

# COASTAL PROGRAM ANALYST I

## CALIFORNIA COASTAL COMMISSION

### SAN FRANCISCO BAY CONSERVATION AND DEVELOPMENT COMMISSION

#### OPEN EXAMINATION – CONTINUOUS FILING



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.

#### CONTINUOUS FILING:

Applications may be filed on a continuous basis. Applications will be kept on file and processed for the next examination period. Applicants will be notified when the next examination is scheduled. Applicants may wish to check the Coastal Commission's website at [www.coastal.ca.gov](http://www.coastal.ca.gov) weekly as new dates will be published there when available. The Coastal Commission generally gives this examination two times per year.

#### QUALIFICATIONS APPRAISAL INTERVIEW:

When scheduled, examinations will be held in Northern California in San Francisco and Southern California in Long Beach.

#### FILING INFORMATION:

The Coastal Program Analyst II examination will be given the same day as the Coastal Program Analyst I examination. If you meet the entrance requirements and wish to compete in both examinations, you should file one application noting each examination title in the appropriate space.

Applications may be filed in person or by mail with:

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

#### SUBMIT APPLICATIONS ONLY TO THE ADDRESS INDICATED ABOVE.

**LOCATION SELECTION:** In Item # 1 on the application, specify the city where you prefer to take the examination.

If you have a disability and need special testing arrangements, mark the appropriate box in Item # 2 on the application. You will be contacted to make specific arrangements.

**NOTE:** Accepted applicants are required to bring either a photo identification card or two forms of signed identification to each phase of the examination.

#### THE POSITION:

The Coastal Program Analyst I is the recruiting, training and first working level of the class series. Under supervision, incumbents perform the less complex analytical work involving planning and regulating present and future development of the coast and conservation of the state's ocean, coastal and San Francisco Bay resources. Positions exist statewide in Arcata, San Francisco, Santa Cruz, Ventura, Long Beach and San Diego with the California Coastal Commission and in San Francisco with the San Francisco Bay Conservation and Development Commission.

#### SALARY RANGE:

Range A - \$3,512 - \$3,990 per month  
Range B - \$3,623 - \$4,318 per month  
Range C - \$4,344 - \$5,439 per month

#### REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION:

**NOTE:** All applicants must meet the education and/or experience requirements for the examination by the first day of interviews.

Qualifying experience may be combined on a proportionate basis. 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 requirement.

#### Either I

Equivalent to graduation from college with a major or eight semester units of upper division course work in urban, regional or environmental planning, ecology, marine biology, geology, geography, coastal management, environmental science, natural resource management, public policy or a related field.\* Registration as a Senior will admit applicants to the examination, but they must produce evidence of graduation before they can be considered eligible for appointment. (Experience in planning or regulating uses of land or water, or analyzing the environmental impacts of development may be substituted for the required education on a year-for-year basis.)

#### Or II

Graduation from college in any major and one year of professional experience in planning, managing or regulating uses of land or water or analyzing environmental impacts of development.

#### Or III

Six months of intern experience (either in or out of state service) as a college student or recent graduate undergoing supervised practical training comparable to Student Assistant, Graduate Student Assistant, or Environmental Services Intern in any California state agency using the Coastal Program Analyst series or comparable class, in a work assignment of planning, managing, or regulating uses of land or water or analyzing the environmental impacts of development; and graduation from college with any major. (Registration as a Senior will admit applicants to the examination, but they must produce evidence of graduation before they can be considered for appointment.)

#### Or IV

Six months of experience in California state service as a Management Services Technician, Range B, working in the area of planning or regulating land or water uses.

\*Specific course work in these fields should be shown on application or a copy of transcript can be attached to application.

#### EXAMINATION INFORMATION:

This examination will consist of a qualifications appraisal interview only. In order to obtain a position on the eligible list, a minimum rating of 70.00% must be attained in the interview. **Competitors who do not appear for the examination will be disqualified.**

#### Qualifications Appraisal - Weighted 100.00%

#### Scope of interview, general competitive factors:

- A. Knowledge of:
  1. Principles, practices, terms and concepts of urban, economic, resources, social, legal, and regional planning.
  2. Public policy development.
  3. Current trends and applications in Federal State and local planning.
  4. Administrative, land use and environmental law.
  5. Permit review and zoning procedures.
- B. Ability to:
  1. Analyze situations accurately and take effective action.
  2. Effectively and convincingly communicate in written and verbal form complex and controversial matters to individuals and groups.

3. Analyze and evaluate written, graphic and verbal data and prepare complete and comprehensive reports.
4. Inspire confidence and trust.
5. Establish and maintain effective and cooperative relations with those contacted in the course of work.
6. Exercise common sense and good judgment.

**ELIGIBLE LIST INFORMATION:**

The names of successful competitors will be merged into the existing eligible list for Coastal Program Analyst I. A candidate may not compete more than once in a 12-month testing period for this

examination. The merged eligible list will be used to fill positions with the California Coastal Commission and the San Francisco Bay Conservation and Development Commission. Candidate's list eligibility will expire 12 months after it is established unless the needs of the service and conditions of the merged list warrant a change in this period.

Career Credits will not be applied to this examination.

Veterans Preference Points may be granted.

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## GENERAL INFORMATION

It is the candidate's responsibility to contact the Human Resources office of the California Coastal Commission at (415) 904-5430 or toll-free at (866) 831-2540 or via email at [HumanResources@coastal.ca.gov](mailto:HumanResources@coastal.ca.gov) **one week** after the final filing date if she/he has not received notification (either a phone call or written notice) of interview.

If a candidate's notice of examination interview fails to reach him/her prior to the day of the interview due to a verified postal error, she/he will be rescheduled upon written request.

Applications are available at the California Department of Human Resources website and the Employment Development Department. Applications may also be obtained at the Cal Careers website at: [www.jobs.ca.gov](http://www.jobs.ca.gov).

If you meet the requirements stated on the reverse, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. Your performance in the examination described on the other side of 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 and the San Francisco Bay Conservation and Development Commission reserve the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

**Examination Locations:** When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. Locations of interviews may be limited 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.

**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 the other side of 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 her/his experience. Evaluation of a candidate's personal development will include consideration of her/his recognition of her/his own training needs; her/his plans for self-development; and the progress she/he has made in efforts toward self-development.

**High School Equivalence:** Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Educational Development (GED) Test by scoring at least 35 on each of the five sub-tests and averaging 45 for all the sub-tests; 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.



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[www.coastal.ca.gov](http://www.coastal.ca.gov)  
[HumanResources@coastal.ca.gov](mailto:HumanResources@coastal.ca.gov)



Making San Francisco Bay Better

**SAN FRANCISCO BAY CONSERVATION & DEVELOPMENT COMMISSION**  
 455 Golden Gate Avenue, Suite 10600  
 San Francisco, CA 94102  
[www.bcdc.ca.gov](http://www.bcdc.ca.gov)

California Relay Service for the Hearing Impaired  
 Call 711