

DUTY STATEMENT

(07/14)

Shaded area for Personnel Office use only

Effective Date:

1. OFFICE State Coastal Conservancy	POSITION NUMBER (Agency - Unit - Class - Serial) 536-200-4814-XXX
2. HEADQUARTER LOCATION Oakland, CA	3. CLASS TITLE Conservancy Program Development Specialist -- (CPDS)
4. WORKING HOURS/SCHEDULE TO BE WORKED 8:30 a.m. to 5:00 p.m., Monday to Friday	5. SPECIFIC LOCATION ASSIGNED TO N/A
6. PROPOSED INCUMBENT (If known)	7. CURRENT POSITION NUMBER (Agency - Unit - Class - Serial) 536-200-4814-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 the general direction and guidance of the Central Coast Program Manager, the incumbent will be responsible for co-leadership of the Diablo Canyon Lands project, development and management of Once-Through-Cooling projects, as well as other complex Central Coast projects. Duties will require leadership skills, a high level of independent action, coordination with mid and high level staff in local and regional government agencies, districts, state and federal agencies in addition to non-profit organizations. The incumbent's range of duties will reflect the Central Coast priorities as described in the Conservancy's Strategic Plan.

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. <i>(Use additional sheet if necessary)</i>
35%	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. Diablo Canyon Conservation Projects Lead development and management of projects to mitigate the impacts of Once-Through-Cooling (OTC) technology used by the Diablo Canyon Nuclear Power Plant, in consultation with the State Water Resources Control Board (SWRCB) and Ocean Protection Council (OPC). Duties include a high level of independent action working with local partners to identify, develop, plan and implement projects that directly or indirectly protect or restore marine habitats or marine species to mitigate the impacts OTC. Duties include consultation with local Native American tribes and outreach to systemically excluded communities on use of OTC funds. Duties will be undertaken consistent with the MOU between by the Conservancy, SWRCB and OPC. This role includes co-leading the Diablo Canyon Lands Conservation Planning project to create a plan for the conservation, tribal, and public access of Diablo Canyon Lands and the associated acquisition, implementation, and/or additional planning projects that result out of the project. Duties include project management of a large consultant contract including development of scope, review of deliverables, close communication with consultants, and maintaining the project budget and

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

SUPERVISOR'S NAME (Print)	SUPERVISOR'S SIGNATURE	DATE
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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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DUTY STATEMENT

GS 907T (REV. 03/03)

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. <i>(Use additional sheet if necessary)</i>
	schedule. Work also includes providing leadership to the project's Community Working Group, participating in tribal consultations, leading interagency coordination with State and local agencies and PG&E; and representing the Conservancy in a variety of contexts including public meetings and events. 20% San Luis Obispo County Lead Coordinate with the local, state, and federal agencies and non-profit organizations as needed to identify, develop and implement high priority coastal protection, habitat restoration and public access projects in San Luis Obispo County, consistent with the Conservancy's Strategic Plan. Work with local government agencies and non-profit organizations to plan, sign and construct remaining gaps in the Coastal Trail through the County. Remain abreast of events and issues occurring in the county that could affect agency projects and funding decisions. 30% Central Coast Project Management Manage an array of statewide or uniquely complex projects that entail a wide range of purposes including land acquisition and management, natural resource enhancement planning, design, permitting and implementation, public access facility planning, design, permitting and construction, development and implementation of ecosystem-based management techniques, and business planning for the commercial fishing industry. Requires coordination with local, state and federal regulatory agencies, agency and private land managers and nonprofit organizations. Obtain and manage multiple funding sources. Responsible for the selection and oversight of private consultants, either directly through contracts for services, or indirectly through grants. Requires development and implementation of effective public relations strategies to manage controversial project elements with project partners, agencies, local interest groups, elected officials, and the media. 5% General and Administrative Responsibilities Comply with State and Coastal Conservancy rules, policies, and standards, such as working the scheduled hours, submitting timesheets with proper program information, travel claims, and other forms timely. Work cooperatively with project and administrative staff. 5% Diversity, Equity, and Inclusion Participate in professional development training, as well as tasks, training and activities that support programmatic and workplace diversity, equity, and inclusion. 5% MARGINAL FUNCTIONS Special projects and other related duties Involvement in one or more special projects on an as-needed basis, such as staff training or mentoring of newer employees, participation in regional councils or organizations focused on conservation activities, and development of funding proposals for matching funds for Conservancy high priority projects as appropriate. 100%

