**california coastal commission**

**duty statement**

**coastal program analyst iiI**

**employee name:**

**working title: Coastal Housing Coordinator (Coastal Program Analyst III)**

**work unit/division: Statewide Planning Unit**

**location:**

**date of appointment:**

**cbid:** **S01**

**tenure/timebase: Permanent/Full-time**

**POSITION SUMMARY**

Under direction of the Statewide Planning Deputy Director and Coastal Program Manager (CPM), the Coastal Housing Coordinator Coastal Program Analyst III (CPA III) coordinates and helps direct the Commission’s planning and permitting work related to coastal housing. The CPA III helps to guide and review housing planning and permitting work to ensure its accuracy, completeness and consistency with the California Coastal Act and agency-wide standards. The CPA III works closely with the Deputy Director, Coastal Program Manager, legal staff, legislative staff, and other Commission units to develop and provide guidance on state housing laws and their intersection with the Coastal Act and to ensure that related housing work is being carried out efficiently and effectively statewide.

The CPA III performs complex technical and analytic planning, policy analysis, and/or regulatory work needed to coordinate, implement and administer the agency’s work related to coastal housing. The incumbent exhibits advanced experience and ability to conduct planning, analysis, and presentation of complex and controversial regulatory matters independently; to effectively communicate in written and verbal form; to evaluate written, graphic, and verbal data; to prepare complete and comprehensive reports under deadline; and to manage multiple projects. The incumbent performs research, analysis, and reporting for housing and other statewide policy issues and provides technical planning assistance to district and local government staff.

The CPA III meets with representatives of federal, state, and local governmental agencies, including representatives of cities and counties, as well as representatives of project proponents, for the purpose of discussing emerging or contentious issues related to coastal housing; answers questions of the general public and other members of the staff concerning the Commission’s coastal housing efforts, procedures and coastal resource issues; makes presentations before groups on the Commission’s activities; and presents to the Commission written and verbal reports on the consistency or inconsistency of proposed projects, plans and LCPs with the provisions of the Coastal Act.

The CPA III makes recommendations to the CPM on policy-related issues and upon ways to increase the effectiveness of the Statewide Planning Unit; meets with agency and non-governmental partners; oversees and performs a wide array of Statewide Planning, land use regulatory and planning related tasks; works closely with office support staff to ensure smooth workflow and good relations between analyst staff and office support staff; supervises the preparation of various types of correspondence and reports assigned to analyst staff for completion; and does other work as required to promote the effectiveness of implementing the Commission’s coastal management program. The incumbent may also be assigned other responsibilities such as those related to development of statewide policy guidance, coordination on Federal grants, local coastal program (LCP) grants, individual LCPs and LCP amendments, and coastal development permits (CDPs).

**essential functions**

**Housing Planning and Regulatory Work (35%)**

* Conducts research and develops materials on housing issues as they relate to the Coastal Act, with an emphasis on legal and policy questions that may arise.
* Leads intra-agency and inter-agency collaboration efforts related to housing in the coastal zone.
* Provides professional assistance and training support to District staff regarding state housing laws and their intersection with various aspects of the Commission’s planning and regulatory program.
* Provides professional assistance and training support to local cities and counties, project applicants, and other stakeholders on how to harmonize state housing laws with the Coastal Act.
* Develops and conducts trainings on a variety of other statewide housing issues for Commission and local government staff.
* Advises local jurisdictions on planning and technical aspects of implementing the Commission’s guidance on sustainable growth, affordable housing, and related housing issues.
* Serves as the regulatory analyst on assigned coastal development permits, appeals, and LCP amendments related to housing.
* Gathers data and prepares reports on the Commission’s planning and regulatory efforts related to state housing laws and various statewide housing issues.
* Prepares and gives presentations on policy guidance, regulatory projects or other materials related to state housing laws and various statewide housing issues.
* Prepares for and participates in coordination meetings with Statewide Planning Unit, legal staff, legislative staff, technical staff, and planners from other District offices regarding the Commission’s housing work statewide.
* Leads or works as part of a team on emerging issues and special projects, including related to affordable housing and other coastal housing issues.
* Works on housing related tasks funded through the Commission’s Federal Grants.
* Oversees the work of staff analysts on assigned planning and regulatory projects, special projects, and professional assistance assignments related to statewide housing issues.

**Outreach and Intergovernmental Coordination (25%)**

* Leads coordination with the California Department of Housing and Community Development to ensure consistency between the Coastal Act, LCPs, local housing elements, and state housing laws in the coastal zone.
* Provides guidance to representatives of various government agencies having resources or land management responsibilities within the coastal zone, including review of draft policy documents developed by outside agencies.
* Coordinates with state and federal agencies to respond to information requests.
* Coordinates and conducts local government outreach; workshops and webinars; and other communication, information and training activities related to planning, policy and regulatory matters.
* Represents the Commission before various board and commission hearings, regional and local governing bodies and private interest groups. Participate in task forces, conferences, and various meetings as needed.
* Responds to inquiries and expressions of concern from members of the public, the staffs of local governments, and other agencies.
* Outreach to environmental justice communities and tribes in relation to coastal housing projects or planning efforts.
* Attends conferences, workshops and other events to share information about the Commission’s program.

