



California Coastal Commission

JOB ANNOUNCEMENT

COASTAL PROGRAM ANALYST III

DISTRICT SUPERVISOR

SAN DIEGO COAST DISTRICT OFFICE

FULL TIME, PERMANENT POSITION

The California Coastal Commission is offering an exciting opportunity to participate in planning and regulating development on California's vibrant San Diego Coast. The San Diego Coast District Office has responsibility for carrying out requirements of the California Coastal Act in several coastal jurisdictions (cities, counties and ports). This is a supervisory position with broad responsibilities for analyst supervision and personnel oversight, general administration of Local Coastal Program planning and permit regulatory work in the San Diego Coast District (District) including project management, coordination with other agency units (e.g., legal, enforcement, technical services), participating in agency-wide senior staff meetings and coordination, external communications outside the District, as well as backup coverage of the District Manager responsibilities as required. Oversight, review, writing and editing of staff recommendations are required. In addition, attendance at certain Coastal Commission meetings and making staff presentations will be required. The person in this position will supervise District staff, reporting directly to the District Manager.

The San Diego Coast District staff is responsible for carrying out a permit program for new development proposed in areas such as tidelands, wetlands, and certain other areas where the Coastal Commission maintains coastal permitting authority. The District staff is responsible for monitoring and assisting the coastal permitting programs of the eleven coastal jurisdictions (cities and county) as well as the port included in the San Diego Coast Office's jurisdiction. Responsibilities of the San Diego Coast District staff also include the review of local government coastal development permits that are appealed to the Coastal Commission. In addition to the regulatory program, the District staff is responsible for the review of Local Coastal Program submittals from the San Diego Coast jurisdictions. Due to the size of the District, a significant amount of travel and fieldwork will be required.

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.

The duties of the Coastal Program Analyst III may include but will not be limited to the following:

- Supervise the Local Coastal Program and coastal permit-related work of the San Diego Coast District staff, ensuring that applicable deadlines are met.
- Personally analyze the more complex coastal permit applications and Local Coastal Program submittals and prepare staff reports for action by the Coastal Commission.
- Review compliance with the conditions and terms of coastal development permits.
- Monitor the coastal regulatory and planning programs of cities, county and port in the District and participate through means such as commenting on proposed developments under review

at the local level and assisting local government planners in interpretation of Coastal Act and Local Coastal Program policies.

- Coordinate with District and Statewide Enforcement staff on reports of violations of the Coastal Act and/or coastal permits and assist in the preparation of recommendations for resolution of such violations.
- Provide information to permit applicants and members of the public regarding the Coastal Commission's regulatory and planning programs.
- Provide guidance and information to local government planning and regulatory staff related to Local Coastal Program compliance and implementation.
- Take a pro-active approach to identifying and solving problems of Local Coastal Program interpretation and implementation.
- Gather data and prepare reports on various matters related to the Coastal Commission's mission.
- Provide direct supervision of coastal program analysts.
- Enters and uploads information into the Commission database.

Desired Qualifications:

- Knowledge of supervisory techniques and the ability to effectively plan, motivate, and organize the work of others.
- Knowledge about the Coastal Act, environmental impact analysis and regulation, land use planning in California and the means of implementing Local Coastal Programs, such as zoning and other legal and regulatory processes.
- Familiarity with the functions and relationships of federal, state, regional, county, and city governments and special districts.
- Ability to analyze information; creatively explore alternative approaches; and develop defensible policy positions.
- Excellent communication skills and the ability to write accurate, complete, and concise staff reports and correspondence.
- Experience with environmental justice and/or tribal consultation.

Eligibility: Individuals on the Coastal Program Analyst III list are eligible to apply. Current or former State employees with transfer or reinstatement rights at the Coastal Program Analyst III level are also eligible to apply. (Please note that in order to be eligible to transfer/reinstate, applicants **must** meet the minimum qualifications of the Coastal Program Analyst III classification) All applicants must clearly indicate the basis of their eligibility, including SROA, surplus, transfer, re-employment status, or list eligibility in the Examination or Job Title section on the CA State Application (STD 678).

SALARY: Coastal Program Analyst III \$6,124– \$7,608 per month

CONTACT: For information about this position: Deborah Lee, San Diego Coast District Manager, at (619) 767-2370 or Deborah.Lee@coastal.ca.gov or Diana Lilly, San Diego Coastal Program Manager, at 619-767-2370 or Diana.Lilly@coastal.ca.gov.

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

FILING: This position will be open until filled. We would like to fill this position as soon as possible, so it is important to file your application immediately. Applications will be screened and only those most qualified will be interviewed. No relocation expenses will be reimbursed. Submit a current resume, a CA State Application (STD 678) (put job

title for this position in the Examination or Job Title section) and a brief writing sample (5 pages or less) to:

HUMAN RESOURCES OFFICE
CALIFORNIA COASTAL COMMISSION
45 Fremont Street, Suite 1930
San Francisco, CA 94105-2219
(415) 904-5430 / toll free: 1-866-831-2540
HumanResources@coastal.ca.gov

Please indicate “Coastal Program Analyst III, San Diego” in the Examination or Job Title section on the CA State Application (STD 678).

FOR MORE INFORMATION ABOUT THE COMMISSION, WHAT WE DO, AND TO OBTAIN A CA STATE APPLICATION (STD 678), VISIT OUR WEBSITE AT: WWW.COASTAL.CA.GOV. IF YOU HAVE 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