



JOB ANNOUNCEMENT

MANAGEMENT SERVICES TECHNICIAN OR OFFICE TECHNICIAN (TYPING) STATEWIDE PLANNING PROGRAM / HEADQUARTERS ADMINISTRATIVE SUPPORT TEAM SAN FRANCISCO FULL-TIME, PERMANENT POSITION

The California Coastal Commission (Commission) is seeking a talented addition to its Statewide Planning Program in San Francisco. The 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 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.

Under the direction and guidance of the Statewide Planning Supervisor and the Personnel Supervisor II, this position performs a wide range of support services for the Statewide Planning Program and independently carries out a variety of tasks related to the function of the Statewide Planning Program.

As part of the Headquarters Administrative Support Team, this position will perform general administrative or clerical support of the Business Services Unit and of the Headquarters Office in general, including answering phone, processing mail and scanning documents. Duties will include assisting with the monthly preparation, production and mailing of in-person and virtual Commission meeting materials and performing various tasks associate with in-person and virtual Commission meeting

management, including assisting with speaker management, sending e-packets, and moderating speaker testimony during the meeting.

DUTIES will include but may not be limited to:

- Assist in the preparation of complex reports, charts and other documents that may be submitted to the Coastal Commission, the California Legislature, the federal government and courts;
- Enter and maintain data in the agency's database;
- Perform work related to the function of the Statewide Planning Program and support of Business Services and general support of the Headquarters Office, including arranging in-person and virtual meetings; answering phones, processing mail, assisting with the preparation of Commission meeting packets, and copying documents;
- Perform record-keeping and respond to requests for records from other programs, units and Commission District Offices;
- Generate progress reports for federal grant projects;
- Arrange and coordinate travel;
- Assist with the monthly production and mailing of in-person and virtual Commission meeting agenda documents and e-packets;
- Provide customer service;
- Interpret customer requests to meet service needs and resolve problems;
- Work cooperatively with staff at all levels;
- Communicate effectively verbally and in writing as appropriate for the needs of the audience, including the public;
- Perform research and data gathering; and
- Analyze information and evaluate results to choose the best solution and solve problems.

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

DESIRABLE QUALIFICATIONS: Adept at problem-solving, including being able to identify issues and resolve problems in a timely manner; ability to prepare and edit complex documents including proofreading; excellent organizational and interpersonal skills; proficiency using computers and productivity software including spreadsheets and related data management tools; and experience with virtual meeting platforms such as Zoom or WebEx as well as online organizational and communications platforms (e.g., Google Drive, SharePoint, Microsoft Teams, Slack)

Ability to: Use initiative, act independently with flexibility and tact; use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems; have good organizational skills and ability to pay attention to details; multi-task; and deal with stress/remain calm under pressure; comfortable with public speaking and/or working with diverse members of the public.

Special Requirements for Office Technician (Typing): Ability to type at a speed of not less than 40 words per minute from ordinary manuscript or printed or typewritten material.

ELIGIBILITY: Individuals on the Management Services Technician or Office Technician (Typing) eligible list may apply. See examination listings at www.jobs.ca.gov for the minimum qualifications of the Management Services Technician or Office Technician (Typing) classification and to take an examination. Current State employees or former State employees with transfer or reinstatement rights to the level of the Management Services Technician or Office Technician (Typing) classification may also apply. (Please note that in order to be eligible to transfer or reinstatement, applicants must meet the minimum qualifications of the Management Services Technician or Office Technician (Typing) 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/Job Title section of the CA State Application (std 678).

SALARY: Management Services Technician	Range A: \$2,921 - \$3,659 per month Range B: \$3,298 - \$4,132 per month
Office Technician (Typing)	\$3,144 - \$3,935 per month

Effective July 1, 2020 through June 30, 2022, State employees are subject to a 9.23% salary reduction in exchange for 16 hours of the Personal Leave Program 2020 (PLP 2020) per month.

BENEFITS: For a list of benefits, go to <https://www.calhr.ca.gov/employees/Pages/salary-and-benefits.aspx>

CONTACT: For more information about the position: Shana Gray, Statewide Planning Supervisor, at (415) 904-5280 or Shana.Gray@coastal.ca.gov or Madeline Cavalieri, Statewide Planning Manager, at (831) 427-4863 or Madeline.Cavalieri@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 at www.jobs.ca.gov and www.coastal.ca.gov.

Please note that public counter hours for all Commission offices are currently suspended in light of the coronavirus. However, in order to provide the public with continuity of service while protecting both you and our employees, the Commission remains open for business, and you can contact staff by phone, email, and regular mail (see staff contact information at www.coastal.ca.gov). In addition, more information on the Commission's response to COVID-19 can be found on our website at www.coastal.ca.gov. Thank you for your patience and understanding as we all work through this public health crisis.

FILING: The position will be open until filled. Applications will be screened and only those most qualified will be interviewed. No relocation expenses will be reimbursed. Submit a statement of qualifications (2 pages or less), a current resume, a minimum of three professional references, and a CA State Application (std 678) (available at www.jobs.ca.gov) to:

Human Resources Office
California Coastal Commission
455 Market Street, Suite 228
San Francisco, CA 94105-2219
(415) 904-5430 / toll free: 1-866-831-2540
HumanResources@coastal.ca.gov

Please indicate “Management Services Technician, Statewide Planning Program” or “Office Technician (Typing), Statewide Planning Program” in the Examination/Job Title section on the CA State Application (std 678).

For more information about the California Coastal Commission and what we do and to obtain a CA State Application (std 678), visit our 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