**CALIFORNIA COASTAL COMMISSION**

**CPA I-II**

**DUTY STATEMENT**

**EMPLOYEE NAME:**

**WORKING TITLE: Environmental Justice Analyst**

**WORK UNIT/DIVISION: Environmental Justice**

**LOCATION:**

**DATE OF APPOINTMENT:**

**CBID: R01**

**TENURE/TIMEBASE:**

**GENERAL STATEMENT**

The California Coastal Commission is charged with implementing the California Coastal Act to protect, preserve and enhance resources in the coastal zone of California. The Commission is a small State agency that embraces the values of maximum public participation, public service, excellence, and integrity.

Under the direction of the Environmental Justice Manager and Deputy Director of Environmental Justice, Tribal Affairs, and Communications the Environmental Justice Analyst performs a wide variety of complex tasks relating to environmental justice and the planning and permit processing functions of the California Coastal Commission. The Environmental Justice Analyst is the lead analyst for identifying and analyzing potential environmental justice impacts in projects, and drafting environmental justice, diversity and inclusion provisions in Staff Reports, settlements, or other documents, consistent with provisions of the California Coastal Act and the Commission's Environmental Justice Policy. The analyst provides technical support and develops resources for district staff on conducting environmental justice analyses and community engagement. The EJ analyst will also support the tribal coordination and consultation for relevant projects, including communicating with and gathering information from Tribal governments, assessing impacts to cultural and tribal resources and drafting findings in Staff Reports, settlements, or other documents, consistent with the Commission’s Tribal Consultation Policy.

**ESSENTIAL FUNCTIONS:**

**Environmental Justice Program 80%**

* + Coordinates with staff across the agency to identify projects with potential environmental justice elements, including review of applications for completeness and consistency with the Commission’s Environmental Justice Policy and the California Coastal Act.
  + Provides technical assistance on research and analysis of environmental justice impacts of certain proposed projects using quantitative and qualitative data sources, including CalEnviroScreen, U.S. EPA EJSCREEN, U.S. Census data, and interviews with community members, etc.
  + Works with district staff to advise applicants and their representatives on environmental justice concerns associated with a wide variety of types of development projects and suggests how to make such projects consistent with the Commission’s Environmental Justice Policy, relevant provisions of the California Coastal Act and/or the applicable Local Coastal Program (LCP).
  + Works with district staff to advise local governments on integrating environmental justice policies and issues, and works on the preparation of LCPs and LCP amendments.
  + Works with district staff to prepare summaries and recommendations addressing environmental justice concerns for Commission action on development projects in the coastal zone and revisions to LCP land use and document submittals.
  + Appears before the Commission for the purpose of explaining and supporting staff recommendations to address environmental justice impacts.
  + Reviews plans and other documents submitted by the applicant pursuant to conditions of approved permits addressing environmental justice concerns.
  + Supports district staff on meaningful engagement with environmental justice stakeholders in permits and coastal land use plan and zoning ordinance updates.
  + Creates and/or strengthens relationships with environmental justice communities and leaders across California to facilitate the exchange of ideas and encourage community participation in the Commission’s process.
  + Organizes community partnerships and engagement opportunities, and when necessary, travels to locations to meet with community members.
  + Assists the Statewide Planning Unit and other units and programs in drafting and/or reviewing environmental justice, equity, and/or tribal issues and analyses in statewide guidance documents and memorandums.
  + Works with Environmental Justice Unit to develop trainings and resources for environmental justice communities on the Commission’s process and regulatory functions, as well as internal training and resources to expand Commission’s understanding of environmental justice and racial equity issues.
  + Researches and develops communication, engagement and outreach materials for communities and stakeholders, environmental justice advocates, elected officials, and the public.

**Spanish Language Program 5%**

* + Assists bilingual staff and supports program goals to increase access for Spanish-speaking communities and other limited English proficient communities.

**Tribal Affairs Program – 5%**

* + Coordinates with agency and district Tribal liaisons and assists with tribal consultation when it overlaps with environmental justice concerns as needed.

