



FLSA: Exempt

PRINCIPAL BIOLOGIST

DEFINITION

Under general direction of the Director, Environmental Conservation, or Assistant/Deputy Director, the Principal Biologist classification is the subject matter technical expert who will plan, assign, manage, organize, review, and administer specialized biological programs focusing on natural resources, endangered species, critical habitat, San Diego Bay wildlife, nature based solutions and bay ecosystems; leads, designs, plans, coordinates, recommends and implements biological and environmental initiatives for in-water Port and tenant construction projects and other division needs; oversees scientific data coordination, including implementing recommendations on integrated natural resource management plans and other Port program goals and objectives; manages agreements, contracts, and budgets; applies for and manages grant funding; conducts extensive research and analysis in areas of expertise; provides complex and responsible support to management in biology; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from an assigned Director, or Deputy Director or Assistant Director. Exercises direct supervision over professional, technical, and/or administrative support staff.

CLASS CHARACTERISTICS

This is a Principal Biologist classification and is the technical subject matter expert, responsible for planning, organizing, managing, and evaluating the biological programs and activities within the Environmental Conservation department. Incumbents perform diverse, specialized, and complex biological work involving significant accountability and decision-making responsibilities. This includes developing, implementing, and administering policies, procedures, goals, objectives, and standards related to biological conservation. The role requires independence, initiative, and discretion within broad guidelines. Employees serve as the primary biological subject matter technical expert, liaison, and advocate for the department's biological conservation programs, with regular contact and interactions with Port senior and executive management, public resource and regulatory agencies, community organizations, academia, regulatory and governmental agencies, and the public.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so qualified employees can perform the essential functions of the job.

- Plans, develops, administers, implements, and oversees the daily functions, operations, and activities of the department's biological programs and core services including the preparation and review of biological reports for compliance with the California Environmental Quality Act (CEQA), implementing and tracking mitigation measures per CEQA for Port and tenant construction projects for ecosystem benefits.
- Participates in the development and implementation of goals, objectives, policies, laws and regulations, and priorities for the biological program including protection of natural resources

and species; managing invasive species; recommends appropriate service and staffing and budgeting levels within department; recommends and administers policies and procedures.

- Schedules, assigns, supervises, and evaluates the work of contractors, consultants, and technical and administrative staff.
- Recommends and implements adaptive management measures.
- In-depth knowledge of environmental laws and regulations including the Clean Water Act, Endangered Species Act, Magnuson-Stevens Fishery Conservation and Management Act. mitigation banking rules, functional uplift including performance standards and adaptive management.
- Conducts and prepares reports per the clean water act and endangered species act for wetland delineation, essential fish habitats, biological opinions
- Conducts research on blue carbon initiative, functional uplift and nature-based solutions.
- Develops, administers, and oversees program budget; determines funding needed for consultant services, staffing, equipment, materials, and supplies; monitors expenditures and submits invoices for supplies and equipment; ensures compliance with budgeted funding.
- Manages large-scale Port-wide biological programs or projects; formulates overall program/project goals; researches, develops, and implements program or project plans to meet goals and service objectives; develops, recommends, and manages program budgets, features, and metrics; develops and implements or recommends associated program policies and operating and administrative procedures to ensure functional uplift of resources and performs adaptive management.
- Identifies and recommends solutions to program resource needs and requirements; develops a program or project work plan; plans, organizes, implements, and evaluates work activities to meet established overall program or project goals and objectives; analyzes alternative methods or processes to meet program and service delivery goals, including conducting cost-benefit and resource requirement analyses.
- Leads, convenes and participates in local, regional, and statewide task forces and committees; develops program partnerships with external agencies and organizations; develops agendas and facilitates meetings.
- Develops and oversees consultant or contractor contracts related to assigned areas of specialty; oversees consultant work to ensure contract terms are met; monitors work programs and schedules to ensure timely project completion; tracks task authorizations, reviews and approves invoices, and identifies discrepancies and non-compliance issues.
- Evaluates the effectiveness of program activities and makes or recommends program modifications; monitors program budget; prepares narrative and statistical program performance reports and recommendations.
- Develops, writes, reviews, and presents a variety of technical reports, documents, correspondence, and records related to projects; drafts correspondence to other Port departments and state and federal regulatory agencies; drafts Board agenda items; oversees maintenance of accurate and complete records.

