

JOB ANNOUNCEMENT POSTING
JC-2400 - CONSERVANCY PROJECT DEVELOPMENT SPECIALIST
Final Filing Date: 2/11/2016

Equal Opportunity Employer

The State of California is an equal opportunity employer that actively pursues and hires a diverse workforce. All qualified applicants will receive consideration for employment without regard to age, ancestry, color, disability (mental or physical), gender identity or expression, genetic information, marital status, medical condition, military veteran status, national origin, political affiliation, pregnancy, race, religion or creed, sex, sexual orientation, or any other factor that is not related to the job.

It is an objective of the State of California to achieve a drug-free work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing Civil Service, and the special trust placed in public servants.

Position Details

Job Control #:	JC-2400
Position #(s):	536-100-4814-XXX
Classification:	CONSERVANCY PROJECT DEVELOPMENT SPECIALIST \$5,689.00 - \$7,119.00
# of Positions:	3
Work Location:	Alameda County
Job Type:	Permanent, Full Time

Department Information

The State Coastal Conservancy is a state agency located in Downtown Oakland that works with public agencies and non-governmental organizations to protect and enhance natural resources, and to improve public access to the California Coast and the San Francisco Bay Area.

Job Description and Duties

Duties

Under the general direction and guidance of a Program Manager, a Project Specialist is responsible for the management and implementation of large, significant, complex, and/or politically-sensitive public access, climate adaptation, natural resource conservation, habitat restoration, waterfront revitalization, agricultural conservation, and watershed management projects. Duties require leadership skills, a high level of independent action, and coordination with mid- and high-level staff in local and regional government agencies, special districts, state and federal agencies, and non-profit organizations. The range of duties reflects the Conservancy's priorities as described in the Strategic Plan, available on the Conservancy's web site. A Project Specialist is responsible for directly overseeing large, complicated, and/or politically-sensitive projects to protect and restore coastal habitats and provide public access to natural areas. Typical Conservancy projects include:

- Planning and construction of statewide or regional trails (such as the Coastal Trail or San Francisco Bay Trail).

- Acquisition of lands or conservation easements to protect wildlife habitat, open space, agriculture, or other regionally significant lands.
- Planning and implementing restoration of coastal or Bay wetlands.
- Planning and implementing urban waterfront revitalization projects.
- Planning and implementing multi-objective creek, river, and watershed restoration projects.

A Project Specialist:

- Manages an array of 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; and development and implementation of ecosystem-based management techniques.
- Coordinates with resource and regulatory agencies, public and private land managers, nonprofit organizations, community organizations, and others.
- Develops and writes funding proposals to federal, state, local, or private sources for matching funds for high priority projects and effectively manages multiple funding sources.
- Facilitates resolution of disputes among project partners, agencies, local communities and interest groups regarding project planning and/or implementation.
- Prepares and reviews documents analyzing the environmental impacts of Conservancy Projects, pursuant to the California Environmental Quality Act (CEQA)
- Solicits and reviews Conservancy grant applications, writes and presents staff recommendations for Conservancy Board consideration of projects; negotiates grant agreements in cooperation with Conservancy legal staff, ensuring that all conditions of the grant agreement are met, and reviews invoices.
- Writes requests for consultant services, interviews and selects consultants, negotiates contracts, work plans, and budgets, manages the work of consultants to ensure deliverables are satisfactory.
- Works within a regional team to develop regional priorities.
- Develops and implements effective public relations strategies to communicate project goals and objectives and address concerns with specific project elements with project partners, agencies, local communities and interest groups, elected officials, and the media.
- Provides staff training or mentoring to newer Conservancy Project Managers to increase staff knowledge base.
- Participates in regional coordination efforts, councils, or organizations focused on conservation and public access activities.
- Represents the Conservancy at public meetings.

Working Conditions

Willing to travel multiple times each month, sometimes staying overnight.

Able to work in urban and rural settings.

Works in a climate controlled office setting.

Special Requirements

If you do not have current list eligibility or transfer eligibility, you must take the Staff Services Manager II (Supervisory) online exam at the California Department of Human Resources website. The Staff Services Manager II (Supervisory) examination list will serve as the appropriate/equivalent list to hire into the Conservancy Project Development Specialist. Please print the examination score page of the SSMII exam results upon completion of the exam.