**Justice, Equity, Diversity, and Inclusion – 5%**

* + Participates in tasks, trainings, outreach and other activities that support implementation of the agency’s Justice, Equity, Diversity and Inclusion (JEDI) plan, which aims to create an inclusive workplace that allows staff from diverse backgrounds to thrive and improves agency outreach and public engagement. For example, this may include attending quarterly JEDI calls, sitting on interview panels, contributing to or attending staff trainings on JEDI issues such as on implicit bias, presenting at outreach events at locations with greater diversity, and providing input on hiring practices.

**Marginal Functions – 5%**

* Assists with the copying, collating and mailing of staff reports, notices and other materials for monthly Commission meetings
* Lifts and moves boxes; Pulls files
* Drives to site visits
* Provides guidance to less experienced staff
* Mentors Environmental Justice Interns or volunteer workers

**Some travel and field work is required**

**SUPERVISION EXERCISED OVER OTHERS**

Does not supervise. May be asked to act as lead or be a mentor to a new employee or give direction to a Coastal Program Analysts I, fellows or Environmental Interns or volunteers.

**KNOWLEDGE, SKILLS, AND PERSONAL CHARACTERISTICS & ATTRIBUTES**

**Knowledge of** and experience in community engagement, environmental justice principles, and social equity issues. Knowledge of principles, practices, terms and concepts of coastal resource and environmental management; urban and regional planning; economic analysis; legal mandates; public policy development; current trends and applications in Federal, State and local planning; administrative, land use and environmental law; permit review and zoning procedures.

Candidates should also have knowledge of California land use and environmental justice issues, and be familiar with relevant trends in coastal and land use planning.

Multi-lingual candidates of language(s) commonly spoken in California are highly desirable. Effective writing and verbal communication skills and the ability to work both independently and as a team member are critical.

**Ability to:** Analyze situations accurately and take effective action; effectively and convincingly communicate in written and verbal form complex and controversial matters to individuals and groups; analyze and evaluate written, graphic and verbal data and prepare complete and comprehensive reports; inspire confidence and trust; establish and maintain effective and cooperative relations with those contacted in the course of work; work effectively with representatives of interest groups and other public agencies use good judgment when making decisions on the content of staff reports and in communications with those inside and outside the agency; creatively solve problems and employ good negotiation skills; successfully negotiate the Commission’s position with the agency’s clients; multi-task; complete assignments in a timely and organized manner; respond calmly and effectively in stressful situations; Required personal attributes include: a thorough understanding of Coastal Act and Commission regulations and procedures, the goals of the agency and the agency’s management; flexibility and initiative, strong writing and verbal communication skills; a willingness to follow and implement directions; a desire to be an effective part of a work team; regular attendance and a commitment to public service.

**CONSEQUENCE OF ERROR/RESPONSIBILITY FOR DECISIONS**

Errors can result in unnecessary delays for employees and public, poor external and internal

relationships and a loss in efficiency and production as well as the loss of trust of the public and

the possibility of litigation. Poor data input to the CDMS (which is used to track key regulatory

deadlines and actions and report on related information) can cause significant problems because

the entire agency relies on the accuracy of the data, including in response to inquiries from Commissioners, the legislature, the media, and the public, and because the system will soon be publicly accessible.

**PUBLIC AND INTERNAL CONTACTS**

Coordination with property owners, local governments, community groups, the business

community, state, and federal agencies may be required in the performance of assigned duties and

to support the work of the district. Internal coordination with analysts and staff from other district

offices, and the Energy and Ocean Resources, Technical Services, Land Use, Executive and Legal

divisions on various issues may also be required.

**PHYSICAL AND MENTAL REQUIREMENTS**

The CPA II must be able to: sit for long periods of time using a keyboard and video display terminal; move about, stand, reach, stoop or bend, and lift up to 15 pounds; interact with many people; deal effectively with pressure; multi-task; adapt to changing priorities; maintain focus on work assignments; be open to change and new information, changing conditions, or unexpected obstacles; complete tasks/projects within a short time frame, behave in a fair and ethical manner towards others, and demonstrate a sense of responsibility and commitment to public service; value diversity and other individual differences in the workforce.

The CPA II may be required to make site visits and inspections, and attend meetings. If operation of a vehicle is needed to perform work, the CPA II must take a Defensive Driver Training course, as required by law.

JAVIER PADILLA REYES DATE

ENVIRONMENTAL JUSTICE MANAGER

I have read this duty statement and agree that it represents the duties I am assigned.

COASTAL PROGRAM ANALYST DATE