DUTY STATEMENT

(07/14)

The knowledge, skills, and abilities (KSAs) of this classification build on the KSAs of the CPD series, as provided below.

KNOWLEDGE, SKILLS AND ABILITIES

CPDA I

Knowledge of: The principles and practices of economics to evaluate the feasibility and economic impact of urban waterfront and other projects affecting coastal resources and waterfront economies; principles and practices of natural resources and land use planning to evaluate, prioritize, and structure acquisition, restoration, and access projects; the building and construction industry to review bid packages, cost estimates, and construction drawings; architectural design principles to promote excellence of design and projects which exhibit innovation in sensitively integrating human-made features into the natural coastal environment; property management to ensure stewardship of State investments and avoid liability claims; State real estate transaction procedures to ensure compliance with State law and policies and control agency oversight; environmental assessment to identify contaminant risks and liabilities during due diligence periods to protect State investments; the policies and procedures of the California Coastal Commission, San Francisco Bay Conservation and Development Commission, and other coastal management agencies; and the policies and programs of the State Coastal Conservancy.

Ability to: Collect, analyze, and summarize technical data to be used in evaluating proposals, preparing reports, and structuring land acquisitions; analyze situations and take effective action to ensure the interests of the Conservancy and the State are protected; establish and maintain cooperative and effective relations with those contacted in the course of work; develop, review, and guide plans and projects to completion; communicate effectively on a one-to-one basis and in group settings as well as in presentations for the purpose of obtaining information or presenting information that is clear and concise; write effectively as in the preparation of letters, reports, staff recommendations, contracts, and grant agreements; organize and utilize time management skills including the ability to balance multiple project priorities, advancing project objectives, and managing workloads effectively; use analytical skills and effective problem-solving techniques in the formulation and development of projects; create solutions to address complex resource issues; effectively present controversial matters to small and large groups for the purpose of providing information or explaining Conservancy procedures and policies; and facility with various computer software programs such as Word, Excel, PowerPoint, and Outlook.

CPDA II

Knowledge of: All of the above, and specific land acquisition techniques, including: acquisition of land at less-than-fair market value; structuring of long-term payouts for land using private nonprofit organizations; equity trading of properties in order to accomplish specific types of coastal restoration; tax-free exchanges of land for restoration and enhancement of significant coastal areas; tax-free exchanges, option agreements, conservation easements, installment sales, leasebacks, or exchanges to structure and execute the most complex land transactions; utilization of State and Federal tax laws to increase project feasibility; determination of economic feasibility of restoration projects using the formulas and rule of thumb of private developers; methods of contractor selection to ensure compliance with State law and policies and control agency oversight; local, State, Federal, and private funding sources to leverage State funding for projects; determination of when and in what circumstances to acquire purchase options; computation of economic feasibility of sale and leaseback of agricultural lands; acquisition of conservation and open space easements or other types of less-than-fee interests in real property; public relations policies and strategies to effectively communicate, respond to, and maintain good relations with the public, stakeholders, media, and others to support Conservancy programs and projects; State and Federal grant programs; and relationships between local, regional, State, Federal, private agencies, and organizations.

DUTY STATEMENT

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Ability to: All of the above, and to work effectively with Federal, State, and local agencies to ensure project compliance with laws, regulations, and plans; balance and resolve conflicting needs between various uses of coastal and San Francisco Bay Area resources, including: agricultural, habitat, resource extraction, and public recreation; implement projects and programs through supervision, assistance, and monitoring; successfully negotiate with government officials, landowners, and other stakeholders to develop contracts, permits, and other agreements necessary for projects; and represent Conservancy interests before other governmental entities, elected officials, and private organizations.

