



California Coastal Commission

JOB ANNOUNCEMENT

BUSINESS SERVICE OFFICER I (SPECIALIST)

OR

BUSINESS SERVICE ASSISTANT (SPECIALIST)

FISCAL & BUSINESS SERVICES

SAN FRANCISCO

FULL-TIME, PERMANENT POSITION

The California Coastal Commission (Commission) is seeking a talented addition to its Fiscal & Business Services Unit in San Francisco. The 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 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.

Under general direction of the Chief of Fiscal & Business Services, the Business Service Officer I (Specialist) or Business Service Assistant (Specialist) serves as a member of the administrative support team and performs a variety of technical and analytical business services activities and is responsible for providing accurate, quality, cost-conscious, and timely assistance and support to the Commission staff.

DUTIES will include but may not be limited to:

- Conduct research to determine the appropriate purchasing method for goods and maintenance services and ensure compliance with current laws, regulations, and state policies;
- Draft request for quotes and conduct procurement for goods and maintenance services;
- Issue contracts and purchase orders in FI\$Cal, the state's financial reporting system;
- Track purchases and communicate the status to the district staff or district manager;
- Resolve issues with invoicing, product quality, and/or delivery;

- Process invoices using correct Accounting codes and record receipt in FI\$Cal;
- Monitor mileage and track maintenance of Commission vehicles and arrange for maintenance or repair of San Francisco Headquarters Office vehicles;
- Assist Fiscal & Business Services analysts with tasks such as inventory, property disposal, data collection for reporting, and records management; and
- Cross-train in other Fiscal & Business Services areas as assigned.

Occasional travel to Sacramento for training and meetings and to the Commission's district offices is required.

Duties will be commensurate with the level at which the position is filled.

DESIRABLE QUALIFICATIONS: Experience with Microsoft Office applications including Excel and Word; knowledge of the state's procurement policies and procedures; experience with FI\$Cal PeopleSoft; ability to manage competing priorities. Excellent verbal and written communication skills, including the ability to draft clear and concise letters and memoranda, and work habits are essential. Must be able to work independently and collaboratively and provide support to team members and Commission staff in a fast-paced environment.

Special Qualifications: Familiarity with or the ability to learn new online platforms and programs (i.e., SharePoint, Zoom, TeamViewer).

ELIGIBILITY: Individuals on the Business Services Officer I (Specialist) or Business Services Assistant (Specialist) eligible list may apply. **See examination listings at www.jobs.ca.gov for minimum qualifications and to take the Business Services Officer I (Specialist) or Business Services Assistant (Specialist) examination.** Current State employees or former State employees with transfer or reinstatement rights to the level of the Business Services Officer I (Specialist) or Business Services Assistant (Specialist) classification may also apply. **(Please note that in order to be eligible to transfer or reinstatement, applicants must meet the minimum qualifications of the Business Services Officer I (Specialist) or Business Services Assistant (Specialist) classification.** Appointment is subject to the State Restrictions of Appointment (SROA) provisions. Applicants must clearly indicate the basis of their eligibility, including SROA, surplus, transfer or re-employment status in the Examination/Job Title section of the CA State Application (std 678).

EXAMINATION: BUSINESS SERVICE OFFICER I (SPECIALIST)

- Exam Posting: <https://www.jobs.ca.gov/CalHrPublic/Exams/Bulletin.aspx?examCD=3PB1701>
- Exam Bulletin: <https://www.jobs.ca.gov/JOBSGEN/3PB17.PDF>

EXAMINATION: BUSINESS SERVICE ASSISTANT (SPECIALIST)

- Exam Posting: <https://www.jobs.ca.gov/CalHrPublic/Exams/Bulletin.aspx?examCD=0PBEZ>
- Exam Bulletin: <https://www.jobs.ca.gov/JOBSGEN/3PB17.PDF>

SALARY: Business Service Officer I (Specialist) \$4,281 - \$5,360/month

Business Service Assistant (Specialist)

Range A: \$2,921 - \$3,659/month

Range B: \$3,298 - \$4,132/month

Range C: \$3,571 - \$4,469/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.

BENEFITS: For a list of benefits, review the California State Civil Service Employee Benefits Summary: <https://www.calhr.ca.gov/Pages/California-State-Civil-Service-Employee-Benefits-Summary.aspx>

CONTACT: For more information about the position: Jessica Chan, Chief of Fiscal & Business Services, at (415) 904-5207 or Jessica.Chan@coastal.ca.gov.

For more information about the application and/or hiring process: Human Resources Office at (415) 904-5430 or toll free 866-831-2540 or HumanResources@coastal.ca.gov. You can also find more information on www.jobs.ca.gov.

Please note that public counter hours for all Commission offices are currently suspended in light of the coronavirus. However, in order to provide the public with continuity of service while protecting both you and our employees, the Commission remains open for business, and you can contact staff by phone, email, and regular mail (see staff contact information at www.coastal.ca.gov). In addition, more information on the Commission's response to COVID-19 can be found on our website at www.coastal.ca.gov. Thank you for your patience and understanding as we all work through this public health crisis.

FILING: This position will filled as soon as possible so it is important to file your application immediately. Applications will be screened and only those most qualified will be interviewed. No relocation expenses will be reimbursed. Submit a statement of qualifications applicable to this position of no more than two (2) pages, a current resume, a minimum of three (3) professional references, and a CA State Application (std 678) (available at www.jobs.ca.gov) to:

Human Resources Office
California Coastal Commission
455 Market Street, Suite 200, Room 228
San Francisco, CA 94105-2421

(415) 904-5430 / toll free: 1-866-831-2540
HumanResources@coastal.ca.gov

Please indicate "Business Services Officer I (Specialist)" or "Business Services Assistant (Specialist)" in the Examination/Job Title section on the CA State Application (std 678).

For more information about the California Coastal Commission and what we do and to obtain a CA State Application (std 678), visit our website at: www.coastal.ca.gov. If you have questions you may e-mail us at HumanResources@coastal.ca.gov or call the above numbers.

The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to 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.

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.

Assistance for the Hearing Impaired can be accessed by dialing 711

Updated: January 11, 2021
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