



California Coastal Commission

# JOB ANNOUNCEMENT

## STATEWIDE ENFORCEMENT PROGRAM

### COASTAL PROGRAM ANALYST I OR COASTAL PROGRAM ANALYST II

#### FULL-TIME, LIMITED-TERM POSITION(S)

(WITH THE POSSIBILITY OF EXTENSION OR BECOMING PERMANENT)

SAN FRANCISCO

The California Coastal Commission's Statewide Enforcement Program is seeking a talented and enthusiastic person for its Headquarters Enforcement Team in San Francisco. The Coastal Commission is a small State agency that has regulatory and planning authority over development in the California coastal zone. The mission of the Coastal Commission is to provide for 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, including protection of public access under the Coastal Act.

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 Statewide Enforcement Program employs coastal program analysts to enforce the permitting and resource protection policies of the Coastal Act. Enforcement staff investigates and resolves Coastal Act violation cases that can involve either development activities undertaken without first obtaining a Coastal Commission permit or activities undertaken in violation of a permit granted by the Coastal Commission. Enforcement staff members in the Commission's six district offices first try to resolve reported incidents of violation activity. If the case is particularly serious or will involve litigation for civil penalties the violation 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:

- Investigation and analysis of complicated legal and factual matters;
- Dispute resolution and settlement negotiations;
- Coordination with Local, State and Federal jurisdictions;
- Preparation and presentation of staff recommendations to the Commission for cease and desist and restoration orders at administrative hearings;
- Preparation of case referral for litigation by the Office of the Attorney General;
- Litigation support for the Office of the Attorney General; and
- Case 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 Statewide Enforcement Program at [http://www.coastal.ca.gov/enforcement/enforcement\\_program.pdf](http://www.coastal.ca.gov/enforcement/enforcement_program.pdf). Employees work directly under the Chief of Enforcement and Deputy Chief of Enforcement. Employees are responsible for keeping the Chief of Enforcement and Deputy Chief of Enforcement 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 demonstrate 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.

**ELIGIBILITY:** Individuals on the Coastal Program Analyst I or Coastal Program Analyst II eligible lists 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 or Job Title section on the State Application Form 678.

<b>SALARY:</b>	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 position: Aaron McLendon, Deputy Chief of Enforcement, at (562) 590-5071 or [Aaron.McLendon@coastal.ca.gov](mailto:Aaron.McLendon@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 (indicating the position and location) and a brief writing sample (5 pages or less) to:

California Coastal Commission  
Human Resources Office  
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 Enforcement, San Francisco” in the Examination or Job Title section on the State Application Form 678.**

For more information about the California Coastal Commission and 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 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.

California Relay Service for the Hearing Impaired call 711

