STATE OF CALIFORNIA STATE COASTAL CONSERVANCY

DUTY STATEMENT

(07/14)

Shaded area for Personnel Office use only

Effective Date:

1. OFFICE State Coastal Conservancy	POSITION NUMBER (Agency - Unit - Class - Serial)
2. HEADQUARTER LOCATION Oakland, CA	3. CLASS TITLE Conservancy Project Development Analyst II (CPDA II)
4. WORKING HOURS/SCHEDULE TO BE WORKED 8:00 a.m. to 5:00 p.m.	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 a Regional or Deputy Regional Manager, incumbent will support the South Bay Salt Pond Restoration Project and South San Francisco Bay Shoreline Project and other programs and projects for the San Francisco Bay Area Program under the general themes of public access and enjoyment, habitat restoration/enhancement, and climate change adaptation. Incumbent will work with multiple organizations to identify opportunities to achieve Coastal Conservancy and San Francisco Bay Restoration Authority objectives, and support planning and implementation of these projects. Incumbent's duties reflect the priorities identified in SCC'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. *(Use additional sheet if necessary)*
	ESSENTIAL FUNCTIONS In order to develop and implement programs and projects to protect land, restore and enhance habitats, adapt to climate change, increase public access and recreational facilities, conserve working lands, and to achieve other Coastal Conservancy and San Francisco Bay Restoration Authority objectives, the following duties are assigned. Time percentages are approximate, estimate the frequency of the task on an annual basis, and may fluctuate dependent on project phase and need. 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. **Project Management**
35%	<u>South Bay Salt Pond Restoration Project/ Shoreline Project Development and Management</u> The SBSPRP and Shoreline Project are a multi-agency initiatives to restore tidal wetlands, provide public access, and manage coastal flood risk along the shoreline of South San Francisco Bay. Perform required analyses, gather information, administer grants and contracts, and travel as necessary to attend meetings and make site inspections in order to help implement the planning, design, permitting, construction, outreach, and adaptive management tasks related to these projects. Prepare and/or evaluate feasibility studies, planning documents, budgets, and scientific summaries and make recommendations as to priority, suitability, and viability of potential projects or tasks to help achieve project goals. Prepare staff recommendations and present on the projects at Board meetings. Manage, or assist other staff with management of grants received by the Conservancy. Duties will require close coordination and collaboration with other Conservancy staff as well as other parties.
35%	<u>Other San Francisco Bay Project Development and Management</u> Manage an array of other projects, that are primarily focused on adaptation to the impacts of climate change, natural resource management, and public access. Project work may include

	managing wildfire resilience projects that aim to reduce catastrophic wildfires while improving the health of natural systems. Gather and review necessary information to ensure projects are feasible to implement and follow available sea level rise guidance or show adequate rationale for their climate change adaptation strategy. Travel to make site inspections and/or to meet with grant applicants and others during project development. Write staff recommendations and present projects at Conservancy Board meetings. Manage grants and contracts related to projects including follow-up to ensure compliance with terms of contracts and or grant agreements and invoice review and approval. Provide technical assistance to grantees and partners to develop projects and receive funding from the Conservancy. Work independently with partners to understand regional project needs.
15%	<u>Special projects, committees, and other related duties</u> 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 and/or climate change adaptation activities, and development of partnerships for Conservancy high priority projects as appropriate. May provide guidance to Conservancy Project Development Analyst I or II staff. Other related duties as assigned.
10%	<u>Training and JEDI Work</u> Participate in professional development and trainings, as well as tasks, trainings and activities that support programmatic and workplace diversity, equity, and inclusion. Other related duties as assigned.
5%	<u>General and Administrative Responsibilities</u> Comply with general State and Conservancy rules, policies, standards, etc., such as maintaining regular hours of work as directed by supervisors, submitting timesheets, travel claims and other such forms in a timely manner, and attending trainings and staff meetings. Work cooperatively with other project and administrative staff members

11. SUPERVISOR'S STATEMENT: ***I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE***		
SUPERVISOR'S NAME (Print)	SUPERVISOR'S SIGNATURE	DATE

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

KNOWLEDGE AND ABILITIES

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

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.

KNOWLEDGE AND ABILITIES (continued)

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.

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.

DESIRABLE QUALIFICATIONS

- Education or experience in any field related to the Conservancy's work: Public Administration, Environmental Science, Environmental Planning, City or Regional Planning, Natural Resource Management, Geography, Biology, Earth Science, Civil Engineering, or a closely related field.
- Good organizational and analytical skills.
- Sound written and verbal presentation skills.
- Willingness as a learner to do routine or detailed work to learn the practical application of administrative principles; 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.
- Ability to take initiative and work independently, and work effectively as part of a team.
- Experience working with diverse audiences and responding to concerns and issues, through either work or lived experience.
- Experience managing projects, partnerships, and professional relationships.
- Experience developing budgets, analyzing funding needs and tracking expenditures; possess spreadsheet proficiency.
- Demonstrated ability to communicate Conservancy work through avenues such as conference and meeting presentations.
- Ability to apply for, secure, and manage outside grants.
- Possess a valid California Drivers' License, Class C; have a good driving record.
- Bilingual speaker of a language used by large numbers of people in California.

INTERPERSONAL SKILLS

- Display good interaction skills; interact successfully in a team environment.
- Communicate successfully in a diverse community.
- Communicate effectively with individuals from varied experiences, perspectives and backgrounds, which may involve some exposure to aggressive clientele or adversarial conditions.
- Deal with individuals with a range of moods and behaviors in a tactful, congenial, personal manner so as not to alienate or antagonize them.

WORKING CONDITIONS

- Position Headquarters (HQ) is in a high-rise building in Oakland, CA.
- Office setting; Monday through Friday; prolonged periods of sitting.
- Work on a computer up to 8 hours a day. Indoor work is common, although outdoor work may be required to inspect sites.
- Operating a computer system is essential to perform duties.
- Will need to sit or stand for long periods; work may require repetitive movements in the performance of daily duties.
- May need to stoop, bend, reach, lift, twist, turn, kneel, squat, or grasp.
- Travel to meetings and project sites may be required during project development, management, and/or monitoring.

- Work activities may involve some exposure to aggressive clientele and may require working in adversarial situations.
- Work environment may involve a range of climatic and physical conditions such as exposure to rain, heat, cold, fumes, dust, air contaminants, stinging insects, poison oak, and rattlesnakes.
- Work environment may involve some exposure to hazards or physical risks, which will require following basic safety precautions; may need to work around water or ambulate on uneven and/or slippery surfaces.
- Work may involve dealing with a range of traffic conditions.
- Work hours may be varied; may require overtime.

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

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

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.

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.

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

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.