



California Coastal Commission

JOB ANNOUNCEMENT

LEGAL ANALYST OR SENIOR LEGAL ANALYST HEADQUARTERS OFFICE – LEGAL DIVISION SAN FRANCISCO FULL-TIME, PERMANENT POSITION

The California Coastal Commission is seeking a talented addition to its Legal Division in San Francisco. The Commission is a small State agency that is charged with protecting coastal resources and managing coastal development in California through implementation of the California Coastal Act. The mission of the Commission is 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 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.

The Senior Legal Analyst or Legal Analyst will primarily handle two specialized areas of work, one involving coordinating responses to Public Records Act requests and the second involving recordation of legal documents against title to real property. Responding to Public Records Act requests is an important aspect of the Legal Division's responsibilities. The Coastal Commission is committed to timely, accurate, and complete responses to requests for documents and requires the skills of a Senior Legal Analyst or Legal Analyst to facilitate such responses. Under the supervision of the Deputy Chief Counsel, the Senior Legal Analyst or Legal Analyst will work closely with attorneys and other legal analysts on these tasks.

The Coastal Commission regularly requires coastal development permittees to record deed restrictions and offers to dedicate property easements, for either public access or conservation, and other documents that are intended to help protect coastal resources. Easements and deed restrictions are a critical component of the Coastal Commission's mission to ensure maximum public access to the coast and to protect coastal resources. The Legal Division of the Coastal Commission ensures that deed restrictions and offers to dedicate easements are accurately and properly drafted and completed prior to recordation of the documents to ensure that they are enforceable.

DUTIES may include but are not limited to:*

- Reviewing requests for the production of public documents;
- Performing legal research on the obligations and responsibilities of State Agencies to respond to Public Records Act requests;
- Coordinating with Coastal Commission employees and attorneys on the gathering, review, and production of public documents;

- Accessing current and historical Coastal Commission records to identify and retrieve records responsive to Public Records Act requests;
- Reviewing and understanding coastal development permit conditions and findings;
- Drafting and reviewing legal documents;
- Reviewing property title documents, history, and legal property descriptions;
- Performing legal research and gathering factual information related to property title, the effects of tax liens and complex real estate transactions;
- Communicating, in writing and by telephone, with permit applicants, agents and attorneys to assist them with permit compliance;
- Drafting legal memoranda analyzing offers to dedicate and permit compliance;
- Maintaining logs and databases; and
- Assisting the public access unit and the enforcement unit with condition compliance.

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

DESIRABLE QUALIFICATIONS:

- **Communication:** Excellent written and oral communication skills, ability to effectively explain our processes to the public.
- **Analytical Skills:** Ability to analyze permit findings and conditions and Public Records Act requests, and ability to identify problems and suggest solutions.
- **Research Skills:** Ability to perform legal and property-related research using various databases; willingness to learn new research skills.
- **Strong Attention to Details:** Ability to focus on details to ensure accuracy of legal documents and data input.
- **Strong Organizational Skills:** Ability to organize, track and manage the status of Public Records Act requests and condition compliance of permits from all district offices of the Commission.
- **Ability to Work Well with Others:** Positive attitude, ability to work effectively both as a team member and independently, and treat others with courtesy and respect.
- **Commitment to Coastal Resource Protection:** An integral part of Coastal Commission's mission.

ELIGIBILITY: Individuals on the Legal Analyst and/or Senior Legal Analyst eligible list(s) may apply. **See examination listings at www.jobs.ca.gov for minimum qualifications and to take the Legal Analyst or Senior Legal Analyst examination.** Current State employees or former State employees with transfer or reinstatement rights to the Legal Analyst and/or Senior Legal Analyst classification(s) may also apply. **(Please note that in order to be eligible to transfer or reinstatement, applicants must meet the minimum qualifications of the Legal Analyst or Senior Legal Analyst 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 or re-employment status in the Examination or Job Title section of the CA State Application (STD 678).

SALARY:	Legal Analyst	\$4,496 - \$5,629 per month
	Senior Legal Analyst	\$5,406 - \$6,771 per month

CONTACT: For more information about the position: Alex Helperin, Acting Deputy Chief Counsel, Legal Division, at (415) 904-5228 or Alex.Helperin@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. You can also find more information on www.jobs.ca.gov.

FILING: The position will be open until filled. We would like to fill the 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. No relocation expenses will be reimbursed. Submit a current resume, a CA State Application (STD 678), (available at www.jobs.ca.gov), references 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

Please indicate “Legal Analyst or Senior Legal Analyst – San Francisco” in the Examination or Job Title section on the CA State Application (STD 678).

For more information about the Commission and what we do and to obtain a CA State Application (STD 678), visit our Internet website at: www.coastal.ca.gov. If you have questions you may e-mail us at 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