



## **Coastal Program Manager Open Examination Final Filing Date: Friday, October 30, 2020**

The California Coastal Commission (Coastal Commission) is a government agency of the State of California that is charged with protecting coastal resources and managing coastal development in California. The mission of the Coastal Commission is to provide for the balanced use of the coastal zone and to protect, restore, and enhance coastal and marine resources for the continuing benefit of current and future generations. Employees at the Commission enjoy working on a broad range of issues to plan for and manage coastal land uses while protecting important coastal resources including wetlands, habitats that support rare and endangered species, scenic landscapes and views to the sea, public shoreline access and recreation opportunities. Staff includes dedicated planners, scientists, attorneys and administrative professionals.

The San Francisco Bay Conservation and Development Commission (BCDC) is a State of California government agency with regulatory and planning responsibilities over San Francisco Bay, the Suisun Marsh, salt ponds, and along the Bay Area's nine-county shoreline. BCDC is guided in its actions by state and federal laws, policies, and regulations including: the McAteer-Petris Act, Suisun Marsh Preservation Act, Coastal Zone Management Act, San Francisco Bay Plan, Suisun Marsh Protection Plan and various special area plans around the Bay. Our 50+ staff takes pride in our high level of professionalism. Staff includes environmental planners, scientists, engineers, attorneys, administrative and information technology professionals.

The Coastal Commission and BCDC value diversity at all levels of the organization and is committed to fostering an environment in which employees from a variety of backgrounds, cultures, and personal experiences are welcomed and can thrive. We believe the diversity of our employees and their unique ideas inspire innovative solutions to further our mission of protecting and enhancing California's coast and ocean for present and future generations

### **FILING INFORMATION**

Applications must be postmarked or received in the Human Resources Office by **Friday, October 30, 2020**. Applications postmarked, personally delivered or received via interoffice mail after this date will be held and processed for the next examination period.

The Coastal Program Analyst III examination will be given the same day as the Coastal Program Manager examination. If you meet the admittance requirements and wish to compete in both examinations, you may file one application noting each examination title in the appropriate space.

Applications may be filed by fax to (415) 904-5482, by email at [HumanResources@coastal.ca.gov](mailto:HumanResources@coastal.ca.gov), or in person or by mail at the following address:

Human Resources Office  
California Coastal Commission  
455 Market Street, Suite 228  
San Francisco, CA 94105-2420

**SUBMIT APPLICATIONS ONLY TO THE ADDRESS INDICATED ABOVE. DO NOT MAIL APPLICATIONS TO THE CALIFORNIA DEPARTMENT OF HUMAN RESOURCES OR THE STATE PERSONNEL BOARD.**

## **EXAMINATION DATES**

The exam will be held on **Thursday, November 12 and Friday, November 13, 2020**. Interview dates are subject to change based on the number of candidates.

## **LOCATION SELECTION**

**The Coastal Program Analyst III examination is held via teleconference through Zoom Cloud Meeting (<https://www.zoom.us/>). A desktop computer, laptop computer, tablet or smartphone with video and audio settings is required for participation.**

If you have a disability and need special testing arrangements, mark the appropriate box in Item # 2 on the application. You will be contacted to make specific arrangements.

## **THE POSITION**

The Coastal Program Analyst series describes professional work concerned with the conservation, enhancement and development of coastal and ocean resources and regulating the uses of land or water in California's coastal zone. This work is accomplished by planning, regulating and managing uses of coastal resources in the coastal zone.

This is typically the full supervisory and program management level. Under general direction, incumbents plan, organize, direct and are accountable for programs in either the headquarters office or a district office which are of major significance and are sensitive and complex. Incumbents at this level may (1) supervise a small staff, or (2) supervise a larger staff with the assistance of subordinate supervisors.

Positions exist statewide in San Francisco, Arcata, Santa Cruz, Ventura, Long Beach and San Diego with the California Coastal Commission and in San Francisco with the San Francisco Bay Conservation and Development Commission.

## **SALARY**

\$6,722 - \$8,352 per month

**Effective July 1, 2020 through June 30, 2022, State employees are subject to a 9.23% salary reduction in exchange for up to 16 hours of the Personal Leave Program 2020 (PLP 2020) per month.**

## **REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION**

All applicants must meet the education and/or experience requirements for the examination by the first day of interviews.

Qualifying experience may be combined on a proportionate basis. For example, candidates possessing qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to an examination as meeting 100% of the requirement.

### **Either I**

One year of experience in California state service performing coastal planning, managing or development duties in a class at a level of responsibility equivalent to Coastal Program Analyst II. (Promotional candidates who are within six months of satisfying the experience requirement for this class will be admitted to this examination, but they must fully meet the experience requirement before being eligible for appointment.)

### **Or II**

**Experience:** Four years of experience (1) in planning, managing or regulating uses of land or water which must have included substantial technical review of permit applications or the formulation of plans that relate to the environmental impact of proposed development; or (2) in providing special technical and research assistance in environmental resource management programs. (A Master's or Doctoral Degree in Urban, Regional or Environmental Planning, Ecology, Marine Biology, Geology, Geography, Coastal Management, Environmental Science, Natural Resource Management, Public Policy or a related field; or a Juris Doctor degree from an accredited law school may be substituted for one year of the general experience requirement. Both substitutions may be applied. Postgraduate educational substitution for experience may not exceed two years.) **and**

**Education:** Equivalent to graduation from college. (Additional qualifying experience may be substituted for the required education on a year-for-year basis.)