CPDS

Knowledge of: Extensive knowledge of natural resources and land use planning to evaluate, prioritize, and structure acquisition, restoration, and access project; State real estate transaction procedures to ensure compliance with State law and policies and control agency oversight; environmental assessment to identify containment risks and liabilities during due diligence periods to protect State investments; specific land acquisition techniques, including: tax-free exchange option agreements, conservation easements, installment sales, leasebacks, or exchanges to structure and execute the most complex land transactions; methods of contractor selection to ensure compliance with State laws and policies and control agency oversight; local, State, Federal, and private funding sources to leverage State funding for projects; utilization of State and Federal tax laws to increase project feasibility; determination of economic feasibility of restoration projects using the formulas and rule of thumb of private developers; determination of when and in what circumstances to acquire purchase options; acquisition of conservation and open space easements or other types of less-than-fee interests in real property; policies and procedures of the California Coastal Commission, San Francisco Bay Conservation and Development Commission, and other coastal management agencies; policies and programs of the State Coastal Conservancy; the principles and techniques of team leadership to effectively manage teams of a variety of experts, stakeholders, governmental agencies, and other interested parties to successfully design and complete land acquisitions, habitat restorations, public access projects, or other projects; project management, budgeting, scheduling, and planning to ensure timely and cost-effective completion of projects; strategic planning to develop goals, objectives, and strategies for Conservancy programs and projects; State legislative bill processes to analyze impacts of and provide input on legislation relating to Conservancy programs and projects; State budget processes to provide input to Resources Agency, Department of Finance, and legislative subcommittees; and to prepare budget change proposals relating to Conservancy's programs.

Moderate knowledge of the principles and practices of economics to evaluate the feasibility and economic impact of urban waterfront and other projects affecting coastal resources and waterfront economies; the building and construction industry to review bid packages, cost estimates, and construction drawings; architectural design principles to promote excellence of design and projects which exhibit innovation in sensitively integrating human-made features into the natural coastal environment; property management to ensure stewardship of State investments and avoid liability claims; computation of economic feasibility of sale and leaseback of agricultural lands; public relations policies and strategies to effectively communicate, respond to, and maintain good relations with the public, stakeholders, media, and others to support Conservancy programs and projects; State and Federal grant programs; and relationships between local, regional, State, Federal, private agencies, and organizations.

DUTY STATEMENT

(07/14)

Skills in: Collecting, analyzing, and summarizing technical data to be used in evaluating proposals, preparing reports, and structuring land acquisitions; analyzing situations and taking effective action to ensure the interests of the Conservancy and the State are protected; developing, reviewing, and guiding plans and projects to completion; negotiating with governmental officials, landowners, and other stakeholders to develop contracts, permits, and other agreements necessary for projects; representing Conservancy interests before other governmental entities, elected officials, and private organizations; providing assistance to managerial and supervisory staff in developing and implementing programs and policies; effectively presenting controversial matters in public forums to inform and influence decisions; developing and maintaining relationships with local, State, Federal agencies, and private organizations to facilitate management of Conservancy projects and ensuring effective communication; making effective and concise verbal presentations to project partners and the Coastal Conservancy Board; organizational time and management skills, including skill in balancing multiple project priorities, advancing project objectives, and managing workloads effectively; analyzing and utilizing effective problem-solving techniques in the formulation and development of projects, and creating solutions to address complex resources issues; and facility with various computer software programs such as: Word, Excel, PowerPoint, and Outlook.

