



CALIFORNIA OCEAN PROTECTION COUNCIL

Mike Chrisman, *Secretary for Resources, Council Chair*
Steve Westly, *State Controller*
Alan Lloyd, *Secretary for Environmental Protection*
Sheila Kuehl, *State Senator, Ex officio Member*
Pedro Nava, *State Assemblymember, Ex officio Member*

The California Ocean Protection Council invites applications for:

Executive Policy Officer
California Ocean Protection Council
Exempt Appointment
Monthly Salary: \$8387 - \$9072
Open until Filled

PLEASE NOTE: Individuals who previously submitted an application for this position (final filing date March 6, 2006) will be considered for the appointment. It is not necessary for those individuals to reapply during this filing period.

OCEAN PROTECTION COUNCIL:

The California Ocean Protection Act (COPA) charges the California Ocean Protection Council (OPC) with improving the protection and management of California's ocean and coastal resources by:

- Coordinating activities of ocean-related state agencies to improve the effectiveness of state efforts to protect ocean resources within existing fiscal limitations.
- Establishing policies to coordinate the collection and sharing of scientific data related to coast and ocean resources between agencies.
- Identifying and recommending to the Legislature changes in law.
- Identifying and recommending changes in federal law and policy to the Governor and Legislature.

The OPC consists of the Secretary for Resources who chairs the Council, the Secretary for Environmental Protection, the Chair of the State Lands Commission, and two ex officio members of the California Legislature. The Executive Officer of the State Coastal Conservancy is the Council Secretary.

POSITION DESCRIPTION:

The Executive Policy Officer of the California Ocean Protection Council will report to the Council Chair and will be the primary policy analyst for the OPC. The Executive Policy Officer assumes the lead role for strategic planning and implementation of the OPC's policies, initiatives, and programs as well as coordination among all State entities associated with the purview.

The Executive Policy Officer works directly with the OPC staff at the State Coastal Conservancy, the California Ocean Resources Management Program, and with the OPC Science Advisor to meet the requirements of COPA. Please see the attached information for duties and responsibilities about the position or <http://resources.ca.gov/copc/> for information about the OPC.

This position is situated within the Resources Agency at 1416 Ninth Street, Suite 1311, Sacramento, California.

DESIRABLE QUALIFICATIONS:

College degree in natural resources; executive management experience; familiarity with California governmental operations and processes, including the legislative process, promulgation of regulations, budget, administration and human resources; ability to establish and maintain cooperative working relationships with representatives of all levels of government, the public, and special interest groups; and public speaking experience.

SPECIAL PERSONAL CHARACTERISTICS:

The candidate should have excellent communication skills, attendance record, interpersonal skills; proven dependability; and ability to handle stress and deadlines with tact, discretion, and judicial temperament.

APPLICATION INFORMATION:

Individuals desiring additional information regarding this position may contact the Resources Agency at (916) 653-9709. Please complete and send a standard State application (available at <http://www.spb.ca.gov/Employment/stateapp.htm>), cover letter, and resume to the following address. (E-mail submissions to penny.harding@resources.ca.gov will be accepted, but please follow with a hard copy.)

Attention: Penny Harding
California Resources Agency
1416 Ninth Street, Suite 1311
Sacramento, CA 95814

The State of California is an equal employment opportunity employer for all, regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, or sexual orientation. It is an objective of the State of California to achieve a drug-free state 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.

**Executive Policy Officer
California Ocean Protection Council
Duties and Responsibilities**

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The Executive Policy Officer will work directly with the OPC staff at the State Coastal Conservancy, the California Ocean Resources Management Program, and with the OPC Science Advisor to meet the requirements of COPA. The Executive Policy Officer shall carry out the following duties:

Operations:

Assume overall responsibility for all planning, policy development, and implementation of OPC initiatives, and will work closely with the Chair and Secretary of the OPC in oversight of operational aspects of the OPC. Key policy elements of these responsibilities shall include:

1. Oversee the development of the OPC's meeting agenda and staff reports prepared by the OPC Secretary, including placement of any action or information item and review of staff reports.
2. Work with the OPC Science Advisor and science panel to address scientific questions.
3. Direct and oversee policy recommendations to the OPC, and conduct regular meetings with the Chair and the Secretary regarding OPC policy and operations.

Coordination:

Work with state agencies, departments, boards and commissions and with federal agencies to develop efficient means to implement strategic goals of the OPC. This may include the following:

1. Develop crossing cutting budget proposals among state entities to ensure sufficient funds to implement OPC goals and objectives and to avoid duplication of effort.
2. In consultation with state entities, develop proposals for federal funding, policy or law changes to implement OPC priorities.

Strategic Planning:

Develop and guide the implementation of a strategic plan for the OPC that sets quantifiable goals and objectives for up to five years to manage and improve California's ocean resources and its ocean ecosystem. Key elements of that planning process shall include:

1. Improved coordination and collaboration between state agencies and with other levels of government, academia, industry, and the public to implement an ecosystem based approach to ocean and coastal management.
2. Improved access to information, research, monitoring, outreach, and other tools necessary to ensure a science based approach to ocean and coastal management.
3. A systematic approach to OPC funding priorities and implementation.
4. A thorough analysis of state, federal and international laws, policies, procedures and organizations, which includes consideration of the need to recommend changes to achieve identified goals and objectives of the OPC.

Funding Priorities:

Ensure that project funding is in direct compliance with the goals, objectives, and priorities provided for in the Strategic Plan. Key elements of this responsibility shall include:

1. Holding regular meetings with the Chair and Secretary of the OPC to determine appropriate projects to propose for funding by the OPC.
2. Work with the Chair and the Secretary to help identify and secure appropriate funding for the OPC to carry out its statutory responsibilities.