



JOB ANNOUNCEMENT

STAFF SERVICES ANALYST (GENERAL) OR ASSOCIATE GOVERNMENTAL PROGRAM ANALYST PUBLIC EDUCATION PROGRAM HEADQUARTERS OFFICE – SAN FRANCISCO FULL-TIME, PERMANENT

The California Coastal Commission (Commission) is seeking a talented addition to its Public Education 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 Commission's Public Education Program supports the Commission's mission by helping to build a knowledgeable and engaged constituency that understands, supports, and contributes to the protection, restoration, and enhancement of the coast. The Public Education Program provide students and others with firsthand experience of the coast, cultivate ecological understanding, and inspire stewardship, with a focus on reaching communities that are underserved in terms of access to coastal education. Programs include Whale Tail® Grants, California Coastal Cleanup Day, Educator Resources, Adopt-A-Beach, Boating Clean and Green, the California King Tides Project, and Project Grow. The Public Education Program is staffed by a small team of professionals who work closely together.

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 may include but are not limited to:

- Administration of the Whale Tail® grants program, including conducting outreach, reviewing proposals, developing contracts and grant agreements, and tracking budgets and progress of grant-funded projects.
- Developing resources and trainings to support grantees and prospective applicants.
- Tracking and managing PE Program funding sources, including budget projections, expenditure tracking, and budget changes.
- Researching and writing grant applications from outside sources to help fund PE

programs.

- Coordinating public education and involvement programs for students and the general public such as an amateur photo contest.

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

DESIRABLE QUALIFICATIONS:

A background in environmental education, experience with accounting and budgeting, and program coordination experience are desired. The successful candidate will also demonstrate strong organizational skills; excellent writing skills and ease with public speaking; the ability to work well with diverse personalities, strong initiative and follow through; flexibility and creativity.

ELIGIBILITY:

Individuals on the Staff Services Analyst (General) and/or Associate Governmental Program Analyst eligible list(s) may apply. **See examination listings at www.jobs.ca.gov for minimum qualifications and to take the Staff Services Analyst (General) or Associate Governmental Program Analyst examination.** Current State employees or former State employees with transfer or reinstatement rights to the Staff Services Analyst (General) and/or Associate Governmental Program 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 Staff Services Analyst (General) or Associate Governmental Program 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:

Staff Services Analyst (General)	Range A: \$3,186 - \$3,992 per month
	Range B: \$3,450 - \$4,318 per month
	Range C: \$4,136 - \$5,179 per month
Associate Government Program Analyst	\$4,975 - \$6,228 per month

CONTACT:

For more information about the position: Chris Parry, Public Education Program Manager, at (415) 904-5208 or Chris.Parry@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 <https://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 <https://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 “Staff Services Analyst (General), Public Education Program” or “Associate Governmental Program Analyst, Public Education Program” 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