- Provides consultation, information, and technical assistance to other departments, tenants, agencies, and organizations; understands and applies laws, regulations, rules, policies, processes, and procedures related to areas of responsibility for Port management, staff, and tenants.
- Coordinates with other agencies for information sharing and community education; responds to requests for information regarding program activities or requirements; represents the department in meetings with internal and external agencies regarding program issues.
- Plans, develops, and conducts internal and external training, work groups, and meetings to refine relationships and cross-departmental coordination addressing environmental initiatives and seeks feedback from Port advisory committees.
- Researches and identifies potential funding sources for programs/projects; secures and administers grant and loan funding from governmental agencies, foundations, and other funding sources; tracks project progress under grant requirements; completes and submits grant reporting and tracks invoices and grant budgets.
- Plans and directs field sampling and other environmental survey activities and efforts associated with various biological programs, including aquaculture, blue technology, sustainability, natural resources, blue carbon, mitigation banking, bay water and sediment quality, restoration and enhancement of wetlands, permit compliance, in-water construction monitoring, mitigation, conducts research on the bays natural resources including trends analysis, functional uplift, adaptive management, blue carbon including construction monitoring for disturbances to species including noise and visual monitoring, and their associated educational programs.
- Plans and organizes the activities of field crews for Port and tenant environmental surveys and permit compliance; oversees and participates in the compilation and analyses of data and findings and make recommendations including adaptive management measures.
- Participates in and monitors Port and tenant development projects to ensure compliance with California Environmental Quality Act (CEQA), Coastal Act, environmental and other relevant federal, state, and local laws, regulations, codes, and Port policies and procedures.
- Provides environmental conditions of approval for Port tenant project approvals; assists tenants and Port staff to ensure projects comply with all environmental conditions, including applicable federal and state environmental laws, regulations, and permitting obligations.
- Ensures Port projects and programs comply with permit conditions, requirements of Port natural resources management plans, conducts permit compliance monitoring and oversees consultants conducting monitoring, reviews compliance reports and provides recommendations to ensure protections of species; reviews project charters, plans, specifications, and site studies for possible environmental impacts; oversees the preparation of documents and presentations regarding current and future litigation; responds to emergency situations.
- Facilitates planning and environmental activities with other federal and state regulatory and governmental agencies; serves as the Port's representative on local, regional, and national associations of interest to the Port's mission; participates in meetings, conferences,

conventions, and other professional forums to keep abreast of regional/national planning trends, upcoming regulations, environmental initiatives, and emerging strategies.

- Researches, analyzes, prepares, and presents staff and agenda reports and other necessary correspondence related to assigned activities and services.
- Conducts a variety of organizational and operational studies and investigations; recommends adaptive management to ensure functional uplift, and modifications to assigned programs, policies, and procedures, as appropriate.
- Monitors legal, regulatory, technology and societal changes, and court decisions that may affect environmental conservation and compliance programs; attends workshops, legislative update sessions, and meetings to ensure Port compliance with mandated activities.
- Represents the Port and participates at meetings, seminars, trainings, and workshops for assigned program areas such as environmental restoration, environmental education, monitoring and surveying, monitoring, and watershed programs that could impact the bay.
- Performs assigned disaster service worker responsibilities, as directed.
- Ensures staff observe and comply with all Port and mandated safety rules, regulations, and protocols.
- Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles and practices of employee supervision, including work planning, assignment review and evaluation, discipline, and the training of staff in work procedures.
- Principles and practices of leadership.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly. Principles and procedures of record keeping.
- Principles and practices of public administration and management, including budget administration.
- Applicable federal, state, and local laws, regulatory codes, ordinances, guidelines, and procedures relating to assigned programs, including the Coastal Act and guidance documents including the Chula Vista Natural Resources Management Plan, Integrated Natural Resources Management Plan, the Port Master Plan, and Trust Lands Use Plan.
- Principles, theories, methods, policies, and techniques of current and advanced land use, urban and environmental planning, natural resource management, endangered species, mitigation and restoration, construction best management practices, water and sediment monitoring and data interpretation, and watersheds.
- Advanced principles, practices, concepts, and techniques used in developing and executing environmental projects and programs, including planning, contracting, and maintenance of public records.