All interested applicants must submit a standard State Application Form STD 678 with original signature, exam results and SOQ responses. The job title/classification Conservancy Project Development Specialist, position number 536-100-4814-XXX and basis of your eligibility must be clearly stated in the "Examinations or job title(s) for which you are applying" section of the state application.

Develop a Statement of Qualification (SOQ) to respond to the following. The SOQ must be no more than one page, with Arial font at least size 10, and at least one-half inch margins. Describe your experience:

1. Leading a natural resource enhancement or public access project with multiple technical issues.
2. Managing stakeholder meetings, explaining project process and benefits, responding to concerns and issues from stakeholders and gaining consensus.
3. Developing budgets for projects, analyzing funding needs for various tasks, tracking expenditures and remaining funds, and leveraging external funding from private, state and federal sources.

Application Instructions

Completed applications and all required documents must be received or postmarked by the Final Filing Date in order to be considered.

Final Filing Date: 2/11/2016

Who May Apply

Individuals who are currently in the classification, eligible for lateral transfer, eligible for reinstatement, eligible for a Training and Development assignment, have SROA and/or Surplus eligibility, or have list eligibility (or are in the process of obtaining list eligibility). SROA and Surplus candidates may attach "surplus letters" to their applications. Applicants must meet the Minimum Qualifications stated in the Classification Specification(s). Applications will be screened and only the most qualified applicants will be selected for an interview.

How to Apply

Submit your completed Examination/Employment Application (STD 678) and applicable or required Documents to apply for this Job Posting. When submitting your application in hard copy, a completed copy of the Application Packet listing must be included.

Address for Mailing Application Packages

Personnel
1330 Broadway, Suite1300
Oakland CA, 94612

Required Application Documents

Please submit the following items with your application. Applicants who do not submit the required items timely may not be considered for this job:

State Examination/Employment Application STD Form 678. A resume may be attached if desired. All Experience and Education relating to the Minimum Qualifications listed on the Classification Specification should be included to demonstrate you meet the Minimum Qualifications for the position.

Applicants requiring reasonable accommodations for the hiring interview process must request the necessary accommodations if scheduled for a hiring interview. The request should be made at the time of contact to schedule the interview. Questions regarding reasonable accommodations may be directed to the EEO contact listed on this job posting.

Desirable Qualifications

In addition to evaluating each candidate's relative ability, as demonstrated by quality and breadth of experience, the following factors will provide the basis for competitively evaluating each candidate:

Strong written and verbal communication skills. Strong interpersonal skills. Demonstrated ability to take initiative and work independently. Experience collecting, analyzing, and summarizing technical data to be used in evaluating proposals and preparing reports. Knowledge of the principles and practices of environmental planning and science in order to plan and implement complex natural resource restoration or enhancement projects. Experience managing and implementing public access improvement projects. An understanding of projected climate change impacts to natural resources and communities and potential adaptation strategies. Knowledge of State real estate transaction procedures and techniques and alternatives for acquisition of real property interests. Experience assisting multi-stakeholder project teams, including developing acceptable solutions to conflicts or concerns. Knowledge of methods of contractor selection to ensure compliance with State laws and policies and control agency oversight. Knowledge of the California Environmental Quality Act (CEQA). Experience effectively managing teams of a variety of experts, stakeholders, governmental agencies, and other interested parties to successfully design and complete projects. Experience budgeting and scheduling to ensure timely and cost-effective completion of projects. Organizational time and management skills, including skill in balancing multiple project priorities, advancing project objectives, and managing workloads effectively.

Final Filing Date Extension

The State Coastal Conservancy posted a Conservancy Project Development Specialist (CPDS) job advertisement on 1/11/2016 with the final filing date of 1/26/2016 on VPOS. However, due to the transition of the new CalCareer and implementation of Phase 3A for the Examination and Certification Online System (ECOS) the CPDS job advertisement was not viewable on the website Jobs.Ca.Gov as of 1/19/2016. Therefore, this job advertisement is in conjunction with the Conservancy's CPDS job advertisement posted on VPOS 01/11/2016.