CALIFORNIA COASTAL COMMISSION

COASTAL PROGRAM MANAGER

DUTY STATEMENT

# EMPLOYEE NAME:

# WORKING TITLE: Southern California (SoCal) Transportation Manager

**WORK UNIT/DIVISION: Statewide Transportation Program**

# LOCATION: TBD

**DATE OF APPOINTMENT: TBD**

**CBID: S01**

**TENURE/TIMEBASE: Permanent, Full-time**

# POSITION SUMMARY

The Coastal Program Analyst series describes professional work concerned with the conservation, enhancement and development of coastal and ocean resources and regulating the uses of land or water in California's coastal zone. This work is accomplished by planning, regulating and managing uses of coastal resources in the coastal zone.

The Coastal Program Manager (CPM) classification is typically the full supervisory and program management level. Under general direction, incumbents plan, organize, direct and are accountable for programs in either the headquarters office or a district office (or across district offices), which are of major significance and are sensitive and complex.

Work assignments involve planning, regulating, monitoring, and managing uses of California's ocean and coast; advising permit applicants on the planning, technical and legal aspects of their proposed projects; reviewing and commenting on California Environmental Quality Act (CEQA) documents; consulting with local, regional, State, and Federal officials and with the public to coordinate and integrate regulatory and planning activities; determining the conformity of proposed coastal uses with the applicable standards of local, State and Federal law and adopted Commission policies and regulations; assisting local governments in the preparation of local coastal programs (LCPs); reviewing LCPs to determine whether they have been developed and are being carried out in accordance with State and Federal laws; and preparing recommendations to the California Coastal Commission to guide the Commission in its formal actions on development permits, appeals, Federal consistency reviews, energy and ocean programs, enforcement matters, LCPs and other coastal planning and management work.

**ESSENTIAL FUNCTIONS**

**30% Project Management, including but not limited to:**

* Manage the Commission's Transportation Program in Southern California under the guidance of the Statewide Transportation Program Manager.
* Manage review of Caltrans projects and other transportation and coastal access projects across all or part of the Commission’s Central Coast, South Central Coast, South Coast, and San Diego districts to ensure consistency with the Coastal Act.
* Incorporate policy guidance and direction from the Statewide Transportation Program Manager and other Coastal Commission management into project review and planning development.
* Regularly coordinate with and update the Statewide Transportation Program Manager on Caltrans and other transportation projects, as well as statewide initiatives related to sea level rise adaptation, CCT and coastal trail development, and transportation policies.
* Direct internal coordination with Commission technical staff on review of project materials including mitigation plans, hazards analysis, and other technical memoranda.
* Facilitate early and continuous coordination between the Commission and Caltrans on issues related to transportation project planning, design and construction that involve the Commission's State and Federal consistency authorities, including activities within certified LCPs and reviewing and/or assisting in the development of project alternatives and project-related mitigation and monitoring measures.
* Facilitate early and continuous coordination between the Commission and local governments and regional transportation agencies related to transportation or coastal access plans, projects, and policies.
* Participate in interagency work groups and project development team meetings and attend stakeholder and other related public meetings.
* Perform and/or oversee some of the Commission’s more complex project analysis, including evaluating corridor and regional transportation plans and proposals, reviewing coastal resource impact analyses and environmental review documents, and assessing specific and advance mitigation proposals.
* Perform and/or oversee some of the Commission’s more complex planning work related to sea level rise adaptation, climate change mitigation, multimodal active transportation development, and coastal trail and access development.

**25% Program Management, including but not limited to:**

* Coordinate with the NorCal Coastal Program Manager and other staff to promote general statewide policy application consistency within the Program relative to coastal resiliency for transportation networks, including assisting in the development of policies to address sea level rise in transportation planning throughout the State, and coordinating sea level rise planning and adaptation efforts related to transportation with Caltrans, other transportation agencies and local governments.
* Collaborate with the Commission's Statewide Planning Unit on the development of guidance documents and memoranda.
* Oversee the planning, organizing and preparation of materials, in coordination with Caltrans and other Commission staff, for regular coordination meetings in Southern California for the Commission's District Offices and ensuring follow-up on identified action items.
* Coordinate with Caltrans on programmatic efforts, including promoting coastal resilience, enhancing multi-modal public access, and exploring opportunities for better integrating transportation and Coastal Act polices while improving environmental outcomes;
* Conduct research into current efforts in California, such as smart growth and mobility, GHG emission reductions, sustainable communities and multi-modal transportation systems; and
* Backfill duties on occasion and stand in the role of the Statewide Transportation Program Manager in his/her absence.

