



California Coastal Commission

## **JOB ANNOUNCEMENT**

### **COASTAL PROGRAM MANAGER**

### **SAN DIEGO COAST DISTRICT OFFICE**

### **SAN DIEGO**

### **FULL TIME, PERMANENT**

The California Coastal Commission (Commission) is offering an exciting opportunity to participate in planning and regulating development on California's vibrant San Diego Coast. This is a management position with broad responsibilities for analyst supervision and personnel oversight and general administration of Local Coastal Program planning and regulatory work in the San Diego Coast, including project management, coordination with other agency units (e.g., legal, enforcement, technical services, federal consistency), participating in agency-wide senior staff meetings and coordination, external communications outside the District, as well as backup coverage of the District Manager and Deputy Director responsibilities when necessary. Oversight, review, writing and editing of staff recommendations are required. In addition, attending and making staff presentations at certain Coastal Commission meetings will be required. Due to the complexity and quantity of work handled by the San Diego Coast District, the Coastal Program Manager will be responsible for overseeing specific planning areas and jurisdictions and working on interagency interests and coordination, in consultation with the District Manager. Both Managers will co-manage District staff, reporting directly to the Deputy Director. Areas of responsibility are generally divided based on geography, relative workload, and evolving needs within the District office. A significant amount of travel and fieldwork is required due to the size of the District.

The San Diego Coast District Office is responsible for carrying out a permit program for new development proposed in areas such as tidelands, wetlands, and certain other areas where the Commission maintains coastal permitting authority. The District staff is responsible for i) monitoring and assisting the coastal permitting programs of the coastal jurisdictions (cities, counties, and ports) located in San Diego County; ii) reviewing development proposals to be undertaken by CalTrans pursuant to a public works plan; and iii) reviewing regulatory actions taken by local governments within the San Diego coastal zone that are appealed to the Coastal Commission.

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 may not be limited to the following:**

- Co-supervise the Local Coastal Program and coastal permit-related work of the San Diego Coast District staff, in close coordination with the District Manager, ensuring that applicable deadlines are met.
- Personally analyze the more complex coastal permit applications and Local Coastal Program submittals and prepare the most complex staff reports for action by the Coastal Commission. May be involved in complex port and Caltrans planning and permitting.
- Monitor the coastal regulatory and planning programs of cities and counties 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.
- Provide information to the Enforcement Unit regarding potential violations of the Coastal Act including working with the Enforcement Unit on the resolution of such violations.
- Provide information to permit applicants and members of the public regarding the Coastal Commission's regulatory and planning programs.
- Take a pro-active approach to identifying and solving problems of Local Coastal Program interpretation and implementation. Major focus of this position will be on Local Coastal Programs and work with local governments, the Port District and other state and regional governmental entities on their planning efforts.
- Gather data and prepare reports on various matters related to the Coastal Commission's mission.
- Oversee personnel management for the San Diego Coast District, in coordination with the District Manager.
- Provide backup coverage for the District Manager and/or Deputy Director for the San Diego Coast including participation at Commission hearings and other responsibilities as required.

**Desired skills and abilities:**

- Knowledge of supervisory techniques and the ability to effectively plan, motivate, and organize the work of others.
- Knowledge of land use planning and regulatory techniques.
- Familiarity with the functions and relationships of federal, state, regional, county, and city governments and special districts.
- Knowledge of the means of implementing Local Coastal Programs, such as zoning and other legal and regulatory processes.
- 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.
- Knowledge of the impacts of development on typical San Diego Coast resources.
- Knowledge of a broad range of resource protection laws and policies.
- Advanced degree in environmental or regional planning or law or related field.
- Solid experience working with Local Coastal Programs and Coastal Development Permits.
- Time management and computer skills including the ability to use data base management systems.
- Experience with environmental justice and/or tribal consultation.

**ELIGIBILITY:** Individuals on the Coastal Program Manager eligible list may apply. Current state employees or former state employees with transfer or reinstatement rights at the Coastal Program Manager 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 Manager classification.) 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 Manager \$6,722 – \$8,352 per month

**Effective July 1, 2020, 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, go to <https://www.calhr.ca.gov/employees/Pages/new-employee-benefits-orientation-step-1.aspx>.

**CONTACT:** For information about the position, contact Karl Schwing, Deputy Director, at [Karl.Schwing@coastal.ca.gov](mailto:Karl.Schwing@coastal.ca.gov) or (562) 590-5071.

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).

**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](http://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](http://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) (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  
455 Market Street, Suite 228  
San Francisco, CA 94105–2219  
(415) 904-5430 or toll free (866) 831-2540  
[HumanResources@coastal.ca.gov](mailto:HumanResources@coastal.ca.gov)

**Please indicate “Coastal Program Manager, San Diego” in the Examination/Job Title section on the CA State Application (std 678).**

FOR MORE INFORMATION ABOUT THE CALIFORNIA COASTAL COMMISSION, WHAT WE DO, AND TO OBTAIN A CA STATE APPLICATION (STD 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.

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