



# CEA



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## CAREER EXECUTIVE ASSIGNMENT

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### EXAMINATION ANNOUNCEMENT

**DEPARTMENT:** CALIFORNIA COASTAL COMMISSION

**POSITION TITLE:** CHIEF DEPUTY DIRECTOR  
C. E. A. Level C

**POSITION LOCATION:** San Francisco

**SALARY:** \$11,505 - \$13,063

**FINAL FILING DATE:** December 7, 2020

#### DUTIES/RESPONSIBILITIES:

Under the general direction of the Executive Director, the Chief Deputy Director has authority for all responsibilities of the Executive Director in his or hers absence and as delegated; oversees statewide programs; serves on the executive leadership team; oversees operations of the headquarters office in San Francisco; co-ordinates, oversees, and makes recommendations on a broad range of policy, regulatory, planning, budgetary, administrative, technical, human resource issues; special duties as assigned by Executive Director; works closely with the Coastal Commission including Commission Sub-committees; and oversees support and services for all districts and units of the Commission staff.

The Chief Deputy Director has direct managerial responsibilities for the budgeting, accounting, business services, human resources, federal programs, scientists in technical services team, and executive administrative staff. Serves as Alternate Member of the State Coastal Conservancy Board. Provides interagency collaboration with representatives of federal, state, regional and local governing bodies and agencies on a wide range of Coastal Act and operational, policy and budgetary issues. As the current, long-term incumbent will be retiring December 31, 2020, we are looking to fill this position as soon as possible.

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 and experience in California state government and in budgeting, executive management, human resources, coastal planning and regulation, environmental policy, and working with technical specialists and scientists.
- An advanced degree in management, public policy, environmental/land use/coastal planning, coastal related science or other relevant field.
- 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 and collaborate with Coastal Commissioners, Legislators, the public, other state agencies and federal and local government officials.
- Experience with environmental justice and/or tribal consultation.
- 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 second week of December 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:

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., Monday, December 7, 2020, 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](mailto: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 via the California Coastal Commission Internet website at:  
[www.coastal.ca.gov](http://www.coastal.ca.gov) or on the State's job website at [www.jobs.ca.gov](http://www.jobs.ca.gov).

Release Date: November 24, 2020

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