



California Coastal Commission

JOB ANNOUNCEMENT

COASTAL PROGRAM ANALYST I OR COASTAL PROGRAM ANALYST II PERMIT ANALYST/PLANNER

FULL-TIME, 12-MONTH LIMITED TERM POSITION

**(WITH THE POSSIBILITY OF EXTENSION OR BECOMING PERMANENT)
SOUTH CENTRAL COAST DISTRICT OFFICE IN VENTURA, CA**

The California Coastal Commission (Commission) is seeking a talented addition to its South Central Coast District Office in Ventura, CA. 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.

DUTIES (including the following but not limited to):

- Review coastal development permit applications for conformity with California Coastal Act requirements;
- Analyze coastal land use plans and zoning ordinances prepared by cities and counties in the coastal zone for conformity with California Coastal Act requirements;
- Prepare written recommendations to the Commission on permit applications and other matters;
- Review compliance by applicants with the terms of previously issued coastal permits;
- Monitor the coastal regulatory and planning programs of assigned cities and counties and participate through means such as commenting on proposed developments under review at the local level and assisting local government planners in interpretation of California Coastal Act and Local Coastal Program (LCP) policies;

- Provide information to permit applicants and members of the public regarding the Commission's regulatory and planning programs;
- Take a proactive approach to identifying and solving problems of LCP interpretation and implementation;
- Perform miscellaneous other tasks, including analyzing the environmental impacts of projects in the coastal zone; interpreting aerial photographs and mapped information; visiting the sites of coastal projects; and attending meetings with local, state, and federal government agencies;
- Some travel and fieldwork;
- Support public participation and public outreach;
- Prepare and present effective oral presentations; and
- Possible work on grant projects.

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

DESIRABLE QUALIFICATIONS: Knowledge of the California Coastal Act; the California Environmental Quality Act (CEQA); current state planning law, and principles and practices of land use planning is critical. A background in planning, environmental studies or resource management, or a closely related field is desirable. The successful candidate must demonstrate strong analytical skills and the ability to research and creatively explore complex coastal resource issues. Effective writing and verbal communication skills and the ability to work both independently and as a team member are critical. Experience with environmental justice and/or tribal consultation is desirable. The candidate must be able to work cooperatively with other local, state and federal agency officials and will be expected to be rigorous in identifying issues and pro-active in their problem-solving efforts.

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).

EXAMINATIONS:

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 Deanna Christensen, South Central Coast District Supervisor at (805) 585-1800 or Deanna.Christensen@coastal.ca.gov or Jacqueline Phelps, South Central Coast District Supervisor at (805) 585-1800 or Jacqueline.Phelps@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.

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). 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 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

Please indicate “Coastal Program Analyst I, Ventura” or “Coastal Program Analyst II, Ventura” 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. 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