

POSITION DUTY STATEMENT

SLC 316 (03/24)

☐ CURRENT
☒ PROPOSED

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 equitable services and treatment, collaborate with underserved communities and tribal governments, and work toward improving outcomes for all Californians.

All forms must be approved by Human Resources before employee or supervisor sign.

EMPLOYEE NAME:	SUPERVISOR NAME: Alexandra Borack-Leong
CLASSIFICATION TITLE: Environmental Scientist	WORKING TITLE: Environmental Scientist
POSITION NUMBER: 340-502-0765-003	DIVISION/UNIT: DESPM / CIM
CBID: R10	OFFICE LOCATION: Sacramento or Long Beach
TENURE: ☒ Permanent ☐ Limited Term ☐ TAU ☐ Retired Annuitant ☐ CEA	TIMEBASE: ☒ Full Time ☐ Part Time ☐ Intermittent
CONFLICT OF INTEREST FILER: ☒ YES ☐ NO	DRIVING RECORD REQUIRED: ☐ YES ☒ NO
PROBATIONARY PERIOD: ☐ 6 Months ☒ 12 Months ☐ N/A	☒ APPOINTMENT DATE OR ☐ REVISION DATE:
HR ANALYST APPROVAL: ☒ YES	HR ANALYST SIGNATURE: _____ DATE: _____

POSITION DESCRIPTION:

Under the general direction of the Environmental Program Manager I (Man.), the position is responsible for assisting in the management of environmental analyses and studies on projects before and programs of the California State Lands Commission (Commission). The incumbent will provide support for environmental analyses required by the California Environmental Quality Act (CEQA), identify policy/practice needs, and develop recommendations and solutions in scientific areas of concern to the Commission. The incumbent shall follow the principles outlined in the vision, mission, and inclusion statements of the Commission.

SUPERVISION EXERCISED (If applicable) AND SUPERVISION RECEIVED:

Supervision received: Environmental Program Manager I (Managerial)

Supervision exercised: None

ESSENTIAL JOB FUNCTIONS:

40% Analyze lease or permit applications for environmental review completeness and CEQA compliance and support other Commission Divisions in application processing: gather and evaluate available data and information regarding the potential environmental effects of proposed projects/activities; prepare appropriate CEQA treatment utilizing such data and information; develop analysis and recommendations for addressing potential impacts and climate change effects; produce the Commission's CEQA mitigation monitoring programs, Findings, and Statements of Overriding Consideration for projects where the Commission is a CEQA responsible agency; and incorporate DESPM work products into staff reports, lease terms, and/or CEQA notices.

15% Serve as Deputy Project Manager (PM) in the preparation of environmental documentation, required under the provision of the California Environmental Quality Act (CEQA) (e.g., Mitigated Negative Declarations (MND) or Environmental Impact Reports (EIR)) or for Analysis of Public Trust Impacts, prior to the Commission's consideration of projects proposed to be located on or utilize State lands under its jurisdiction. This responsibility includes, but is not limited to: 1) analyzing available data and information regarding the potential environmental effects of proposed or ongoing projects and providing input to the PM; 2) reviewing administrative draft environmental documents prepared by consultants, including assessing the quality of the analysis and consistency with the DESPM style guide, identify any quality assurance/quality control issues, and assist (as Deputy PM) in preparing the documents for public release; 3) coordinating with program staff of the Commission and Federal, State, and local agencies; and 4) supporting the PM when meeting with applicants, tribes, public interest groups, and other governmental agencies to achieve compliance with CEQA and related laws, rules, and regulations.

15% Review environmental documents, prepared under the provisions of CEQA or the National Environmental Policy Act (NEPA) for projects wherein the Commission is a Responsible or Trustee Agency. Prepare comments and recommendations to the lead agency on the adequacy of the documents for signature by the DESPM Chief or Assistant Chief by the deadlines assigned. Mail and e-mail comments to the CEQA lead agency. This task includes CEQA or NEPA documents that are provided to the Commission for early review as well as documents published for a comment period on the State Clearinghouse, in the Federal Register, or in another public repository.