Ability to: Establish and maintain cooperative and effective relations with those contacted in the course of work; work effectively with Federal, State, and local agencies to ensure project compliance with laws, regulations, and plans; balance and resolve conflicting needs between various uses of coastal and San Francisco Bay Area resources, including agriculture, habitat, resource extraction, and public recreation; mentor staff and lead teams to implement the programs and projects; develop innovative solutions for difficult and complex projects utilizing a multitude of tools and techniques; provide effective leadership to project team members to ensure timely completion of projects by making effective use of team resources, resolving team conflicts, and maintaining open communications; provide effective interagency policy coordination and technical input for projects that involve multiple agencies and other governmental entities; communicate effectively on a one-to-one basis and in group settings as well as presentations for the purpose of obtaining information or presenting information that is clear and concise; and write effectively as in the preparation of letters, reports, staff recommendations, contracts, and grant agreements.

DUTY STATEMENT

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DESIRABLE QUALIFICATIONS

- Experienced Project Manager at the Conservancy Project Development Analyst II level equivalent or higher.
- Experience organizing and facilitating multi-organizational meetings and teams to achieve specific goals.
- Willingness to communicate Conservancy work through avenues such as conference and meeting presentations.
- Ability to apply for and secure outside grants.
- Willingness as a learner to do routine or detailed work in order to learn the practical application of administrative principles; and demonstrated capacity for development as evidenced by work history, academic attainment, participation in school or other activities, or by well-defined occupational interests; willingness and ability to accept increasing responsibility.
- Possess a valid California Drivers' License, Class C; have a good driving record.
- Possess spreadsheet proficiency.

WORKING CONDITIONS

- Travel to meetings and project sites may be required during project development, management, and/or monitoring.
- Work environment involves some exposure to hazards or physical risks, which require following basic safety precautions.
- Indoor work is common, although outdoor work may be required to inspect sites.
- Operating a computer system is essential to perform duties.
- Work hours may be varied including occasional weekend or evening work; may require overtime.
- While performing the duties of this job, the employee is regularly required to sit for long periods; work may require repetitive movements in the performance of daily duties.
- Typical work activities involve frequent and prolonged periods of standing and walking.
- May need to stoop, bend, reach, lift, twist, turn, kneel, squat, or grasp.
- Typical work activities may involve some exposure to aggressive clientele.
- May require an employee to work in adversarial situations.
- Work in a range of climatic environments and may be exposed to extreme weather and traffic conditions.
- Work outdoors and in all weather conditions, including rain, heat and cold.
- May expose the employee to fumes, dust, air contaminants, stinging insects and rattlesnakes.
- May need to work around water, or ambulate on uneven and/or slippery surfaces.
- May require overtime.

Some of the above requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

MENTAL ABILITY

Reading: Understand and 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.

Writing: Express ideas and information in written form clearly, succinctly, accurately, and in an organized manner; use English language conventions of spelling, punctuation, grammar, and sentence and paragraph structure; and tailor written communication to the intended purpose and audience.

(continued below)

DUTY STATEMENT

(07/14)

MENTAL ABILITY, CONTINUED

Mathematics: Understand, interpret, and manipulate numeric or symbolic information; solve problems by selecting and applying appropriate quantitative methods such as arithmetic, quantitative reasoning, estimation, measurement, probability, statistics, algebra, geometry, and trigonometry.

Organizing and planning: Organize and 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 or adjust priorities given changing goals or conditions.

Using social skills: Interact with others in ways that are friendly, courteous, and tactful and that demonstrate respect for individual and cultural differences and for the attitudes and feelings of others.

Adaptability: 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.

Working in teams: Work cooperatively and collaboratively with others to achieve goals by sharing or integrating ideas, knowledge, skills, information, support, resources, responsibility, and recognition.

Leading others: Motivate, inspire, and influence others toward effective individual or team work 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.

Building consensus: 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; by persuading others to change their point of view or behavior without losing their future support; and by resolving conflicts, confrontations, and disagreements while maintaining productive working relationships.

Self and career development: 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.

Listening: Attend to, receive, and correctly interpret verbal communications and directions through cues such as the content and context of the message and the tone, gestures, and facial expressions of the speaker.

