



California Coastal Commission

# JOB ANNOUNCEMENT

## COASTAL PROGRAM ANALYST I OR II

EXECUTIVE/STATEWIDE PLANNING UNIT

SAN FRANCISCO

FULL-TIME, TWO-YEAR LIMITED TERM POSITION

(WITH THE POSSIBILITY OF EXTENSION OR BECOMING PERMANENT)

The California Coastal Commission is seeking a new talented addition to its Executive Division and Statewide Planning Unit. 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 duties of the Coastal Program Analyst I or II include the following:**

**Environmental Justice:** The analyst will have significant responsibilities as a part of the Commission's Environmental Justice team, working on a large range of environmental justice and Coastal Act issues in regulatory and planning actions.

**Sea Level Rise Guidance and Climate Change Issues:** Develop and conduct (with Sea Level Rise (SLR) team) training classes and materials on the SLR Guidance for Commission and local government staff; closely monitor Local Coastal Program (LCP) grant work related to SLR issues and ensures Commission's SLR Guidance is being followed; works on tasks funded through the Commission's Climate Change CIAP Grant and other federal grants; updates the Commission on progress made on implementation of the SLR Guidance through staff reports and staff presentations; attends conferences, workshops and other events to share information about the Commission's SLR Guidance and LCP Grant Program; serves as regulatory analyst on assigned coastal development permits and appeals with climate change issues; and work as part of a team on emerging issues and special projects related to SLR and climate change.

Knowledge of the California Coastal Act; the California Environmental Quality Act (CEQA); current state planning law, environmental justice issues, and principles and practices of land use planning is critical. A background in planning, environmental studies, resource management, climate resiliency planning, or a closely related field is desirable.

The successful candidates 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. Candidate must be able to work cooperatively with other local, state and federal agency official and will be expected to be rigorous in identifying issues and pro-active in his/her problem-solving efforts.

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

**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 or Job Title section on the State Application Form 678.

**SALARY:**

Coastal Program Analyst I	Range A \$3,512 - \$3,990 per month* Range B \$3,623 - \$4,318 per month* Range C \$4,344 - \$5,439 per month*
	*Salary will be determined by the Alternate Range Criteria.
Coastal Program Analyst II	\$5,223 – \$6,542 per month

**CONTACT:** For information about the positions, contact Susan Hansch, Chief Deputy Director at (415) 904-5244 or Madeline Cavalieri, Statewide Planning Manager, at (831) 427-4863 or Madeline.Cavalieri@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](mailto:HumanResources@coastal.ca.gov).

**FILING:** The position will be open until filled. We would like to fill the 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 offered. Submit a current resume, a State Application Form 678 (available at [www.jobs.ca.gov](http://www.jobs.ca.gov)) 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](mailto:HumanResources@coastal.ca.gov)

**Please indicate “Coastal Program Analyst I or Coastal Program Analyst II, Statewide Planning Unit, San Francisco ” in the Examination or Job Title section on the State Application Form 678.**

FOR MORE INFORMATION ABOUT THE CALIFORNIA COASTAL COMMISSION, WHAT WE DO, AND TO OBTAIN A STATE APPLICATION FORM 678, 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.

Equal employment opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation. It is an objective of the State of California to achieve a drug-free state 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.

California Relay Service for the Hearing Impaired call 711