONS	
Office Environment	
POSITION CATEGORY:	
This position is categorized as Office-Centered .	
SPECIAL REQUIREMENTS:	
The statements contained in this job description 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. The incumbent of this position may perform other duties (commensurate with the classification) as assigned, including work	



Duty Statement

in other functional areas to cover during absences, to equalize peak work periods, or to otherwise balance the workload.

SUPERVISOR STATEMENT:

I CERTIFY THIS DUTY STATEMENT REPRESENTS AN ACCURATE DESCRIPTION OF THE ESSENTIAL FUNCTIONS OF THIS POSITION. I HAVE DISCUSSED THE DUTIES OF THIS POSITION WITH THE EMPLOYEE AND PROVIDED THE EMPLOYEE WITH A COPY OF THIS DUTY STATEMENT.

SUPERVISOR NAME (PRINT)	SUPERVISOR SIGNATURE	DATE

EMPLOYEE STATEMENT:

I CERTIFY I HAVE READ, UNDERSTAND, AND CAN PERFORM THE DUTIES OF THIS POSITION EITHER WITH OR WITHOUT REASONABLE ACCOMMODATION. I HAVE DISCUSSED THESE DUTIES WITH MY SUPERVISOR AND HAVE BEEN PROVIDED A COPY OF THIS DUTY STATEMENT.

EMPLOYEE NAME (PRINT OR TYPE)	EMPLOYEE SIGNATURE	DATE