Speaking: Express ideas and facts orally in a clear and understandable manner that sustains listener attention and interest; tailor oral communication to the intended purpose and audience.

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, information, or data 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, integrate, analyze, and evaluate information.

(continued below)

MENTAL ABILITY, CONTINUED

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

DUTY STATEMENT

(07/14)

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Effective Date:

1. OFFICE State Coastal Conservancy	POSITION NUMBER (Agency - Unit - Class - Serial) 536-200-4809-XXX
2. HEADQUARTER LOCATION Oakland, CA	3. CLASS TITLE Conservancy Program Development Analyst II (CPDA II)
4. WORKING HOURS/SCHEDULE TO BE WORKED 8:30 a.m. to 5:00 p.m., Monday to Friday	5. SPECIFIC LOCATION ASSIGNED TO N/A
6. PROPOSED INCUMBENT (If known)	7. CURRENT POSITION NUMBER (Agency - Unit - Class - Serial) 536-200-4809-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 the general direction and guidance of the Central Coast Program Manager, the incumbent will be responsible for co-leadership of the Diablo Canyon Lands project, development and management of Once-Through-Cooling projects, as well as other complex Central Coast projects. Duties will require leadership skills, a high level of independent action, coordination with mid and high level staff in local and regional government agencies, districts, state and federal agencies in addition to non-profit organizations. The incumbent's range of duties will reflect the Central Coast priorities as described in the Conservancy's Strategic Plan.

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. <i>(Use additional sheet if necessary)</i>
40%	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. In the effort to develop and implement programs and projects dealing with coastal agricultural land preservation, restoration, resource protection and enhancement, urban waterfront restoration, the development of public access ways along the California coast, and helping communities address the effects of climate change, the following duties are assigned. Percentages indicate the frequency of the task on an annual basis. Manage Projects and Related Contracts Manage contracts independently, related to the approved projects; ensure compliance with the terms and conditions of the contracts and grants by all parties. Maintain communication with grantees and consultants to ensure best possible outcomes and participate in meetings related to projects. Manage projects, independently, including leading or participating in collaborative teams; ensuring project tasks, schedules, and objectives are being met; and determining how to address implementation issues as they arise. This includes co-leading the Diablo Canyon Lands Conservation Planning Project.

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

SUPERVISOR'S NAME (Print)	SUPERVISOR'S SIGNATURE	DATE
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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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DUTY STATEMENT

GS 907T (REV. 03/03)

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. <i>(Use additional sheet if necessary)</i>
25%	Project Initiation and Development Respond independently to requests for assistance from the public, local governments, state agencies, and nonprofit organizations. Work independently with partners to understand regional project needs. Analyze proposals, gather information, inspect sites, meet with local governments, developers, and others to develop projects. Evaluate feasibility; assist with scoping, help define objectives and set schedules; help develop partnerships and funding strategies. Provide technical assistance to grantees and partners to develop projects and receive funding from the Conservancy. Prepare project recommendations to managers and present projects to the Board of Directors.
10%	San Luis Obispo County Lead Serve as the lead point of contact for projects located in San Luis Obispo County.
10%	Diablo Impact Area Once-Through Cooling Mitigation Agency Lead In consultation with the State Water Resources Control Board (SWRCB) and Ocean Protection Council (OPC), develop and manage projects to mitigate the impacts of Once-Through-Cooling (OTC) technology used by the Diablo Canyon Nuclear Power Plant. Duties include a high level of independent action working with local partners to identify, develop, plan and implement projects that directly or indirectly protect or restore marine habitats or marine species to mitigate the impacts OTC; in addition, duties include consultation with local Native American tribes and outreach to systemically excluded communities on use of OTC funds. Duties will be undertaken consistent with the MOU between by the Conservancy, SWRCB and OPC.
5%	General and Administrative Responsibilities Comply with State and Coastal Conservancy rules, policies, and standards, such as working the scheduled hours, submitting timesheets with proper program information, travel claims, and other forms timely. Work cooperatively with project and administrative staff.
5%	Diversity, Equity, and Inclusion Participate in professional development training, as well as tasks, training and activities that support programmatic and workplace diversity, equity, and inclusion.
<u>5%</u>	MARGINAL FUNCTIONS Special projects and other related duties Involvement in one or more special projects on an as-needed basis, such as staff training or mentoring of newer employees, participation in regional councils or organizations focused on conservation activities, and development of funding proposals for matching funds for Conservancy high priority projects as appropriate.
100%	

