



California Coastal Commission

July 26, 2021

## **JOB ANNOUNCEMENT**

### **COASTAL PROGRAM ANALYST I OR COASTAL PROGRAM ANALYST II ENFORCEMENT PROGRAM**

**ONE (1) FULL-TIME, 12-MONTH LIMITED TERM POSITION  
(WITH THE POSSIBILITY OF EXTENSION TO 24 MONTHS OR BECOMING PERMANENT)  
LONG BEACH**

The California Coastal Commission (Commission) is seeking a talented addition to one of its offices in Southern California. 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 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 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.

The mission of the Coastal Commission is to provide for 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, including protection of public access under the Coastal Act. The Commission's Enforcement Program employs coastal program analysts to enforce the permitting and resource protection policies of the Coastal Act. Enforcement staff investigates and resolves Coastal Act violation cases that can involve either development activities undertaken without first obtaining a Coastal Commission permit or activities undertaken in violation of a permit granted by the Coastal Commission. The Coastal Commission's district enforcement staff is the frontline of the enforcement program; investigating reported violations and working on resolving violations at the district level.

**DUTIES** (include the following but are not limited to):

- Investigation and analysis of complicated legal and factual matters;
- Intake of reported violations;
- Case record-keeping and maintenance of program records;
- Investigation and collection of evidence and analysis;
- Field investigation work;
- Drafting correspondence as necessary to investigate and resolve enforcement matters;
- Review of permit files for compliance issues;
- Coordination with Local, State and Federal jurisdictions;
- Litigation support for the Office of the Attorney General;
- Dispute resolution and settlement negotiations; and
- Some travel and fieldwork; and
- Prepare and present effective oral presentations.

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

Enforcement staff work at the direction of the Chief of Enforcement and report to the Enforcement Supervisor. Enforcement staff are responsible for keeping their supervisor aware of the status on all assigned cases, coordinating with statewide enforcement staff, permit and other staff and working with supervisors as necessary and appropriate. Employees are responsible for making everyday decisions relating to enforcement program functions as assigned. They work closely with the public, other state and local entities and a variety of other involved parties. Enforcement staff represent the Program upon request at Coastal Commission staff meetings, inter-agency meetings, and in front of the Coastal Commission.

**DESIRABLE QUALIFICATIONS:** Knowledge of the California Coastal Act, the Coastal Commission's permit and planning process, and experience with legal issues is critical. Persons with the following education and/or work experience would be preferred: environmental law, land use planning and regulation, environmental science, or related fields. The successful candidate will demonstrate strong analytical skills and the ability to research and interpret legal coastal resource issues. Strong writing and speaking skills and the ability to work as a team member are critical.

**Special Qualifications:** Familiarity with or the ability to learn to use new online platforms and programs (e.g., SharePoint, Zoom, Microsoft Teams, and TeamViewer).

**ELIGIBILITY:** Individuals on the Coastal Program Analyst I and/or Coastal Program Analyst II eligible list may apply. Current or former State employees with transfer or reinstatement rights at the Coastal Program Analyst I or Coastal Program Analyst II level may also apply. (Please note that in order to be eligible to transfer or reinstatement, applicants **must** meet the minimum qualifications of the Coastal Program Analyst I or II classification.) Applicants must clearly indicate the basis of their eligibility, including SROA, surplus, transfer, re-employment status, or list eligibility in the Examination/Job Title section on the CA State Application (std678).

**COASTAL PROGRAM ANALYST I/II EXAMINATION(S):**

- Coastal Program Analyst I (CPA I) Exam Bulletin can be found at <https://documents.coastal.ca.gov/assets/jobs/CPA-I-interim-bulletin.pdf>
- Coastal Program Analyst II (CPA II) Exam Bulletin can be found at <https://documents.coastal.ca.gov/assets/jobs/CPA-II-Interim-Bulletin.pdf>

**SALARY:** Coastal Program Analyst I                      Range A \$3,800.00 – \$4,318.00 per month\*  
Range B \$3,921.00 – \$4,672.00 per month\*  
Range C \$4,701.00 – \$5,885.00 per month\*

\*Salary will be determined using the Alternate Range Criteria.

Coastal Program Analyst II                      \$5,652.00 – \$7,079.00 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, contact Andrew Willis, Southern California Enforcement Supervisor at (562) 590-5071 or [Andrew.Willis@coastal.ca.gov](mailto:Andrew.Willis@coastal.ca.gov).

For more information about the application and/or hiring process: contact the Commission's Human Resources Office at (415) 904-5430 or toll free (866) 831-2540 or [HumanResources@coastal.ca.gov](mailto:HumanResources@coastal.ca.gov).

**Please note that public counter hours for all Commission offices are currently suspended considering 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](http://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](http://www.coastal.ca.gov). Thank you for your patience and understanding as we all work through this public health crisis.**

**FILING:** This position will be open until filled. Applications will be screened and only those most qualified will be interviewed. Submit a cover letter that describes how your qualifications align with the desirable qualifications for this position (2 pages or less), a current resume, a CA State Application (std678), and a minimum of three professional references to:

Human Resources Office  
California Coastal Commission  
455 Market Street, Suite 300  
San Francisco, CA 94105–2219

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

**Please indicate “Coastal Program Analyst I, Enforcement – Long Beach” or “Coastal Program Analyst II, Enforcement – Long Beach” in the Examination/Job Title section on the CA State Application (std678).**

FOR MORE INFORMATION ABOUT THE CALIFORNIA COASTAL COMMISSION, WHAT WE DO, AND TO OBTAIN A CA STATE APPLICATION (STD678), VISIT OUR WEBSITE AT: [WWW.COASTAL.CA.GOV](http://WWW.COASTAL.CA.GOV). IF YOU HAVE ANY QUESTIONS, YOU MAY E-MAIL US 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