



California Coastal Commission

April 30, 2019  
Updated June 26, 2019

# JOB ANNOUNCEMENT

**Final filing date: Applications must be received in our office by 5pm Friday July 21, 2019**  
**Interviews will be held on July 15 and 16, 2019**

## **CHIEF COUNSEL II, C.E.A.** **SAN FRANCISCO**

**NOTE: For an exceptionally qualified candidate, a split San Francisco/Sacramento location *may* be considered**

The Chief Counsel serves as attorney to the California Coastal Commission (Commission) and the Executive Director, and manages and directs the work of the Legal Division, which is comprised of attorneys, legal analysts, a legal assistant and a legal secretary. The Chief Counsel advises the Commission and Executive Director and all senior management on all legal issues arising from the Commission's Implementation of the California Coastal Act and California's Coastal Management Program. The Chief Counsel is the principal contact for City Attorneys and County Counsels for the 76 local governments in the coastal zone, to the legal offices of the Governor, California Natural Resources Agency, and of other public agencies, special districts, commercial ports and the University of California; and is the primary liaison with the California Attorney General's Office. The Attorney General's Office handles litigation for the Commission.

Legal issues raised by implementation of California's Coastal Management Program are complex, diverse, intellectually challenging and often on the cutting edge of land use law in the state and nation. Primary areas of law involve state land and water use law (e.g. Coastal Act, Subdivision Map Act, CEQA); federal law affecting coastal and ocean resources; federal and state constitutional law concerning "takings"; enforcement; and state administrative law, including conflict of interest, ethics, rulemaking and state civil service rules. The Chief Counsel travels to each monthly Commission meeting (3 to 5 days) to advise the Commission and Commission staff on legal matters arising during the meeting.

This position is demanding and rewarding and requires excellent verbal and written communication and negotiation skills. The Coastal Commission plans for and regulates development along the California coast pursuant to the California Coastal Act. The Commission's mission is to protect and enhance the coast and ocean for present and future generations. The agency has broad and strong authority to protect public access and recreation, sensitive wetlands and coastal habitats, scenic rural and agricultural landscapes, cultural resources; and manage coastal hazards. It is charged with assuring that new development in the coastal zone is supported with adequate public services, including water, wastewater and transportation infrastructure. The Commission is on the front line of responding to sea level rise and other coastal resource impacts due to climate change. The Commission is also a national leader in coastal management and land use issues, and its actions may have implications far beyond the state's coastal zone. The Commission's decisions are often controversial, and the agency relies heavily on its legal division and strong relationships with the Attorney General's office to assure that the Coastal Act is implemented to the fullest extent on behalf of the public.

The Commission is seeking a candidate with strong legal and leadership skills and a deep knowledge of the Coastal Act that will facilitate full implementations of the Coastal Act by the Commission and the Commission staff. The Chief Counsel position is central to the effectiveness and success of the program. The Commission seeks a candidate with high ethical and professional standards, a commitment to excellence, productivity, and accountability, who will work collaboratively to problem-solve with senior management. A strong candidate will also exhibit dedication to public service and the California coast.

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.

Because of the complexity of the legal issues the Coastal Commission addresses, the Commission seeks to fill the position as a Chief Counsel II, C.E.A. Attorneys currently serving in a C.E.A. appointment that have lateral transfer eligibility as Chief Counsel II, C.E.A.; or attorneys qualified to be a Chief Counsel II, C.E.A. are encouraged to apply. [NOTE – In order to transfer to one of these classifications, the applicant must meet the minimum qualifications.] If you are not currently eligible to transfer as a Chief Counsel II, C.E.A. or on a state eligible list for Chief Counsel II, C.E.A., but you are interested and qualified for this position, please submit an application, supplemental application, resume and cover letter because the Commission will be administering a Chief Counsel II, C.E.A. examination for this position. Once a pool of candidates is available, an examination will be scheduled and administered. No relocation expenses will be offered.

**SALARY:** Chief Counsel II, C.E.A. \$13,575 - \$15,877 per month

**NOTE:** This job announcement for Chief Counsel II, C.E.A. replaces the job announcement previously posted for Chief Counsel I, C.E.A. Applicants who applied for the Chief Counsel I, C.E.A. position and who are still interested in this position do not need to resubmit new documents but are welcome to submit updated documents. If you have any questions about the hiring process, please contact Melanie Wong, Chief of Human Resources, at (415) 904-5433 or [Melanie.Wong@coastal.ca.gov](mailto:Melanie.Wong@coastal.ca.gov).

**QUALIFICATIONS:**

Membership in the State Bar of California. (Applicants must have active membership in The State Bar before they will be eligible for appointment.) **AND**

**Either I**

One year of experience in the California state service performing legal duties\* at a level of responsibility equivalent to Assistant Chief Counsel.

**Or II**

Two years of experience in the California state service performing legal duties\* at a level of responsibility equivalent to Staff Counsel, Range D; and Current employment in a class at a level equivalent to that of Senior Staff Counsel (Specialist) or (Supervisor).