## **ADDITIONAL DESIRABLE QUALIFICATIONS**

In appraising the relative qualifications of candidates at all levels, consideration will be given to the extent and type of pertinent education and/or experience beyond that required under "Minimum

Qualifications". Experience and/or college level courses in coastal or ocean resource management, coastal or ocean resources, wetlands studies, geology, ecology, planning and zoning law in California or similar fields are particularly pertinent. Coastal Program Manager candidates who demonstrate an ability to independently conduct complex and difficult technical investigations and studies on issues of importance to the State will be considered more competitive.

## **EXAMINATION INFORMATION**

This examination will consist of a qualifications appraisal interview only. In order to obtain a position on the eligible list, a minimum rating of 70.00% must be attained in the interview. Competitors who do not appear for the examination will be disqualified.

### **Qualifications Appraisal - Weighted 100.00%**

Scope:

In addition to evaluation the competitors' relative abilities as demonstrated by quality and breadth of experience, emphasis in the examining interview will be on measuring competitively, relative to job demands, each competitor's:

Knowledge of:

1. Principles, practices, terms and concepts of urban, economic, resources, social, legal and regional planning.
2. Public policy development.
3. Current trends and applications in Federal, State and local planning.
4. Administrative, land use and environmental law.
5. Permit review and zoning procedures.
6. Techniques of planning, controlling, motivating and organizing the work of others.
7. Principles of personnel management, public relations and administration.
8. Modern office methods, technology and procedures.
9. A supervisor's role in the Equal Employment Opportunity Program.

Ability to:

1. Analyze situations accurately and take effective action.
2. Effectively and convincingly communicate in written and verbal form complex and controversial matters to individuals and groups.
3. Analyze and evaluate written, graphic and verbal data and prepare complete and comprehensive reports.
4. Inspire confidence and trust.
5. Establish and maintain effective and cooperative relations with those contracted in the course of work.
6. Exercise common sense and good judgment.
7. Plan, organize and supervise the work of a professional staff.
8. Train staff and motivate subordinates to accomplish organizational goals.
9. Effectively contribute to the Commission's equal employment opportunity objectives.
10. Develop innovative solutions for difficult environmental or coastal management problems.
11. Provide leadership in accomplishing basic functions and objective in assigned programs.
12. Inspire confidence and effective working relationships with employees, managers and leaders in the public and private sector.

13. Plan and implement public participation programs and apply conflict resolution principles.

## **ELIGIBLE LIST INFORMATION**

The names of successful competitors will be merged into the existing eligible list for Coastal Program Analyst Manager. A candidate may not compete more than once in a 12-month testing period for this examination. The merged eligible list will be used to fill positions with the California Coastal Commission and the San Francisco Bay Conservation and Development Commission. Candidate's list eligibility will expire 24 months after it is established unless the needs of the service and conditions of the merged list warrant a change in this period.

Career Credits will not be applied to this examination.

Veterans' Preference approved by the California Department of Human Resources will be applied to this examination. For more information and to apply for Veterans' Preference, go to <https://www.jobs.ca.gov/CalHRPublic/Landing/Jobs/VeteransInformation.aspx>.

## **GENERAL INFORMATION**

The Examination/Employment Application (STD 678) is available at the California Department of Human Resources, local offices of the Employment Development Department, and through your CalCareer account ([www.CalCareers.ca.gov](http://www.CalCareers.ca.gov)).

If you meet the requirements stated on this examination bulletin, you may take this competitive examination. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described in this bulletin will be rated against a predetermined job-related rating, and all applicants who pass will be ranked according to their scores.

The California Coastal Commission and the San Francisco Bay Conservation and Development Commission reserves the right to revise the examination plan to better meet the needs of the service, if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules, and all applicants will be notified.

Applicants must possess essential personal qualifications including integrity, initiative, dependability, good judgment, the ability to work cooperatively with others, and a state of health consistent with the ability to perform the assigned duties of the class.

Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) sub-divisional promotional, 2) departmental promotional, 3) multi-departmental promotional, 4) service-wide promotional, 5) departmental open, and 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in one to four years unless otherwise stated on the exam bulletin.

### **Contact Information**

It is the candidate's responsibility to contact the Human Resources office of the California Coastal Commission at (415) 904-5430 or toll-free at (866) 831-2540 or via email at [HumanResources@coastal.ca.gov](mailto:HumanResources@coastal.ca.gov) one week after the final filing date if she/he has not received notification (either a phone call or written notice) of the qualifications appraisal interview.

If a candidate's notice of examination interview fails to reach him/her prior to the day of the interview due to a verified postal error, she/he will be rescheduled upon written request. Applications are available at the Cal Careers website at: [www.jobs.ca.gov](http://www.jobs.ca.gov).

California Relay Service: 7-1-1 (TTY and voice)

TTY is a Telecommunications Device for the Deaf, and is reachable only from phones equipped with a TTY Device.

### **Equal Employment Opportunity**

The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right of family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran

status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding, and related medical conditions), and sexual orientation.

### **Drug-free Workplace**

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.