10% As directed by DESPM Chief/Assistant Chief: Provide scientific expertise on areas of interest relevant to the Commission's responsibility to administer sovereign, granted, or school lands and protect Public Trust resources and values, including but not limited to one or more of the following issues (listed alphabetically): air quality/greenhouse gas emissions, artificial reefs, coastal public access, communications or energy infrastructure (fiber optic cables, electrical transmission, petroleum or natural gas pipelines), critical minerals (including lithium and rare earth elements), decommissioning of offshore oil and gas infrastructure, desalination, geothermal energy, renewable energy development, shoreline armoring, toxic contaminants, or water quality. Advise DESPM Management, other applicable Commission staff, the Executive Office, and the Commission when directed as to options/recommendations for addressing these scientific challenges, including policy resolutions, regulatory changes, or legislation. Serve as a member of special teams/work groups, e.g. Lake Tahoe Shorezone Review Committee. Attend training, in-house staff meetings, one-on-ones, and participate in committee meetings or events.

10% Manage the implementation of Mitigation Monitoring Programs and DESPM-provided lease conditions that have been approved by the Commission and compliance. This responsibility may also include managing a third-party environmental consultant contract for monitoring oversight and reporting.

5% Lead or help recruit, develop, and manage third-party environmental consulting contracts. Lead or support developing draft scopes of work and collaborating with the Commission's Administrative Services Division on contract solicitation packages, serving on interview panels, determining and negotiating for appropriate costs, coordinating task completion and product development, and approving invoicing.

MARGINAL JOB FUNCTIONS:

5% Track hours spent working on reimbursable projects. Prepare draft letters, memos, and other routine correspondence as necessary. May be assigned responsibility for managing hard copy and electronic files in DESPM-CIM library and on SharePoint sites.

WORKING CONDITIONS:

☒ Core business hours of <u>9:00</u> to <u>3:00</u>	☒ Transport items weighing up to <u>25</u> pounds
☒ Sit ☒ bend ☒ stoop ☒ stand while working	☒ Appropriate business attire required
☒ Daily use of standard office equipment	☒ Occasional overnight travel
☒ Temperature controlled office with artificial light	☒ Occasional mandatory overtime
Drive as an essential function of the position: ☐ occasional ☐ frequent (1x or more per month on avg.)	

OTHER (list all other working conditions):

- This position is eligible for office-centered/remote-centered telework.
- When not teleworking, primarily an indoor office setting located in Sacramento or Long Beach.
- When in the office, work environment is mostly inside an office with artificial light and forced air temperature control.
- Daily use of a personal computer and software programs, at a workstation, for prolonged periods.
- High percentage of time researching, reading, editing, and writing.
- High volume of e-mail correspondence and/or video conferencing.
- Frequent high-paced, deadline-driven workload.
- Local travel to and from coordination or working group meetings, and occasional site visits or field research.
- Occasional distance travel for public meeting.

DESIRABLE QUALIFICATIONS:

Ability to execute assigned responsibilities	Ability to interact in a courteous and professional manner
Ability to understand and follow directions	Ability to work independently and as part of a team

OTHER (list all other desirable qualifications)

- Ability to work toward consensus positions with governmental, private, and public interest groups.
- Experience in managing contracts and working with contractors.
- Knowledge of CEQA, the Permit Streamlining Act (PSA), and other natural resource management laws, rules, and regulations, Federal and State Endangered Species Acts and NEPA.
- Knowledge of air and water quality issues and natural resources management.
- Working knowledge of computers and software (word processing, databases).

Review, check, and interpret scientific and environmental reports; Analyze and evaluate scientific data, reach reliable conclusions, and develop sound recommendations; Concisely summarize pertinent information for management or Commissioners; Establish and maintain a professional, respectful, and cooperative working relationship with others inside and outside the agency; Prepare clear, complete, and technically accurate reports and other necessary work products.

Tasks identified in this duty statement reflect the anticipated general functions of the position and should not be considered an all-inclusive list of responsibilities.

I have read and understand the duties listed above and can perform them with or without reasonable accommodation. * (If you believe reasonable accommodation is necessary, please contact EEO@slc.ca.gov immediately.) **A Reasonable Accommodation is any modification or adjustment made to a job, work environment, or employment practice or process that enables an individual with a disability or medical condition to perform the essential functions of their job or to enjoy an equal employment opportunity.*

Employee Signature	Employee Printed Name	Date
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I certify that the above accurately represents the duties of the position:

Supervisor Signature	Supervisor Printed Name	Date
	Alexandra Borack-Leong	