



**CHIEF COUNSEL I, CEA**  
**0B20-5872 18005CG**  
**CALIFORNIA COASTAL COMMISSION**



**OPEN EXAMINATION – SPOT / SAN FRANCISCO**

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 EXPECTED OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE 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.

**WHO SHOULD APPLY**

Applicants who meet the minimum qualifications as stated below. This is an open Spot San Francisco examination. Applicants must meet the minimum qualifications by the final filing date.

**HOW TO APPLY**

Submit a standard State Application (Form 678) and Supplemental Application to:

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

A State Application (Form 678) may be obtained via the Internet at the California Coastal Commission website: [www.coastal.ca.gov](http://www.coastal.ca.gov) and State Personnel Board website: [www.spb.ca.gov](http://www.spb.ca.gov). If you have a disability and need special testing arrangements, mark the appropriate space on the State Application (Form 678). You will be contacted to make special arrangements.

**APPLICATION DEADLINE**

**October 18, 2018 by 5:00 p.m., close of business. State Applications (Form 678) and Supplemental Applications must be received in the Human Resources Office at the above address or postmarked no later than 5:00 p.m., Thursday, October 18, 2018, the final filing date.** Applications received after the deadline will not be accepted for any reason. Applications may be filed in person, by mail, email or faxed to (415) 904-5482. *NOTE:* After faxing, the completed original signature page must be sent in the mail to the Human Resources Office at the above address.

**EXAMINATION INTERVIEWS**

The entire examination will consist of a Qualifications Appraisal interview. It is anticipated that the interviews will be held in late October or November 2018 in San Francisco (depending on the size of the candidate pool). Accepted applicants are required to bring either a photo identification card or two forms of signed identification to the interview.

**ELIGIBLE LIST INFORMATION**

An eligibility list will be established for the California Coastal Commission. The list will be abolished 12 months after it is established unless the needs of the service and/or conditions of the list warrant a change in this period. *NOTE:* This position may be filled as a Career Executive Assignment, or as a regular civil service appointment, depending on the candidate selected.

**SALARY RANGE**

\$12,924 - \$15,120 per month

**POSITION DESCRIPTION**

The Chief Counsel I, CEA is the top legal position in a Department with a relatively small legal program having responsibility for planning, organizing, directing, coordinating and reviewing the work of a professional legal staff; acting as legal advisor to top management; preparing legislation; representing the Department; formulating legal policy; and participating as a member of top management in the development and implementation of department policy.

In the California Coastal Commission (Commission), the Chief Counsel I, CEA position is located in the San Francisco headquarters office. Under the direction of the Executive Director, the Chief Counsel I, CEA has responsibility for the legal program of the Commission and manages and directs the work of the Legal Division. The Chief Counsel I, CEA serves as a member of senior management and advises the Commission and Executive Director and all senior management on all legal issues arising from the Commission's implementation of California's Coastal Management Program. The Chief Counsel I, CEA has responsibility to develop and implement interpretations and positions concerning the legal activities of the Commission in collaborative consultation with senior management and to coordinate, review and analyze the legal and policy adequacy of legislative proposals affecting the Commission and the rules and regulations proposed by the Commission. The Chief Counsel I, CEA is the principal Coastal Commission contact for City Attorneys and County Counsels for the 76 local governments in the

(continued)

---

coastal zone, the legal offices 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. For more detailed information regarding this position, please refer to the Job Announcement posted on our website at: [www.coastal.ca.gov](http://www.coastal.ca.gov)

---

All applicants must meet the education and/or experience requirements for this examination by October 18, 2018, the final filing date. Qualifying experience may be combined on a proportionate basis if the requirements stated below include more than one pattern and are distinguished as "Either" I "or" II". For example, candidates possessing qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirements.

---

**MINIMUM  
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**

Two years of experience in the California state service performing legal duties\* at a level of responsibility equivalent to Staff Counsel, Range D. (Applicants who have completed 18 months of the required experience will be admitted to the examination, but must complete two years of such experience before they will be eligible for appointment.)

**Or II**

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 Pattern I above performing the duties of a class at a level of responsibility equivalent to that described in Pattern I.)

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

---

**EXAMINATION  
INFORMATION**

This examination will consist of a State Application (Form 678), a Supplemental Application used to expand on relevant experience, and a Qualifications Appraisal interview. In order to obtain a position on the eligible list, a minimum rating of 70% must be obtained. **THE SUPPLEMENTAL APPLICATION IS ATTACHED TO THE EXAMINATION BULLETIN AND MUST BE COMPLETED AND RETURNED BY 5 P.M. ON THE FINAL FILING DATE, OCTOBER 18, 2018, OR THE COMPETITOR WILL BE ELIMINATED FROM FURTHER PARTICIPATION IN THE EXAMINATION PROCESS. COMPETITORS WHO DO NOT APPEAR FOR THE INTERVIEW WILL BE DISQUALIFIED.**