DUTY STATEMENT

(07/14)

The knowledge, skills, and abilities (KSAs) of this classification build on the KSAs of the CPD series, as provided below.

KNOWLEDGE, SKILLS AND ABILITIES

CPDA I

Knowledge of: The principles and practices of economics to evaluate the feasibility and economic impact of urban waterfront and other projects affecting coastal resources and waterfront economies; principles and practices of natural resources and land use planning to evaluate, prioritize, and structure acquisition, restoration, and access projects; the building and construction industry to review bid packages, cost estimates, and construction drawings; architectural design principles to promote excellence of design and projects which exhibit innovation in sensitively integrating human-made features into the natural coastal environment; property management to ensure stewardship of State investments and avoid liability claims; State real estate transaction procedures to ensure compliance with State law and policies and control agency oversight; environmental assessment to identify contaminant risks and liabilities during due diligence periods to protect State investments; the policies and procedures of the California Coastal Commission, San Francisco Bay Conservation and Development Commission, and other coastal management agencies; and the policies and programs of the State Coastal Conservancy.

Ability to: Collect, analyze, and summarize technical data to be used in evaluating proposals, preparing reports, and structuring land acquisitions; analyze situations and take effective action to ensure the interests of the Conservancy and the State are protected; establish and maintain cooperative and effective relations with those contacted in the course of work; develop, review, and guide plans and projects to completion; communicate effectively on a one-to-one basis and in group settings as well as in presentations for the purpose of obtaining information or presenting information that is clear and concise; write effectively as in the preparation of letters, reports, staff recommendations, contracts, and grant agreements; organize and utilize time management skills including the ability to balance multiple project priorities, advancing project objectives, and managing workloads effectively; use analytical skills and effective problem-solving techniques in the formulation and development of projects; create solutions to address complex resource issues; effectively present controversial matters to small and large groups for the purpose of providing information or explaining Conservancy procedures and policies; and facility with various computer software programs such as Word, Excel, PowerPoint, and Outlook.

CPDA II

Knowledge of: All of the above, and specific land acquisition techniques, including: acquisition of land at less-than-fair market value; structuring of long-term payouts for land using private nonprofit organizations; equity trading of properties in order to accomplish specific types of coastal restoration; tax-free exchanges of land for restoration and enhancement of significant coastal areas; tax-free exchanges, option agreements, conservation easements, installment sales, leasebacks, or exchanges to structure and execute the most complex land transactions; utilization of State and Federal tax laws to increase project feasibility; determination of economic feasibility of restoration projects using the formulas and rule of thumb of private developers; methods of contractor selection to ensure compliance with State law and policies and control agency oversight; local, State, Federal, and private funding sources to leverage State funding for projects; determination of when and in what circumstances to acquire purchase options; computation of economic feasibility of sale and leaseback of agricultural lands; acquisition of conservation and open space easements or other types of less-than-fee interests in real property; public relations policies and strategies to effectively communicate, respond to, and maintain good relations with the public, stakeholders, media, and others to support Conservancy programs and projects; State and Federal grant programs; and relationships between local, regional, State, Federal, private agencies, and organizations.

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Ability to: All of the above, and to work effectively with Federal, State, and local agencies to ensure project compliance with laws, regulations, and plans; balance and resolve conflicting needs between various uses of coastal and San Francisco Bay Area resources, including: agricultural, habitat, resource extraction, and public recreation; implement projects and programs through supervision, assistance, and monitoring; successfully negotiate with government officials, landowners, and other stakeholders to develop contracts, permits, and other agreements necessary for projects; and represent Conservancy interests before other governmental entities, elected officials, and private organizations.

