



California Coastal Commission

JOB ANNOUNCEMENT

COASTAL PROGRAM ANALYST I OR

COASTAL PROGRAM ANALYST II

ENFORCEMENT PROGRAM

SANTA CRUZ

FULL-TIME, 12- MONTH LIMITED-TERM POSITION

(WITH THE POSSIBILITY OF EXTENSION OR BECOMING PERMANENT)

The California Coastal Commission (Commission) is seeking a talented addition to its Enforcement Program in the Central Coast District office in Santa Cruz. 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 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 Commission's Enforcement Program employs coastal program analysts to enforce the permitting and resource protection policies of the Coastal Act. Enforcement staff investigates, analyzes, and resolves Coastal Act violations that can involve either development activities undertaken without first obtaining a coastal development permit or activities undertaken in violation of a coastal development permit granted by the Coastal Commission or, in some cases by a local government. District enforcement staff, located in the Commission's six district offices, first try to resolve reported incidents of violation activity at the district level. If cases cannot be resolved at the district level, if a case is particularly serious, or if a case will involve litigation for civil penalties, the case is elevated to the Headquarters enforcement team. Headquarters enforcement analysts' central function is to resolve elevated enforcement cases.

Job duties for enforcement analysts include but may not be limited to:

- Receipt, investigation and analysis of alleged Coastal Act violations ;
- Preparation of letters, e-packets, and other written enforcement communications to/with alleged violators, staff, and other agencies;

- Close coordination with District Permitting staff;
- Coordination with local government and relevant state and federal agencies;
- Preparation of elevated cases for formal enforcement action, with recommendations, for Headquarters Office staff when required; ;
- Attend and participate in regularly scheduled in-person and virtual enforcement and district project review meetings;
- Preparation of reports as needed and;
- Record-keeping and maintenance of program database.

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

To find out more about the program and what it does, you can access a fact sheet about the Enforcement Program at http://www.coastal.ca.gov/enforcement/enforcement_program.pdf. District enforcement staff work directly under the Enforcement Supervisor who, in turn, reports to the Chief of Enforcement and Deputy Chief of Enforcement. District staff are responsible for keeping their supervisors aware of project status on all assigned cases and requesting decisions on matters which exceed their authority. Employees are responsible for making everyday decisions relating to enforcement program functions as assigned. They represent the Enforcement Program upon request at Coastal Commission staff meetings, inter-agency meetings, and in front of the Coastal Commission.

QUALIFICATIONS: Knowledge of the 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 be a self-starter who demonstrates 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. Experience with virtual meeting platforms such as Zoom or WebEx as well as online organizational and communications platforms (e.g., Google Drive, SharePoint, Microsoft Teams, and Slack) is preferred.

ELIGIBILITY: Individuals on the Coastal Program Analyst I or Coastal Program Analyst II eligible list are encouraged to apply. Current or former State employees with transfer or reinstatement rights at the Coastal Program Analyst I or Coastal Program Analyst II levels are also encouraged to 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 Coastal Program Analyst II classifications.) Appointment is subject to the State Restrictions of Appointment (SROA) provisions. 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 (std 678).

SALARY: Coastal Program Analyst I Range A \$3,635 – \$4,130 per month*
Range B \$3,750 – \$4,469 per month*
Range C \$4,496 – \$5,629 per month*

*Salary will be determined by the Alternate Range Criteria.

Coastal Program Analyst II \$5,406 – \$6,771 per month

Effective July 1, 2020 through June 30, 2022, State employees are subject to a 9.23% salary reduction in exchange for 16 hours of the Personal Leave Program 2020 (PLP 2020) 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 information about the position: Pat Veearst, Northern California Enforcement Supervisor, at (831) 427-4863 or Pat.Veearst@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.

Please note that public counter hours for all Commission offices are currently suspended in light of 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: The position will be open until filled. 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) (indicating the position and location), minimum of three (3) professional references, and a brief writing sample (5 pages or less) to:

California Coastal Commission
Human Resources Office
455 Market Street, Suite 228
San Francisco, CA 94105-2219
(415) 904-5430 / toll free: 1-866-831-2540
HumanResources@coastal.ca.gov

Please indicate “Coastal Program Analyst I or Coastal Program Analyst II, Enforcement Program, Santa Cruz” in the Examination/Job Title section on the State Application (std 678).

FOR MORE INFORMATION ABOUT THE CALIFORNIA COASTAL COMMISSION AND WHAT WE DO AND TO OBTAIN A CA STATE APPLICATION (STD 678), VISIT OUR WEBSITE AT: WWW.COASTAL.CA.GOV. IF YOU HAVE ANY QUESTIONS, YOU MAY E-MAIL US AT HUMANRESOURCES@COASTAL.CA.GOV 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