



California Coastal Commission

JOB ANNOUNCEMENT

OFFICE TECHNICIAN (TYPING) OR MANAGEMENT SERVICES TECHNICIAN SOUTH COAST DISTRICT OFFICE LONG BEACH FULL-TIME, PERMANENT POSITION

The California Coastal Commission is seeking a talented addition to its South Coast District Office in Long Beach. 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.

Duties will include but will not limited to:

- Completes data entry for regulatory and planning actions in the Coastal Data Mgmt. System (CDMS), a database which is used to track Commission actions, including database records maintenance to assure all data fields are complete and final scanned/electronic documents uploaded;
- Assist with the Commission's ongoing effort to scan and convert paper-based reports, documents and mapping products into digital format for inclusion in the Commission's data systems and digital library;
- Prepare both digital records and paper documents for archiving and storage in accordance with the Commission's record retention policy.
- Assist with sorting and sending daily mail when necessary. Also assist with monthly Commission mailing which includes compiling, duplicating, and distribution of materials on mandated deadlines; and
- Performs other clerical activities necessary to assure the effective operation of the office.

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

Desirable Qualifications: Good communication skills, both written and oral; skill in dealing with sensitive public contact; excellent organizational skills, willingness and ability to accept responsibility and meet deadlines; good judgment to set priorities and follow through independently on multiple work assignments with different time frames; good typing and telephone skills; familiarity with using office machines and equipment such as a personal computers, facsimiles and copiers; and excellent attendance. Computer experience and proficiency in the use of database systems (e.g. Oracle, Accela, MS Assess, or similar), electronic mail, calendar and word processing software are highly preferred. The ability to lift and retrieve boxes weighing between 20 to 40 pounds from storage shelves is also desired. Other occasional lifting may involve lifting boxes weighing up to 50 pounds each from floor level to waist level.

Special Requirements: For Office Technician (Typing), the ability to type at a speed of not less than 40 words per minute.

Eligibility: Individuals on the Office Technician (Typing) and/or Management Services Technician eligible list(s) may apply. **See examination listings at www.jobs.ca.gov for minimum qualifications and to take the Office Technician (Typing) or Management Services Technician examination.** Current State employees or former State employees with transfer or reinstatement rights to the Office Technician (Typing) and/or Management Services Technician classifications may also apply. 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).

EXAMINATION: Office Technician (Typing)

- Exam Posting: <https://www.jobs.ca.gov/CalHrPublic/Exams/Bulletin.aspx?examCD=4PB2402>
- Exam Bulletin: <https://www.jobs.ca.gov/JOBSGEN/4PB24.PDF>

EXAMINATION: Management Services Technician

- Exam Posting: <https://www.jobs.ca.gov/CalHrPublic/Exams/Bulletin.aspx?examCD=4PB42>
- Exam Bulletin: <https://www.jobs.ca.gov/JOBSGEN/4PB42.PDF>

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| SALARY: | Office Technician (Typing) | \$3,144 - \$3,935 per month |
| | Management Services Technician | Range A - \$2,921 - \$3,659 per month |
| | Management Services Technician | Range B - \$3,298 - \$4,132 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, review the California State Civil Service Employee Benefits Summary: <https://www.calhr.ca.gov/Pages/California-State-Civil-Service-Employee-Benefits-Summary.aspx>

CONTACT: For more information about the position: Amber Dobson, South Coast District Manager, at (562) 590-5071 or Amber.Dobson@coastal.ca.gov, or Shannon Vaughn, South Coast District Manager, at (562) 590-5071 or Shannon.Vaughn@coastal.ca.gov.

For more information about the application and/or hiring process: California Coastal Commission 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 the application and hiring process at the CalCareers website, www.jobs.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. 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 cover letter, 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 94105-2421

(415) 904-5430 / toll free: 1-866-831-2540
HumanResources@coastal.ca.gov

Please indicate “Office Technician (Typing) – Long Beach” or “Management Services Technician - Long Beach” in the Examination/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

Released: December 28, 2020