**35% Supervision, including but not limited to:**

* Lead and supervise Commission staff work teams to support timely reviews of project proposals and production of guidance, other reports and responses to information requests.
* Oversee staff analysis of environmental documents, transportation plans, technical reports, coastal development permit applications, appeals, federal consistency submittals, and LCP amendments, etc. involving transportation projects and help prepare, review and approve memos, workshop materials, issue summaries, staff reports on coastal development permits or related materials for action by the Coastal Commission.
* Assist in the timely completion of accurate invoices and performance reports as required under Caltrans Interagency Agreements.
* Perform supervisory duties, such as approving timesheets, vacation and training requests, flex-work plans, completing annual performance appraisals, and any disciplinary documentation as needed.
* Assist in the development of training programs for Commission staff.

# 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; assists with phone and front desk office coverage, as needed; enters and tracks permit/LCP data in the Coastal Data Management System; and drives to site visits.

**3%** General review of environmental justice, diversity and inclusion issues. 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 the Commission's Environmental Justice Policy. Conducting 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.

**2%** Participates in various Commission staff programs, staff meetings and projects, such as partnerships with scientists, or other collaborative efforts, as well as Coastal Commission virtual meeting management.

# SUPERVISION EXERCISED OVER OTHERS

Incumbents at this level may (1) supervise a small staff, or (2) supervise a larger staff with the assistance of subordinate supervisors.

# KNOWLEDGE, ABILITIES, SPECIAL PERSONAL REQUIREMENTS & ATTRIBUTES

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; administrative, land use and environmental 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; the objectives of the State's EEO Program; and a supervisor's role in the EEO Program and the processes available to meet EEO objectives.

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; lead the work of other staff on a project and work independently; plan, organize and supervise the work of a professional staff; train staff and motivate subordinates to accomplish organizational goals; effectively contribute to the Commission's affirmative action objectives; 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; and plan and implement public participation programs and apply conflict resolution principles. Personal attributes: Thorough understanding of State of California regulations and procedures; understanding of the goals of the agency and the agency's management; use of good judgment when making decisions with those inside and outside the agency; flexibility and initiative; ability to work effectively with representatives of interest groups and other public agencies; and completion of all work in a timely and well organized form.

# 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 decisions, recommendations, and oversight functions of the Coastal Program Manager have significant implications (including coastal resource, legal, contractual and operational implications) for the Coastal Commission, both in the short and long term. The Coastal Program Manager must exercise extremely good judgment, work well with employees being supervised, and provide good overall direction and leadership. 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 supervision and/or 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 District offices, and the Energy and Ocean Resources, Technical Services, Enforcement, Statewide Planning, Executive and Legal divisions on various issues may also be required

# PHYSICAL, MENTAL AND EMOTIONAL REQUIREMENTS

Daily access to and use of a personal computer and telephone is essential. Sitting and standing requirements are consistent with office work. Special physical requirements: light lifting (moves/transports materials; filing responsibilities that require moving about or positioning self and using a cart to move materials.)

The CPM must have the ability to move about, stand, reach, stoop or bend; lift up to 15 pounds; have the ability to work on a keyboard; possess manual dexterity, develop and maintain cooperative relationships; have the ability to multi-task, adapt to changes in priorities; be comfortable working and thrive in a fast-paced and constantly evolving and fluid environment; be adaptable to changes; manage time and resources effectively; have the ability to prioritize and meet tight deadlines; maintain excellent attendance; have the ability to gain and maintain the confidence and cooperation of those contacted during the course of work; exercise confidentiality; and be responsive to Commission management and client needs.

# WORK ENVIRONMENT

The CPM works 40 hours per week remotely and in an office setting, with artificial light and temperature control. The CPM is expected to travel occasionally when necessary to attend Commission meetings or site visits. Travel may require driving or being a passenger in a State vehicle or flying in a plane.

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

**PETER ALLEN DATE**

**SUPERVISING ENVIRONMENTAL PLANNER**

**STATEWIDE TRANSPORTATION PROGRAM**

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

**DATE**

**SOUTHERN CALIFORNIA COASTAL PROGRAM MANAGER**

**STATEWIDE TRANSPORTATION PROGRAM**