C. E. A.  

CAREER EXECUTIVE ASSIGNMENT

EXAMINATION ANNOUNCEMENT

DEPARTMENT: CALIFORNIA COASTAL COMMISSION

POSITION TITLE: DEPUTY DIRECTOR, Energy, Ocean Resources, and Federal Consistency
                 C. E. A.  Level A

POSITION: San Francisco

LOCATION

SALARY $7,442 - $10,696

FINAL FILING DATE (Applications must be received BY 5:00 p.m. on Tuesday, December 31, 2019)

DUTIES/RESPONSIBILITIES:
Under the general direction of the Executive Director, the Chief Deputy Director and the Senior Deputy Director, the Deputy Director oversees and directs the Coastal Commission's Energy and Ocean Resources and Federal Consistency Units, including the energy regulatory and planning program, the various ocean resource management programs and the federal consistency program statewide. Coordinates and supervises Commission staff in the development and interpretation of a variety of policy applications. Carries out agency-wide management responsibilities as a part of a team of Deputy Directors. These and other high-level management duties will be assigned and/or assignments will be modified based on the qualifications and special skills of the selected candidate. Advises, provides direction to and consults with representatives of federal, state, regional and local governing bodies and agencies with respect to implementation of Coastal Act policies, and key regulatory actions related to energy, ocean resources, and federal consistency issues.

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.
DESIRABLE QUALIFICATIONS:
- Substantial background in regional, environmental, energy, ocean resources and/or coastal planning and regulation with a degree in or with substantial courses or training in planning, land use regulation or environmental resource management.
- Recent experience working with local governments, which has led to a familiarity with their political processes and the development and implementation of Local Coastal Programs.
- Demonstrated knowledge of key energy and ocean resource issues (wind, energy, desalination, oil and gas development, aquaculture, climate change.)
- Demonstrated ability to prepare and manage the completion of complex projects and/or programs under narrow time constraints.
- Solid negotiation skills and the ability to deal with conflict and controversy.
- Advanced knowledge of the California Coastal Act, the California Coastal Management Program, the Federal Coastal Zone Management Act and the California Coastal Commission’s programs and policies.
- Ability to communicate effectively with local governmental jurisdictions, state and federal agencies, legislative, community and civic leaders.
- Experience with environmental justice and/or tribal consultation.
- Advanced academic degree in a relevant field.
- Proven management and leadership skills and experience in respecting and managing a diverse staff.

MINIMUM QUALIFICATIONS:
Applicants must demonstrate the ability to perform high administrative and policy-influencing functions effectively. Such overall ability requires possession of most of the following more specific knowledge and abilities:

1. Knowledge of the organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch; principles, practices, and trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; personnel management techniques; and a manager's role and the process available to meet equal employment opportunity objectives.

2. Ability to plan, organize, and direct the work of multidisciplinary professional and administrative staff; analyze administrative policies, organization, procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislative and Executive branches; analyze complex problems and recommend effective courses of action; prepare and review reports; and effectively contribute to the department’s equal employment opportunity objectives.

These abilities and knowledge are expected to be obtained from supervisory/administrative experience in a line or staff activity including the execution and/or
evaluation of program policies. (Experience may have been paid or volunteer, in State service, other government settings or in a private organization.)

EXAMINATION INFORMATION:
The examination will consist of an application, resume and “Statement of Qualifications” review conducted by an evaluation committee. Candidates may be selected for an interview or a final hiring decision may be made based on information contained in the applications, resumes and Statements of Qualifications. If necessary, examination interviews may be held during the first week of January 2020 in person or via teleconference.

In order to be successful in this examination, a minimum rating of 70 percent must be attained. Each candidate will be notified in writing of the examination results. The results of this examination may be used to fill vacancies in this position, which may occur in the next 12 months. If a vacancy does occur during this time, a decision will be made whether to open testing in order to consider new applicants as well as those previously considered.

FILING INSTRUCTIONS:
A standard State Application (Form 678), a resume and a “Statement of Qualifications” must be sent to:

Human Resources Office
California Coastal Commission
45 Fremont Street, Suite 1930
San Francisco, CA 94105.

The Statement of Qualifications is a narrative discussion of how the candidate’s education, training, experience, and skills meet the minimum and desirable qualifications and qualify him or her for the position. The Statement of Qualifications serves as documentation of each candidate’s ability to present information clearly and concisely in writing and should be typed and no more than two pages in length. Resumes do not take the place of a Statement of Qualifications.

Applications, resumes and Statements of Qualifications must be received in the Human Resources Office by 5:00 p.m. on Tuesday, December 31, 2019, the final filing date. Applications, resumes and Statements of Qualifications received after this date will not be accepted. Applications, resumes and Statements of Qualifications may be faxed to (415) 904-5482 or emailed to Human.Resources@coastal.ca.gov to ensure delivery prior to the final filing date (note: the original signed documents must be mailed to the above address if they are sent via fax or email). Applications, resumes and Statements of Qualifications must clearly address your work experience, civil service job titles, names and addresses of employers, periods of employment, and education relevant to the above listed qualifications. Questions regarding this examination should be directed to Jim McCunn at (415) 904-5432.

You may obtain a copy via the California Coastal Commission Internet website at: www.coastal.ca.gov or on the State’s job website at www.jobs.ca.gov.

Release Date: December 19, 2019
C.E.A. A  
Deputy Director, Energy, Ocean Resources and Federal Consistency  
California Coastal Commission

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