

DUTY STATEMENT

NAME: TBD

CLASSIFICATION: ENVIRONMENTAL SCIENTIST

WORKING TITLE: CLIMATE ADAPTATION PLANNER

UNIT/DIVISION: PLANNING

SUPERVISOR: SENIOR ENVIRONMENTAL SCIENTIST (SUPERVISOR)

FLSA: NON-EXEMPT

CBID: R10

TENURE/TIMEBASE: FULL TIME, PERMANENT

The Climate Adaptation Planner (Planner) performs research, analysis, outreach, and resource development on environmental planning, natural resource management, climate change and sea level rise adaptation, climate change science, shoreline development, and ecosystem restoration to accelerate sea level rise adaptation planning and implementation along the San Francisco Bay shoreline. The Planner serves as a lead for technical assistance services and resources to support Subregional Shoreline Adaptation Plans (Subregional Plans) consistent with the Regional Shoreline Adaptation Plan (RSAP). The Planner will support, and at times lead, processes related to cities and counties development of Subregional Plans. They will be expected to participate in cross-functional teams at the agency and contribute to a wide range of scientific, data, planning, and policy-related assignments in the Climate Adaptation Planning Unit. The position will include a considerable amount of stakeholder engagement, outreach, and presentations to internal and external audiences. The Climate Adaptation Planner reports to the Climate Adaptation Planning Manager.

If Range A: The incumbent is expected to work closely with the supervisor and any project leads using detailed instructions and proven techniques and methods to complete assigned work.

If Range B: The incumbent is expected to work under general supervision and utilize proven techniques and methods to complete assigned work.

If Range C: The incumbent is expected to work with considerable independence and responsibility. They may be assigned lead responsibility for specific projects.

ESSENTIAL FUNCTIONS:

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.
- Develop, design, and implement innovative programs and/or projects to advance adaptation planning and implementation, such as webinars, trainings, 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.
- Lead 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.
- Prepare and present technical, planning, and policy information related to climate adaptation to both technical and non-technical audiences.

35% Subregional Plan Support, Development, and Review

- Establish and maintain collaborative and ongoing relationships with local governments, agencies, communities, and stakeholders.
- Provide support to project manager leads for Subregional Plans and potentially lead planning processes for smaller, less complex Subregional Plans. This includes assisting local governments in pre-planning support, and through Subregional Plan initiation, development, review, approval, and updates.
- 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 written recommendations to reports, memos, recommendations, and feedback on Subregional Plan materials to support alignment and compliance with RSAP Guidelines.
- Contribute to 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.
- Support the public review process for Subregional Plan approval by BCDC's 27-member Commission. This includes providing recommendations to staff reports, and contributing to staff presentation, 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.

25% 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.
- Lead and 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.

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.
- 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.

Ability to:

- Inspire confidence and effective working relationships with employees, managers, professionals in the public and private sector, and the general public.
- Uphold BCDC's values of diversity, equity, inclusion, and environmental justice.
- Contribute to an inclusive, safe, and secure work environment that values diverse cultures, perspectives, and experiences, and is free from discrimination.

WORKING CONDITIONS

- All employees are responsible for contributing to an inclusive, safe, and secure work environment that values diverse cultures, perspectives, and experiences, and is free from discrimination.
- Work in a stationary position (such as sitting or standing) for long periods of time utilizing a keyboard and computer.
- Interact by phone, virtually (e.g., Teams, Zoom), email, and in person with colleagues, other state agencies/department units, and members of the public.
- Must use sound judgment under stress, effectively communicate information and consult with staff at all levels within and outside the department to complete work assignments.
- 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. Occasional meetings or conferences may require travel.
- Work in a multi-story office building, Monday through Friday 0800- 1700 (normal working hours). Flexible hours and telework may be considered in compliance with the BCDC Telework Policy.

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

Environmental Scientist

Senior Environmental Scientist (Supervisor)