The California Coastal Commission (Commission) is seeking a talented addition to its Fiscal & Business Services Unit 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.

The Chief of Fiscal and Business Services reports directly to the Chief Deputy Director and serves as a member of the Commission’s Management Team.

**DUTIES** will include but may not be limited to:

- Develop and administer the budgetary, fiscal and business operations of the Commission, as well as contracts and office support programs of the Commission;
- Perform work concerned with program budget planning, evaluation, and support;
- Review fiscal/business requests, make recommendations, and advise management on the program and fiscal/business impacts or potential fiscal/business impacts;
- Develop expert fiscal and program knowledge;
- Identify program issues, conduct and/or review analytical studies and surveys;
- Identify business needs and interface requirements among other departments; and
- Evaluate program performance.

**Special Requirement:** Familiarity with or the ability to learn new online platforms and programs (i.e., SharePoint, Zoom, TeamViewer).

**DESIRABLE QUALIFICATIONS:**

- Experience in one or more of the functions of governmental business services, contracting, budgeting and management.
• Excellent interpersonal and leadership skills that can promote collaboration and consensus building.
• Strong understanding of governmental budget processes, including experience in the preparation, justification and analysis of budgets.
• Experience with governmental contracting policies and procedures.
• Excellent verbal, writing and editing skills, and the ability to consult with and advise all levels of Commission employees in a wide variety of subject matters.
• Positive approach to resolving problems/issues and the ability to successfully negotiate workable alternatives to a variety of fiscal problems.
• Strong organizational skills and the ability to handle multiple priorities effectively and meet strict deadlines.

ELIGIBILITY: Individuals on the Staff Services Manager II (Supervisory) eligible list may apply. See examination listings at www.jobs.ca.gov for minimum qualifications and to take the Staff Services Manager II (Supervisory) examination. Current State employees or former State employees with transfer or reinstatement rights to the level of the Staff Services Manager II (Supervisory) classification 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 Manager II (Supervisory) 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: Staff Services Manager II (Supervisory) $6,722 - $8,352 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: Susan Hansch, Chief Deputy Director, at (415) 904-5244 or Susan.Hansch@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.

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: This position will filled as soon as possible. Applications will be accepted if received by October 18, 2020. Applications will be screened, starting October 19, 2020. No relocation expenses will be reimbursed. Submit a statement of qualifications of no more than two (2) pages, a current resume, a minimum of three (3) 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 “Staff Services Manager II (Supervisory)” 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