**DUTY STATEMENT**

**Coastal Program Analyst ll**

**NAME:**

**CLASSIFICATION:** COASTAL PROGRAM ANALYST ll

**WORKING TITLE:** Permit Analyst

**UNIT/DIVISION:** REGULATORY/Bay resources Program

**SUPERVISOR:** BAY RESOURCES PROGRAM MANAGER

**FLSA:** WWG2

**CBID**: R01

**TENURE/TIMEBASE:** FULL TIME, LIMTED TERM (12 months with potential to extend to 24 months or permanent position)

Under the supervision of the Bay Resources Program Manager and the general direction of the Regulatory Program Director, the Coastal Program Analyst II (CPAII) performs complex analytical work involving development and conservation projects around the San Francisco Bay. As a member of the staff to the San Francisco Bay Conservation and Development Commission (Commission or BCDC), the CPAII has varied responsibilities including: analysis and research of project proposals to determine consistency with BCDC’s laws and policies; participation in meetings and negotiations; preparation and presentation of written and verbal correspondence and reports, and recommendations for Commission consideration on projects and related topics of interest; and participation in multi-disciplinary teams on issues including a comprehensive program to review and permit habitat restoration projects, strategic plans, and guidance to staff and applicants on sea level rise and other issues. The CPA II may act as a project manager, and direct and train other analysts.

**ESSENTIAL FUNCTIONS:**

30% Analyzes project proposals and advises project proponents, permit applicants, other regulatory and planning agencies, and stakeholders on related issues. Conducts research of project proposals to identify issues of concern and determine consistency with BCDC’s laws and policies. Attends site visits and other external project meetings. Participates in and leads meetings and negotiations on projects, and develops strategies for achieving consistency with BCDC’s laws, policies, and regulations.

30% Writes permits, staff summaries, and reports on behalf of the Commission and the Executive Director. Prepares reports for and attends meetings of the Commission’s advisory boards and for the Commission and its partner agencies and stakeholders. Makes presentations to the Commission, its advisory bodies, and other audiences at meetings and workshops.

20% Participates in and coordinates meetings related to BCDC’s regulatory and planning programs on topics including, but not limited to, future sea level rise and flooding, public access, and habitat restoration. Prepares related information and reports in verbal and written form. Attends classes and informational workshops.

5% Reviews state and federal environmental impact documents for projects, and prepares and presents comments on projects.

5% Responds to public inquiries and provides information to the public and interested parties about BCDC. Makes community presentations on BCDC’s mission and work. Helps with report mailings. Assumes other responsibilities, as needed.

**KNOWLEDGE, SKILLS AND ABILITIES**

Knowledge of issues and disciplines related to the field of coastal and estuarine environment management, including:

* The principles, trends, and concepts on land use, coastal, natural resource and regional planning, policy, and law
* Estuarine and marine resource science and management
* Public access and design
* Climate change

Skills include:

* Project management and leadership
* Problem solving
* Writing
* Public speaking
* Handling permit applications
* Interpreting construction plans
* Research of technical and non-technical issues
* Negotiation
* Collaboration

Ability to:

* Analyze and research relevant coastal management issues and projects
* Written and oral communication
* Resolve and negotiate complex policy, legal, and permitting matters
* Establish and maintain cooperative relations with Commission staff, the Commission and its advisory boards, and other stakeholders
* Apply common sense and judgment
* Meet deadlines both accurately and thoroughly
* Prioritize, organize, and manage varied assignments

**WORKING CONDITIONS**

Work in an office building in San Francisco Monday through Friday. Flexible hours considered. Work in a stationary position (such as sitting or standing) for long periods of time using a keyboard and video display terminal. Work within one or more of the staff sections, depending upon the needs and priorities of the agency. Make site visits, inspections, and attend meetings. Required to maintain a valid Defensive Drivers training card if operation of a state vehicle is needed to perform work.

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I have read and understand the duties and essential functions of the position and can perform these duties with or without reasonable accommodation.

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Name Date Name Date

Coastal Program Analyst Bay Resources Program Manager