



April 5, 2021

California Coastal Commission

# JOB ANNOUNCEMENT

## COASTAL PROGRAM ANALYST I OR COASTAL PROGRAM ANALYST II (STATEWIDE PLANNING ANALYST)

STATEWIDE PLANNING PROGRAM

FULL-TIME, 12-MONTH LIMITED TERM POSITION

(WITH THE POSSIBILITY OF EXTENSION TO 24 MONTHS OR BECOMING PERMANENT)

Arcata, San Francisco, Santa Cruz, Ventura, Long Beach or San Diego

The California Coastal Commission (Commission) is seeking a new talented addition to its Statewide Planning Program. 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 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** will include but will not be limited to:

- Develop and conduct training classes and materials on coastal land use planning topics that may include sea level rise and other climate change issues, sustainability, housing, and general coastal program guidance for Commission and local government staff;
- Closely monitor Local Coastal Program (LCP) grant work related to sea level rise, climate, sustainability and other Coastal Act issues;
- Work on tasks funded through the Commission's federal grants;
- Update the Commission on progress made on Coastal Program implementation, including Sea Level Rise Guidance, through staff reports and staff presentations; attend conferences, workshops and other events to share information about the Commission's Guidance and LCP Grant Program;
- Serve as regulatory analyst on assigned coastal development permits and appeals with climate change, sustainability, and other issues of statewide priority such as those that

address fire prevention planning, agriculture, housing, lower-cost accommodations, short-term rentals, and other visitor-serving uses;

- Work as part of a team on emerging issues and special projects including those related to sea level rise, climate change, sustainability, and fire prevention planning; and
- Work on a range of environmental justice and Coastal Act issues in regulatory and planning actions.

**DESIRED SKILLS & ABILITIES:**

- 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. A background in land use planning, environmental studies, resource management, climate resiliency planning, or a closely related field is desirable.
- Ability to work cooperatively with other local, state and federal agency officials.
- Rigorous in identifying issues and pro-active in problem-solving efforts.
- 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.

**ELIGIBILITY:** Individuals on the Coastal Program Analyst I and/or Coastal Program Analyst II eligible list(s) may apply. Current or former State employees with transfer or reinstatement rights at the Coastal Program Analyst I or II levels are also eligible for consideration. (Please note that in order to be eligible to transfer/reinstate, applicants **must** meet the minimum qualifications of the Coastal Program Analyst I or II classifications) All 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).

**EXAMINATION: Coastal Program Analyst I (CPA I)**

- **Exam Bulletin:** <https://documents.coastal.ca.gov/assets/jobs/CPA-I-interim-bulletin.pdf>

**EXAMINATION: Coastal Program Analyst II (CPA II)**

- **Exam Bulletin:** <https://documents.coastal.ca.gov/assets/jobs/CPA-II-Interim-Bulletin.pdf>

To apply for the CPA I and/or CPA II examination, please submit a CA State Application (std678) to the Coastal Commission's Human Resources Office. Resumes, references and writing samples are not required to apply for the CPA I/II examination. You may email your exam application to [HumanResources@coastal.ca.gov](mailto:HumanResources@coastal.ca.gov) or fax it to (415) 904-5482 or mail it to the address below. You can find the CA State Application (std678) at [www.jobs.ca.gov](http://www.jobs.ca.gov).

The CPA I/II examination takes the form of a qualifications appraisal interview. Once on the CPA I/II eligible list(s), an applicant may submit a full application packet (CA State Application, resume, references, writing sample) and apply for various CPA I/II positions in different locations at the California Coastal Commission or the BCDC. Job packages may be sent via the CalCareers website ([www.jobs.ca.gov](http://www.jobs.ca.gov)) or directly to the California Coastal Commission's Human Resources Office. Please do not send applications directly to the hiring managers.



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San Francisco, CA 94105–2421  
(415) 904-5430 / toll free: 1-866-831-2540  
[HumanResources@coastal.ca.gov](mailto:HumanResources@coastal.ca.gov)

For more information about the California Coastal Commission and 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 questions you may e-mail us at [HumanResources@coastal.ca.gov](mailto: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 workplace. 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