- Theories, advanced principles, laws, practices, and techniques related to aquaculture, biology including coastal and marine environments, blue technology, environmental conservation, environmental compliance, natural capital and ecosystem services, water and sediment quality, wildlife monitoring and management, functional uplift, blue carbon, environmental review, and project planning.
- Best management practices, construction methods, construction monitoring, mitigation and encroachment, threatened and endangered species, and other specialized fields related to environmental permit compliance.
- Navigation of scientific literature, research methods, data collection, analytical techniques, and evaluation and interpretation of data to perform and review quantitative and qualitative analyses.
- Advanced research methods and analysis techniques, including awareness of new and innovative technologies for data analyses, monitoring, and modeling, and familiarity with scientific advancements related to biology, water and sediment quality subject matter topics.
- Project management methodologies and software.
- Advanced principles, practices, tools, and techniques of program/project planning and management, including change management and control.
- Theory, principles, and practices of strategic planning and long-term business and operation planning.
- Principles, practices, and methods of project budgeting and cost control.
- Techniques for effectively representing the Port with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.
- Recent and ongoing developments, current literature, and sources of information related to environmental conservation and compliance.
- Principles and practices of sound business communication, interpersonal/public communication, and effective interviewing techniques.
- Methods and techniques of preparing technical and administrative reports, and general business correspondence.
- Principles and practices of effective customer service.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.
- Port human resources rules and regulations, policies, and labor contract provisions.
- Principles and practices of effective workload management and coordination.

Ability to:

- Plan, organize, oversee, develop, implement, and administer environmental conservation and compliance programs.

- Develop and implement goals, objectives, practices, policies, procedures, and work standards.
- Prepare and administer budgets; allocate limited resources in a cost-effective manner.
- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Understand, interpret, apply, and explain all pertinent federal, state, and local laws, codes, rules, regulations, policies, procedures, and standards pertaining to assigned area.
- Identify problems, research, and analyze relevant information, and develop and present recommendations and justification for solutions.
- Gather data and prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Plan, organize, manage, and direct a variety of complex program functions and activities to achieve program/project goals, objectives, timelines, and deliverables over a multi-year period.
- Collect, evaluate, and interpret appropriate and applicable data, either in statistical or narrative form.
- Coordinate program/project activities with multiple stakeholders and facilitate development of consensus among diverse groups and individuals.
- Apply sound, creative problem-solving techniques to resolve difficult program issues and problems.
- Understand, interpret, and respond to internal and external customer needs and expectations.
- Present conclusions and recommendations clearly, logically, and persuasively to both internal and external program/project stakeholders.
- Make public and stakeholder presentations on projects, Port initiatives, and policies.
- Effectively represent the division and the Port in meetings with governmental agencies, community groups, various businesses, professional, and regulatory organizations, and in meetings with individuals.
- Direct the establishment and maintenance of a variety of filing, recordkeeping, and tracking systems.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Independently organize work, set priorities, meet critical deadlines, and follow up on assignments.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.

- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.
- Analyze, evaluate, and make sound recommendations on complex biological data and department operations.
- Define complex issues, perform difficult and complex analysis and research, evaluate alternatives, and develop sound conclusions and recommendations.
- Manage multiple projects and programs that implement the division work plan, vision, and goals.
- Apply creativity and flexibility in problem-solving to complex and/or sensitive issues and problems.
- Exercise sound, expert independent judgment and political acumen.
- Exercise tact and diplomacy in dealing with sensitive, complex, and confidential issues and situations.
- Provide expertise, guidance, and assistance to division staff and Vice President, senior staff, the Board of Port Commissioners, other department staff, tenants, and external customers as a top in-house biological expert.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Education:

- A bachelor's degree from an accredited college or university with major coursework in environmental sciences, biology, natural resources, marine science, or a closely related field.
- A master's degree from an accredited college or university with major coursework in environmental sciences, biology, natural resources, marine science or a closely related field, is preferred.

Experience:

- Seven (7) years of increasingly responsible environmental project management or program development experience.

Licenses and Certifications:

- Possession of a valid California Class "C" Driver's License, to be maintained throughout employment.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and visit various Port sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over

the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds.

When assigned to field sites, must possess mobility to work in changing site conditions; possess the strength, stamina, and mobility to perform light to medium physical work; to sit, stand, and walk on level, uneven, or slippery surfaces; to reach, twist, turn, kneel, and bend, to climb and descend ladders; and to operate a motor vehicle or boat and visit various Port sites; vision to inspect site conditions and work in progress. The job may involve instances of fieldwork requiring frequent walking in operational areas to identify problems or hazards, with exposure to hazardous materials in some site locations. Employees must possess the ability to lift, carry, push, and pull materials and objects averaging a weight of 40 pounds, or heavier weights, in all cases with the use of proper equipment and/or assistance from other staff.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing divisional policies and procedures. Employees also work in the field at undeveloped sites, over the water environments and are exposed to cold and hot temperatures, inclement weather conditions, road hazards, vibration, chemicals, and hazardous physical substances and fumes. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing divisional policies and procedures.