



CEA



CAREER EXECUTIVE ASSIGNMENT

EXAMINATION ANNOUNCEMENT

DEPARTMENT: CALIFORNIA COASTAL COMMISSION

POSITION TITLE: SENIOR DEPUTY DIRECTOR
C. E. A. Level B

POSITION LOCATION: San Francisco
For a highly qualified candidate, may consider San Diego, Long Beach, Ventura, or Santa Cruz

SALARY: \$10,831 - \$12,903

FINAL FILING DATE: November 12, 2021

DUTIES/RESPONSIBILITIES:

Under the general direction of the Executive Director and the Chief Deputy Director, the Senior Deputy Director oversees statewide programs; serves on the executive staff; makes recommendations on matters related to coastal planning, permit requirements and a large range of department wide policy issues and interagency collaboration. Coordinates the work of the CEA A Deputy Directors to maximize efficiency and facilitate policy development and consistent policy implementation across districts and programs. Lead responsibility for organizing coastal program analyst/environmental scientist staff training. Advises, provides direction to, and consults with representatives of federal, state, regional and local governing bodies and agencies with respect to preparation and development of certifiable Local Coastal Programs to implement Coastal Act policies, and other key regulatory actions. We are looking to fill this position as soon as January 3, 2022.

The California Coastal 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 urban, regional, environmental and/or coastal planning and regulation with a degree in or with substantial courses or training in planning and land use regulation.
- 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 ability to prepare and manage the completion of complex projects and/or programs under narrow time constraints.
- Advanced knowledge of the California Coastal Act, the California Coastal Management Program and the California Coastal Commission's programs and policies.
- Ability to communicate effectively with local governmental jurisdictions, state and federal legislations, 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. Any interview will be held either via teleconference or video conference.

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 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:

Melanie Wong, Human Resources Office
California Coastal Commission
455 Market Street, Ste. 218
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 the candidate 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., Friday, November 12, 2021, 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 Melanie Wong at (415) 904-5433.

You may obtain a copy of the standard State Application (Form 6798) 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: October 25, 2021

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.

California Relay System for the hearing impaired, dial 711