**Other Statewide Planning Work (25%)**

* Provides professional assistance and training support to District staff regarding other issues of statewide importance (e.g., climate change, smart growth, sustainability, lower cost overnight accommodations, short term rentals) and various aspects of the regulatory program.
* Reviews LCP Grant applications and deliverables for compliance with applicable grant agreement terms, Coastal Act policies, state housing laws, Sea Level Rise Guidance, and other relevant policies or guidance.
* Leads or works as part of a team on other emerging statewide issues and special projects (e.g. related to sea level rise, climate change, sustainability, lower cost overnight accommodations, short term rentals).
* Works on tasks funded through the Commission’s Federal Grants related to other issues of statewide importance.
* Tracks progress of Statewide Planning work products and coordinates with staff to ensure that necessary deadlines are met.
* Reviews and edits written reports prepared by staff for Statewide Planning projects.
* Makes recommendations to the Statewide Planning Manager on maintaining and increasing the effectiveness of the Statewide Planning Unit.

**Staff Guidance (10%)**

* Assigns projects and tasks to staff and reviews their work for accuracy, style, and content.
* Guides and assists staff in interpretation of assigned projects and tasks.
* Helps direct the Unit’s workload.
* Leads various teams and projects.

**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.
* Identifies and analyzes potential environmental justice impacts in projects, and draft environmental justice, diversity and inclusion provisions in Staff Reports, settlements, or other documents, consistent with the Commission's Environmental Justice Policy. Conduct tribal coordination and consultation for relevant projects, including communicating with and gathering information from tribes, 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.

**Some travel and field work is required.**

**supervision exercised over others**

Under the direction of the Coastal Program Manager, the Coastal Program Analyst III helps supervise the Statewide Planning Unit. The Coastal Program Analyst III helps to supervise a staff of Environmental Scientists, CPA I/IIs, and administrative professionals. May also supervise or lead an Environmental Services Intern or volunteer.

**knowledge, skills & abilities**

Knowledge of: Principles, practices, terms, and concepts of urban, economic, resources, social, legal, and regional planning; public policy development; current trends and applications in Federal, State and local planning, including related to housing; administrative, land use and environmental law; housing law; permit review and zoning procedures; techniques of planning, controlling, motivating, and organizing the work of others; principles of personnel management, public relations and administration; modern office methods, technology and procedures.

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; exercise common sense and good judgment; and lead the work of other staff on a project and work independently; develop innovative solutions for difficult environmental or coastal management problems; provide leadership in accomplishing basic functions and objectives in assigned programs; inspire confidence and effective working relationships with employees, managers and leaders in the public and private sector; plan and implement public participation programs and apply conflict resolution principles.

Other required skills include: thorough understanding of Commission procedures and regulations, ability to apply good judgment to all decisions made, work effectively with groups and individuals both inside and outside the agency, make effective oral presentations to the Commission and other groups, exhibit flexibility and initiative, follow correct procedures in administrative matters, negotiate effectively with those individuals and groups involved with the Commission’s planning and regulatory programs, and make practical work related decisions consistent with available resources and established priorities.

**consequence of error/responsibility for decisions**

A crucial function of this position is to maintain and improve a positive public image of the Commission and its employees through any contact with the public and with the staff of other agencies. The Coastal Program Analyst III must exercise extremely good judgment and work well with other staff. Failure to accurately assess potential impacts of development or of planning and regulatory changes may impact on the ability of the Coastal Commission to protect coastal resources, may weaken the coastal management program overall, and may lead to unnecessary problems otherwise, including litigation. Poor working relationships, both internally and externally, can lead to the same types of issues, including contributing to lower staff morale and ineffective external coordination and contact.

**public and internal contacts**

Coordination with property owners, local governments, community groups, the business community, and state and federal agencies may be required in the performance of assigned duties and supporting the work of the unit. Internal coordination with analysts and staff from other offices, and the Energy and Ocean Resources, Technical Services, Enforcement, Legislative, Executive and Legal divisions on various issues may also be required.

**physical and mental requirements**

Must have the ability to move about, stand, reach, stoop or bend; lift up to 15 pounds. Must have the ability to work on a keyboard; manual dexterity, develop and maintain cooperative relationships. Must have the ability to multi-task, adapt to changes in priorities, and complete tasks or projects with short notice. Must deal effectively under pressure and maintain focus. Must have ability to make site visits, inspections and attend meetings. Required to maintain a valid Defensive Driver’s Training card if operation of a State vehicle is needed to perform work.

**work environment**

Incumbent will be required to sit for long periods of time and work under artificial lighting, in an open-space, climate-controlled office environment. Some travel and field work is required, including meeting with local government staff in their jurisdictions, attending Commission meetings, and site visits.

I certify that this duty statement represents an accurate description of the essential functions of this position.

ERIN PRAHLER DATE

Coastal Program Manager

Statewide Planning Unit

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

[NAME] DATE

Coastal Program Analyst III

Statewide Planning Unit