



California Coastal Commission

## JOB ANNOUNCEMENT

Coastal Program Analyst III,  
Coastal Program Manager,  
Staff Services Manager I, or  
Staff Services Manager II  
Environmental Justice (EJ) Supervisor  
Environmental Justice (EJ) Program  
Full-Time, 24 Month Limited Term Position  
(With the possibility of extension or becoming permanent)  
San Francisco or Long Beach

The California Coastal Commission (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, technical specialists, 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.

**ABOUT THE POSITION:** The Coastal Commission is offering an exciting opportunity for a passionate, self-directed individual to help raise the bar on environmental justice and social equity along the California coast. The Coastal Act was amended in 2016 to include Section 30604(h), giving the Commission the authority to consider environmental justice in its permitting decisions. The agency subsequently adopted an environmental justice policy, which commits the Commission to use its legal authority to ensure equitable access to clean, healthy, and accessible coastal environments for communities disproportionately overburdened by adverse impacts to coastal resources.

The Commission is seeking someone with experience in environmental and social justice, community engagement and natural resources management to join the Commission's Environmental Justice Program. The Environmental Justice Supervisor will oversee a dedicated analyst and work closely with other staff on the Environmental Justice Team, and act as the primary liaison between the Commission and underserved communities. This individual will oversee the development and implementation of new programs to increase engagement with affected groups, research potential development impacts on disadvantaged communities and help with staff recommendations to the

Commission on those projects. The Environmental Justice team will work closely with Coastal Commission staff working on implementation of the Commission's Tribal Consultation Policy.

The Commission's Environmental Justice Policy provides a guidance on a number of topics that are likely to surface in this work, including respecting tribal concerns, meaningful engagement, coastal access, housing, local government, participation in the process, accountability and transparency, climate change, habitat and public health. It also outlines a detailed implementation plan that the Environmental Justice team will be addressing over a period of years.

Duties may include, but are not limited to:

- Coordinate with Commission staff to identify projects with potential environmental justice elements.
- Research and analyze environmental justice impacts of certain proposed projects using CalEnviroScreen, U.S. EPA EJSCREEN, U.S. Census data and interviews with community members, etc. Analyze environmental documents, reports, appeals, etc.
- Develop relationships with environmental justice communities and stakeholders across California to facilitate the exchange of ideas and encourage community participation in the Commission's process.
- Coordinate with Commission staff and the public to prioritize issues of concern and serve as the chief liaison on environmental justice projects with technical program staff. Provide direction and guidance to the Environmental Justice Analyst.
- Plan and organize stakeholder engagement and community partnerships to build community network and, when necessary, travel to locations to meet with community members.
- Prepare written environmental justice sections for staff recommendations and apply guidance from the environmental justice policy.
- Organize and guide a quarterly conference call between the environmental justice groups and stakeholders and the Commission's Executive Director and Executive Team.
- Oversee the development of training for underserved communities on the Commission process, as well as with internal training to expand Commission's understanding of environmental justice issues.
- Develop communication, engagement and outreach materials when necessary to ensure that interested communities and stakeholders are made aware of the activities related to their communities and are provided with opportunities to participate in any recommendations being developed or decisions being made.

**Duties will be adjusted commensurate with the level at which the position is filled.**

**DESIRED QUALIFICATIONS:** The ideal candidate:

- Has experience working in meaningful partnerships with regional and local communities on their specific needs and issues of concern;
- Is well-versed in environmental justice and social equity issues;
- Has a proven record of building trust with community leaders in vulnerable or disadvantaged communities and conducting outreach/engagement in these communities.

Knowledge of the California Coastal Act and land use planning, environmental studies or resource management is desirable. Multi-lingual candidates of language(s) commonly spoken in California are highly desirable. Vision, effective writing and verbal communication skills and the ability to provide direction and support are critical.

**ELIGIBILITY:** Individuals on the Coastal Program Analyst III, Staff Services Manager I, Coastal Program Manager or Staff Services Manager II eligible list are eligible to apply. Current or former State employees with transfer or reinstatement rights at the any of these levels are also eligible to apply. (Please note that in order to be eligible to transfer/reinstate, applicants must meet the minimum qualifications of the Coastal Program Analyst III, Staff Services Manager I, Coastal Program Manager or Staff Services Manager II classification) All 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 CA State Application (STD 678).

Please note that if you are not a current or former State employee and/or have not successfully participated in an appropriate civil service examination for Coastal Program Analyst III, Staff Services Manager I, Coastal Program Manager or Staff Services Manager II, you cannot be considered for this vacancy. If you wish to participate in the Staff Services Manager I or Staff Services Manager II examination, go to the CalCareers website at [www.jobs.ca.gov](http://www.jobs.ca.gov).

**SALARY:**

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| Coastal Program Analyst III             | \$6,124 – \$7,608 per month |
| Staff Services Manager I                | \$6,124 - \$7,608 per month |
| Coastal Program Manager                 | \$6,722 - \$8,352 per month |
| Staff Services Manager II (Supervisory) | \$6,722 - \$8,352 per month |

**BENEFITS:** For a list of benefits, click here: [Benefits Summary](#)

**CONTACT:** For more information about the position: Noaki Schwartz, Public Information Officer, at (562) 590-5071 ext. 2221 or [noaki.schwartz@coastal.ca.gov](mailto:noaki.schwartz@coastal.ca.gov).

For more 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). You can also find more information on <http://www.jobs.ca.gov>.

**FILING:** The position will be open until filled. We hope to fill this 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. Submit a cover letter, a resume, a CA State Application (STD 678), a brief statement of qualifications related to this position, and a brief writing sample (5 pages or less) to:

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)

Please indicate “Coastal Program Analyst III (EJ Supervisor)” or Staff Services Manager I (EJ Supervisor)”, Coastal Program Manager (EJ Supervisor)” or Staff Services Manager II (EJ Supervisor)”in the Examination/Job Title section of the CA State Application (STD 678).

For more information about the California Coastal Commission and what we do and to obtain a 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 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 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