**Qualifications Appraisal – Weighted 100.00%**

Scope of interview: Emphasis in evaluating the candidates will be placed on the competitor's education and experience which has prepared the competitor for planning, managing, and directing, a legal program and staff, and practice in land use, environmental and administrative law. In addition to evaluating the competitor's relative abilities as demonstrated by the quality and breadth of experience, emphasis in the examination will be on measuring competitively, relative to job demands, each competitor's:

**A. Knowledge of:**

1. Legal principles and their applications; legal research methods, court procedures, rules of evidence and procedure
2. Administrative law and the conduct of proceedings before administrative bodies
3. Provisions of laws and Government Code sections administered or enforced
4. Principles of public administration, personnel management and supervision
5. The department's equal employment opportunity program objectives
6. A manager's role in the equal employment opportunity program and the processes available to meet equal employment opportunity objectives

**B. Ability to:**

1. Analyze legal principles and precedents and apply them to complex legal and administrative problems
2. Present statements of fact, law and argument clearly and logically in written and oral form.
3. Draft opinions, pleadings, rulings, regulations and legislation
4. Hold hearings and independently present difficult and complex cases in court
5. Plan, organize and direct the work of a staff of attorneys
6. Effectively contribute to the department's equal employment opportunity objectives

---

Neither Veterans' Preference nor Career Credits will be granted in this examination since it does not qualify as an open entrance examination under the law.

---

**QUESTIONS**

If you have any questions concerning this examination, please contact the Human Resources Office, California Coastal Commission, 45 Fremont Street, Suite 1930, San Francisco, CA 94105-2219. (415) 904-5430 or toll free (866) 831-2540.

---

**GENERAL INFORMATION**

For an examination without a written feature, it is the candidate's responsibility to contact the California Coastal Commission Human Resources Office **two weeks after the final filing date** if he/she has not received a progress notice.

**State Applications (Form 678)** are available at the State Personnel Board website at: [www.spb.ca.gov](http://www.spb.ca.gov), the California Coastal Commission website at: [www.coastal.ca.gov](http://www.coastal.ca.gov) and the Employment Development Department.

If you meet the requirements stated on this bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

The California Coastal Commission reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned changed. Such revision will be in accordance with civil service laws and rules and all competitors will be notified.

**Examination Locations:** When a written test is part of the examination, it will be given such places in California as the number of candidates and conditions warrant. Ordinarily, oral interviews are scheduled in San Francisco and the Los Angeles area. However, locations of interviews may be limited to or extended as conditions warrant.

**Eligible Lists:** Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) sub-divisional promotional, 2) departmental promotional, 3) multi-departmental promotional, 4) service-wide promotional, 5) open eligible list. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in from one to four years unless otherwise stated on this bulletin. In the case of continuous

testing examinations, names are merged into the appropriate eligible list in order of final test scores (except as modified by veterans preference credits) regardless of the date of the test and the resulting eligible lists will be used only to fill vacancies in the area shown on the bulletin.

**General Qualifications:** Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation, may be made of employment records and personal history and fingerprinting may be required.

**Interview Scope:** If an interview is conducted, in addition to the scope described on this bulletin, the panel will consider education, experience, personal development, personal traits, and fitness. In appraising experience, more weight will be given to the breadth and recency of pertinent experience and evidence of the candidate's ability to accept and fulfill increasing responsibilities than to the length of his/her experience. Evaluation of a candidate's personal development will include consideration of his/her recognition of his/her own training needs; his/her plans for self-development; and the progress he/she has made in his/her efforts toward self-development.

**High School Equivalence:** Equivalence to completion of the 12<sup>th</sup> grade may be demonstrated in any one of the following ways: 1) passing the General Educational Development (GED) Test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.

---

Release Date: 09/18/2018

**CALIFORNIA COASTAL COMMISSION**

**Human Resources Office  
45 Fremont Street, Suite 1930  
San Francisco, CA 94105-2219  
(415) 904-5430 toll free (866) 831-2540  
California Relay Service for the hearing impaired, dial 711**

**SEE NEXT PAGE**

---

**SUPPLEMENTAL APPLICATION**

**Open, Spot San Francisco Examination  
California Coastal Commission**

**Failure to return this page with your signature AND the responses to questions 1 through 5 will result in the competitor being eliminated from further participation in the examination.**

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 examination oral interview 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.**

To participate in the oral interview process, the completed supplemental application and the state application (form 678) **must be received in our office or postmarked no later than October 17, 2018, the final filing date.** Completed signed supplemental applications may be faxed to (415) 904-5482 with the completed signed state application (form 678). After faxing, the completed original signed supplemental application and state application (form 678) must be sent in the mail to the Human Resources Office at the below address. Applicants are also encouraged to submit a resume.

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

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.

Signature of Competitor

Date

**SUPPLEMENTAL APPLICATION**

---

**Open, Spot San Francisco Examination  
California Coastal Commission****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).