CPDS

Knowledge of: Extensive knowledge of natural resources and land use planning to evaluate, prioritize, and structure acquisition, restoration, and access project; State real estate transaction procedures to ensure compliance with State law and policies and control agency oversight; environmental assessment to identify containment risks and liabilities during due diligence periods to protect State investments; specific land acquisition techniques, including: tax-fee exchange option agreements, conservation easements, installment sales, leasebacks, or exchanges to structure and execute the most complex land transactions; methods of contractor selection to ensure compliance with State laws and policies and control agency oversight; local, State, Federal, and private funding sources to leverage State funding for projects; utilization of State and Federal tax laws to increase project feasibility; determination of economic feasibility of restoration projects using the formulas and rule of thumb of private developers; determination of when and in what circumstances to acquire purchase options; acquisition of conservation and open space easements or other types of less-than-fee interests in real property; policies and procedures of the California Coastal Commission, San Francisco Bay Conservation and Development Commission, and other coastal management agencies; policies and programs of the State Coastal Conservancy; the principles and techniques of team leadership to effectively manage teams of a variety of experts, stakeholders, governmental agencies, and other interested parties to successfully design and complete land acquisitions, habitat restorations, public access projects, or other projects; project management, budgeting, scheduling, and planning to ensure timely and cost-effective completion of projects; strategic planning to develop goals, objectives, and strategies for Conservancy programs and projects; State legislative bill processes to analyze impacts of and provide input on legislation relating to Conservancy programs and projects; State budget processes to provide input to Resources Agency, Department of Finance, and legislative subcommittees; and to prepare budget change proposals relating to Conservancy's programs.

Moderate knowledge of the principles and practices of economics to evaluate the feasibility and economic impact of urban waterfront and other projects affecting coastal resources and waterfront economies; the building and construction industry to review bid packages, cost estimates, and construction drawings; architectural design principles to promote excellence of design and projects which exhibit innovation in sensitively integrating human-made features into the natural coastal environment; property management to ensure stewardship of State investments and avoid liability claims; computation of economic feasibility of sale and leaseback of agricultural lands; public relations policies and strategies to effectively communicate, respond to, and maintain good relations with the public, stakeholders, media, and others to support Conservancy programs and projects; State and Federal grant programs; and relationships between local, regional, State, Federal, private agencies, and organizations.

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Skills in: Collecting, analyzing, and summarizing technical data to be used in evaluating proposals, preparing reports, and structuring land acquisitions; analyzing situations and taking effective action to ensure the interests of the Conservancy and the State are protected; developing, reviewing, and guiding plans and projects to completion; negotiating with governmental officials, landowners, and other stakeholders to develop contracts, permits, and other agreements necessary for projects; representing Conservancy interests before other governmental entities, elected officials, and private organizations; providing assistance to managerial and supervisory staff in developing and implementing programs and policies; effectively presenting controversial matters in public forums to inform and influence decisions; developing and maintaining relationships with local, State, Federal agencies, and private organizations to facilitate management of Conservancy projects and ensuring effective communication; making effective and concise verbal presentations to project partners and the Coastal Conservancy Board; organizational time and management skills, including skill in balancing multiple project priorities, advancing project objectives, and managing workloads effectively; analyzing and utilizing effective problem-solving techniques in the formulation and development of projects, and creating solutions to address complex resources issues; and facility with various computer software programs such as: Word, Excel, PowerPoint, and Outlook.