**Or III**

One year of experience in the California state service performing legal duties\* at a level of responsibility equivalent to Senior Staff Counsel (Specialist) or (Supervisor).

**Or IV**

Broad and extensive experience (more than five years) in the practice of law\*. (Experience in California state service applied toward this requirement must include the same number of years of qualifying experience as required in Patterns I, II or III above performing the duties of a class at a level of responsibility equivalent to that described in Patterns I, II, or III.)

\*Experience in the "practice of law" or "performing legal duties" is defined as only that legal experience acquired after admission to The Bar.

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**FILING:** In addition to the CA State Application (STD 678), which can be found on [www.jobs.ca.gov](http://www.jobs.ca.gov), a cover letter, resume and Supplemental Application (see attached) must also be submitted to the address below as part of the application packet.

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)

Questions about this position may be directed to John Ainsworth, Executive Director, at [John.Ainsworth@coastal.ca.gov](mailto:John.Ainsworth@coastal.ca.gov) or Susan Hansch, Chief Deputy Director at (415) 904-5244 or [Susan.Hansch@coastal.ca.gov](mailto:Susan.Hansch@coastal.ca.gov). We anticipate that the new Chief Counsel will begin soon after the Chief Counsel II, C.E.A. examination can be scheduled and administered. Interviews will be held in the summer of 2019.

For more information about the California Coastal Commission and what we do and to obtain a State Application Form 678, visit our Internet 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.

California Relay Services for the Hearing Impaired call 711

**SUPPLEMENTAL APPLICATION**

California Coastal Commission

Print Name \_\_\_\_\_ ( ) - ( ) -  
 Home Phone Work Phone

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

**INSTRUCTIONS**

The supplemental application is designed to elicit information regarding management experience, legal experience and education specifically related to the work of the Commission. The information and the presentation of the material will be reviewed and will augment the standard application as reference material during the selection process.

When responding to the supplemental appraisal questionnaire items, please follow these guidelines:

- **Your responses must not exceed four pages in total**, typewritten (singled spaced, one sided) on 8-1/2" x 11" paper using a minimum of 10-point font.
- Identify each page with your full name.
- Make sure your responses are complete, specific, clear, and concise.
- Answer each numbered item separately and indicate the corresponding item number for each response.
- Include place of employment, pertinent dates, duties performed, etc., when responding to items.
- In the event that one particular job contained responsibilities applicable to several items, separate the different functions of the job in order to answer all items completely.

**NOTE: Resumes, letters, and other materials will NOT be evaluated or considered as responses to the items in the supplemental appraisal questionnaire. If you submit a resume, your answer to the questions may not incorporate by reference, information on the resume.**

Completed application packages must be sent to:

Human Resources Office  
 California Coastal Commission  
 45 Fremont Street, Suite 1930  
 San Francisco, CA 94105-2219

<p>This information has been completed by me and is accurate. I understand that I may be removed from eligibility or from appointment if the information is found to be otherwise at any time.</p>	
<p>_____ Signature of Applicant</p>	<p>_____ Date</p>

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## SUPPLEMENTAL APPLICATION

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### PLEASE TYPE OR PRINT VERY CLEARLY

- 1) Please detail any work experience (including legal work, non-legal work, paid positions, and volunteer experience) and coursework which you believe prepares you for managing and directing a legal program and staff. Describe specifically your job title(s), responsibilities, dates of your employment, and the name(s) of your employer(s).
- 2) Please detail any work experience (including legal work, non-legal work, paid positions, and volunteer experience) which you believe demonstrates your ability in public policy formulation and development. Describe specifically your job classification(s), responsibilities, dates of your employment, and the name(s) of your employer(s).
- 3) Please detail any work experience (including legal, non-legal, paid positions, and volunteer experience) which you believe demonstrates your ability to work successfully with the Executive Staff, Division Chiefs, Attorney General's Office, and officials from other State agencies and Federal, city or county agencies. Include your experience in dealing with sensitive issues that are high profile and receive media attention. Describe your experience in complex negotiations and complex problem-solving. Describe specifically your job title(s), responsibilities, dates of your employment, and the name(s) of your employer(s).
- 4) Please detail any work experience (including legal work, non-legal work, paid positions, and volunteer experience) and coursework which you believe prepares you for practice in the areas of land use, environmental, natural resources and administrative law. Describe specifically your job title(s), responsibilities, the dates of your employment, and the name(s) of your employer(s).
- 5) Attorneys at the Coastal Commission do not typically represent the Commission in litigation, but instead provide legal advice to the Commission and staff. Please describe the experience you have gained in analyzing complex legal issues in a non-litigation context that involved interpreting statutes and regulations. Describe your knowledge of the California Coastal Act and the Open Meeting Act. Include a description of your experience communicating both orally in public hearings and in writing. Describe specifically your job title(s), responsibilities, the dates of your employment, and the name(s) of your employer(s).