



JOB ANNOUNCEMENT

STATEWIDE ENFORCEMENT PROGRAM, LEGAL DIVISION

STAFF SERVICES ANALYST OR COASTAL PROGRAM ANALYST I

FULL-TIME, 12 MONTH LIMITED TERM POSITION

(WITH THE POSSIBILITY OF EXTENSION OR BECOMING PERMANENT)

VENTURA

The California Coastal Commission (Coastal Commission) is a small State agency that is charged with protecting coastal resources and managing coastal development in California. The mission of the Coastal Commission is to implement the Coastal Act and 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 Coastal 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 Coastal Commission's staff includes dedicated planners, scientists, attorneys and administrative staff.

The 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 Statewide Enforcement Program of the Commission employs analysts to assist in enforcement of the Coastal Act and permit requirements, enforcement program policy development, and mandated tasks related to land use regulation in the State's coastal zone.

Enforcement staff investigate and resolve Coastal Act violations that can involve either development activities undertaken without first obtaining a coastal development permit or activities undertaken in violation of a permit issued under the Coastal Act. The Coastal Commission's district enforcement staff is the frontline of the enforcement program; investigating reported violations and working on resolving violations at the district level. Serious violations may be elevated to our San Francisco Office for appropriate legal action including administrative proceedings and litigation for civil penalties. Job duties for the enforcement program analyst include:

- Intake of reported violations;
- Case record-keeping and maintenance of program records;
- Investigation and collection of evidence and analysis;
- Field investigation work;
- Drafting correspondence as necessary to investigate and resolve enforcement matters;
- Review of permit files for compliance issues;

- Coordination with Local, State and Federal jurisdictions; and
- Litigation support for the Office of the Attorney General.

Employees are responsible for keeping their supervisor aware of the status on all assigned cases, coordinating with statewide enforcement staff, permit and other staff and working with supervisors as necessary and appropriate. Employees are responsible for making everyday decisions relating to enforcement program functions as assigned. They work closely with the public, other state and local entities and a variety of other involved parties. Enforcement staff represent the Program upon request at Coastal Commission staff meetings, inter-agency meetings, and in front of the Coastal Commission. The Coastal Program Analyst/Staff Services Analyst will work in close collaboration with the Enforcement Coastal Program Analyst for the Ventura office, and report to the Southern California Enforcement Supervisor.

DESIRED QUALIFICATIONS: Knowledge of the Coastal Act, the Coastal Commission's permit and planning process, and some experience with legal issues is preferred. Applicants will preferably meet the following education and/or experience requirements: either 1) equivalent to graduation from college with a major in urban, regional or environmental planning, ecology, marine biology, coastal management, environmental science, natural resource management, or a related field; or 2) graduation from college in any major and one year of professional or internship experience in planning, managing or regulating uses of land or water or analyzing environmental impacts of development; or 3) graduation from college in any major and graduation from an accredited law school with a J.D.

The successful candidate will demonstrate strong analytical skills and the ability to research and interpret legal and coastal resource issues. Strong communication skills (both writing and speaking) and the ability to work both independently to manage a constantly changing, heavy caseload and as a team member in a fast-paced legal environment are critical attributes. Experience in environmental justice and or tribal consultation is desirable. Essential job functions also include: walking on uneven surfaces such as sand or dirt for field investigations, sitting in meetings, ability to work in artificial light and work using a computer for 8 hours, and some local and state travel.

ELIGIBILITY: Individuals on the Staff Services Analyst or Coastal Program Analyst I eligible lists who meet the qualifications may apply. Current or former State employees with transfer or reinstatement rights at the Staff Services Analyst or Coastal Program Analyst I level may also apply. (Please note that in order to be eligible to transfer/reinstate, applicants **must** meet the minimum qualifications of the Staff Services Analyst or Coastal Program Analyst I classification.) All applicants must clearly indicate the basis of their eligibility, including SROA, surplus, transfer, re-employment status, or list eligibility in the Examination or Job Title section on the State Application Form 678.

Please note that if you are not a current or former State employee and/or have not successfully participated in an appropriate civil service examination for Staff Services Analyst, you cannot be considered for this vacancy. If you wish to participate in the Staff Services Analyst or Coastal Program Analyst I examinations, go to the CalCareers website at www.jobs.ca.gov.

SALARY:	Staff Services Analyst	Range A	\$3,298 – \$4,132 per month
		Range B	\$3,571 – \$4,469 per month
		Range C	\$4,281 – \$5,360 per month
	Coastal Program Analyst I	Range A	\$3,635 – \$4,130 per month
		Range B	\$3,750 – \$4,469 per month
		Range C	\$4,496 – \$5,629 per month

CONTACT: For more information about the position: Andrew Willis, Enforcement Supervisor for the Southern Districts, at (562) 590-5071.

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 hope to fill this 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 CA State Application (STD 678), references and a 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, Ventura” or “Coastal Program Analyst I, Ventura” in the Examination/Job Title section of the State Application (STD 678).

FOR MORE INFORMATION ABOUT THE CALIFORNIA COASTAL COMMISSION AND WHAT WE DO AND TO OBTAIN A STATE APPLICATION (STD 678), VISIT OUR WEBSITE AT: WWW.COASTAL.CA.GOV. IF YOU HAVE ANY 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