Ability to: Establish and maintain cooperative and effective relations with those contacted in the course of work; work effectively with Federal, State, and local agencies to ensure project compliance with laws, regulations, and plans; balance and resolve conflicting needs between various uses of coastal and San Francisco Bay Area resources, including agriculture, habitat, resource extraction, and public recreation; mentor staff and lead teams to implement the programs and projects; develop innovative solutions for difficult and complex projects utilizing a multitude of tools and techniques; provide effective leadership to project team members to ensure timely completion of projects by making effective use of team resources, resolving team conflicts, and maintaining open communications; provide effective interagency policy coordination and technical input for projects that involve multiple agencies and other governmental entities; communicate effectively on a one-to-one basis and in group settings as well as presentations for the purpose of obtaining information or presenting information that is clear and concise; and write effectively as in the preparation of letters, reports, staff recommendations, contracts, and grant agreements.

DESIRABLE QUALIFICATIONS

- Experienced Project Manager at the Conservancy Project Development Analyst II level equivalent or higher.
- Experience organizing and facilitating multi-organizational meetings and teams to achieve specific goals.
- Willingness to communicate Conservancy work through avenues such as conference and meeting presentations.
- Ability to apply for and secure outside grants.
- Willingness as a learner to do routine or detailed work in order to learn the practical application of administrative principles; and demonstrated capacity for development as evidenced by work history, academic attainment, participation in school or other activities, or by well-defined occupational interests; willingness and ability to accept increasing responsibility.
- Possess a valid California Drivers' License, Class C; have a good driving record.
- Possess spreadsheet proficiency.

WORKING CONDITIONS

- Travel to meetings and project sites may be required during project development, management, and/or monitoring.
- Work environment involves some exposure to hazards or physical risks, which require following basic safety precautions.
- Indoor work is common, although outdoor work may be required to inspect sites.
- Operating a computer system is essential to perform duties.
- Work hours may be varied including occasional weekend or evening work; may require overtime.
- While performing the duties of this job, the employee is regularly required to sit for long periods; work may require repetitive movements in the performance of daily duties.
- Typical work activities involve frequent and prolonged periods of standing and walking.
- May need to stoop, bend, reach, lift, twist, turn, kneel, squat, or grasp.
- Typical work activities may involve some exposure to aggressive clientele.
- May require an employee to work in adversarial situations.
- Work in a range of climatic environments and may be exposed to extreme weather and traffic conditions.
- Work outdoors and in all weather conditions, including rain, heat and cold.
- May expose the employee to fumes, dust, air contaminants, stinging insects and rattlesnakes.
- May need to work around water, or ambulate on uneven and/or slippery surfaces.
- May require overtime.

Some of the above requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

MENTAL ABILITY

Reading: Understand and 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.

Writing: Express ideas and information in written form clearly, succinctly, accurately, and in an organized manner; use English language conventions of spelling, punctuation, grammar, and sentence and paragraph structure; and tailor written communication to the intended purpose and audience.

(continued below)

MENTAL ABILITY, CONTINUED

Mathematics: Understand, interpret, and manipulate numeric or symbolic information; solve problems by selecting and applying appropriate quantitative methods such as arithmetic, quantitative reasoning, estimation, measurement, probability, statistics, algebra, geometry, and trigonometry.

Organizing and planning: Organize and 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 or adjust priorities given changing goals or conditions.

Using social skills: Interact with others in ways that are friendly, courteous, and tactful and that demonstrate respect for individual and cultural differences and for the attitudes and feelings of others.

Adaptability: 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.

Working in teams: Work cooperatively and collaboratively with others to achieve goals by sharing or integrating ideas, knowledge, skills, information, support, resources, responsibility, and recognition.

Leading others: Motivate, inspire, and influence others toward effective individual or team work 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.

Building consensus: 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; by persuading others to change their point of view or behavior without losing their future support; and by resolving conflicts, confrontations, and disagreements while maintaining productive working relationships.

Self and career development: 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.

Listening: Attend to, receive, and correctly interpret verbal communications and directions through cues such as the content and context of the message and the tone, gestures, and facial expressions of the speaker.

Speaking: Express ideas and facts orally in a clear and understandable manner that sustains listener attention and interest; tailor oral communication to the intended purpose and audience.

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, information, or data 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, integrate, analyze, and evaluate information.

(continued below)

MENTAL ABILITY, CONTINUED

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