The California Coastal Commission (Commission) is a small State agency that is charged with protecting coastal resources and managing coastal development in California. The mission of the Commission is to implement the Coastal Act and 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. The Commission’s staff includes dedicated planners, scientists, attorneys and administrative staff.

The Commission values 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.

**JOB DESCRIPTION**

Under direction, the Associate Business Management Analyst performs independently the more difficult, responsible and complex technical and analytical work in the business and administrative services area; to act as lead person for lower level business services staff; and to do other related work.

This class is differentiated from the Business Service Officer series in that positions perform analytical duties for the majority of the time, and typically also perform the more complex business services work. This class is differentiated from other Associate level analyst classes in that positions perform analytical duties relating to budgeting, management and administrative analysis requiring technical knowledge of business services functions.
DUTIES include:

- Analyze and make recommendations upon varied management problems involved in directing business services activities;
- Analyze and develop the budgetary program and coordinates the preparation phases of the non-personnel services budget;
- Develop and improve programs for the effective procurement and utilization of office space, communications systems, forms, supplies, equipment, and other property;
- Evaluate and make recommendations on requests for purchases of major items of new property or repair of existing property;
- Prepare plans and specifications for building repair or alteration;
- Negotiate contracts and leases for services and repairs;
- Inspect and recommend acceptance of contracted building work;
- Control and review the processing of departmental contracts including line program contracts;
- Establish and operate a training program for lower level analysts;
- Make special administrative or research studies and recommend installation of new methods and procedures;
- Prepare analysis of proposed legislation;
- Conduct feasibility studies and systems analysis;
- Prepare and revises rules and manuals of procedure;
- Perform continuing studies in records management;
- Prepare reports; and
- Dictate correspondence.

SALARY AND BENEFITS

$5,149 - $6,446 per month

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

For a list of benefits, go to https://www.calhr.ca.gov/employees/Pages/salary-and-benefits.aspx

MINIMUM REQUIREMENTS

Either I

Six months of experience performing the duties of a Business Service Officer II (Specialist or Supervisor).
**REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION**

This is a Departmental Promotional Examination for the California Coastal Commission. Applicants must meet one of the following requirements for admittance to the examination:

1. A permanent civil service appointment with the California Coastal Commission as of the final filing date in order to participate in the examination; or
2. Have been employed with the California Coastal Commission within the last three years, without a break in State civil service; or
3. A current or former employee of the Legislature for two or more years as defined in Government Code §18990; or
4. A current or former non-elected exempt employee of the Executive Branch for two or more consecutive years as defined in Government Code §18992; or
5. A person retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code §18991. Persons applying who qualify as a Veteran under Government Code Section 18991 must submit a copy of their DD214 with their CA State Examination Application (std. 678).

Candidates who meet the minimum qualifications as stated on this announcement may apply for this examination. Once you have taken this examination, you may not re-apply for 12 months. Candidates that are unsuccessful in the examination must wait six (6) months from the testing date before reapplying to take the examination.
THE EXAMINATION

The examination will consist of a Training & Experience Evaluation, weighted 100.00%. In order to obtain a position on the eligible list, a minimum rating of 70.00% must be attained.

Training & Experience Evaluation - Weighted 100.00%

Scope of Training & Experience Evaluation, general competitive factors:

In addition to evaluating 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:

- Analysis methods; principles and practices of governmental budgeting;
- Principles of public and business administration;
- Principles of organization and management; and
- Principles and practices of policy formulation, property acquisition and management, contract administration, specification writing, financial record keeping, office layout, purchasing, building management, and personnel management and supervision.

Ability to:

- Analyze situations and problems accurately and take effective course of action;
- Establish and maintain effective working relations with those contacted in the course of the work;
- Speak and write effectively;
- Interpret and apply laws, rules, standards, and procedures;
- Successfully negotiate agreements;
- Estimate future needs and cost of equipment, supplies and services, and prepare budgetary data on such needs; and
- Plan and direct the work of others.

LOCATION

The examination will be given by the California Coastal Commission’s Human Resources Office on Monday, November 2, 2020.
FILING INFORMATION

The CA State Application (std 678) may be filed by fax at (415) 904-5482, by email at 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 94105-2219

To apply for this examination/position, submit a CA State Application (std 678), a statement of qualifications (no more than 2 pages), a current resume and three professional references.

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

ELIGIBLE LIST INFORMATION

The names of successful competitors will become active on the eligible list for Engineer, Civil. A candidate may not compete more than once in a 12-month testing period for this examination. The eligible list will be used to fill positions at the California Coastal Commission. Candidate’s list eligibility will expire 12 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 State of California Examination/Employment Application (std 678) is available at the California Department of Human Resources (CalHR), local offices of the Employment Development Department (EDD), and through your CalCareer account (www.jobs.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 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 California Coastal Commission’s Human Resources Office at (415) 904-5430 or toll-free at (866) 831-2540 or via email at 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 or invalid email address, she/he will be rescheduled upon written request.

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 workplace. 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.

California Coastal Commission
Human Resources Office
455 Market Street, Suite 228
San Francisco, CA  94105
Main Number: (415) 904-5430
Fax Number: (415) 904-5482
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