**CALIFORNIA COASTAL COMMISSION**

**DUTY STATEMENT**

**COASTAL PROGRAM ANALYST II**

**(ASSOCIATE COASTAL PLANNER)**

**EMPLOYEE NAME:**

**WORKING TITLE: Port Planner**

**(Coastal Program Analyst II)**

**WORK UNIT/DIVISION: San Diego Coast District Office**

**LOCATION: San Diego, CA**

**DATE OF APPOINTMENT:**

**CBID: R01**

**TENURE/TIMEBASE:** **Limited Term/Full-time**

**POSITION SUMMARY**

The California Coastal Commission staff is charged with implementing the California Coastal Act of 1976 to protect, preserve and enhance resources in the coastal zone of California. The Associate Coastal Planner (i.e. Coastal Program Analyst II) is the full journey level analyst position in the agency. Incumbents perform the more complex technical and analytical planning and regulatory activities and work with greater independence.

Under the direction of the District Manager(s) and the District Supervisor(s), the primary responsibility of the Port Planner (Coastal Program Analyst II) is to perform a wide variety of tasks related to planning and permit processing for development of the Seaport San Diego project located within the San Diego Unified Port District (Port). This position may also perform general San Diego Coast District permitting and planning functions, including those related to other port development on tidelands and in submerged water around the San Diego Bay. The Port Planner works closely with the District Manager, District Supervisors, and other technical, legal, legislative, planning and permitting staff to ensure a consistent and coordinated approach to fulfilling the requirements of the Coastal Act.

The Port Planner meets with representatives of federal, state, and local governmental agencies, including city and county representatives, as well as tribal governments, community groups and representatives of project proponents, for the purpose of discussing issues related to Port development, both in-water and on-land; answers questions of the general public and others concerning these efforts; 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, Port Master Plan (PMP) amendments and Local Coastal Program (LCP) amendments with the provisions of the Coastal Act.

**ESSENTIAL FUNCTIONS:**

**40% Review Seaport San Diego Project & Other Port Planning and Regulatory Work**

* Review and process coastal development permit applications and appeals primarily related to the development of the Seaport San Diego project, port facilities and infrastructure; also responsible for advance planning work and reviewing and processing permit applications related to other coastal-dependent development and uses and similar topics.
* Prepare for and participate in coordination and planning meetings related to port development and related efforts.
* Monitor and maintain records related to current and future port-related projects and activities.
* Coordinate with the Commission’s other staff on a regular basis regarding approaches to permitting and planning related to port development, other coastal-dependent development and uses, and similar topics.
* Review and process PMP amendments and coastal development permit (CDP) and CDP amendment applications for completeness and consistency with the Coastal Act or applicable LCP or PMP; also reviews appeals filed on local government CDP decisions to evaluate whether they raise substantial issues of LCP or PMP conformity.
* Investigate issues of project consistency with the Coastal Act and/or the applicable LCP or PMP policies that are raised by amendments, applications and appeals by interpreting project plans, maps, and technical documents, conducting site visits, and researching applicable policy documents and other sources of information.
* In accordance with strict time schedules, drafts letters to applicants requesting additional information needed to process applications.
* Participate in meetings with port, local governments, applicants, their representatives, appellants, and others to answer questions, explain staff recommendations, and as needed, to resolve issues of project consistency with the Coastal Act, PMP or LCP raised by the applications and appeals.
* Consult with Commission staff experts in the agency on the technical and legal details of proposed development projects.
* Coordinate with representatives of federal, state, and local government agencies and tribal governments on coastal development projects.
* Prepare staff recommendations for Commission action on development projects and appeals.
* Make oral presentations to the Commission on staff recommendations.
* Attend meetings with applicants and their representatives, including meetings onsite at proposed development sites, as necessary.
* Maintain accurate and up-to-date record keeping and file organization for permit applications, appeals, and other project files in the Commission’s Coastal Data Management System (CDMS) and in paper and electronic files for reference and use by Commission staff and the public.

**35% Coordinate with Local Governments/Agencies on Planning, Permitting and PMP/LCP Implementation**

* Monitor the coastal regulatory and planning programs related to port and other coastal-dependent development and in coordination with administrative staff, reviews and processes notices related to pending and final local actions on local CDP applications.
* Coordinate and participate in regular meetings with local government staff, port staff and/or other agencies and stakeholders to discuss the Seaport San Diego project, other port projects and PMP amendments, and permitting approaches.
* Review environmental documents prepared pursuant to CEQA and/or NEPA for relevant projects and draft timely comment letters.
* Draft timely correspondence to local governments on the consistency of locally reviewed CDPs with the certified LCP, PMP and Coastal Act.
* Respond to inquiries received from local government planning staff, applicants of local CDPs, their representatives, and members of the public regarding coastal resource issues raised by relevant projects being considered under the local CDP review process.
* Prepare appeal summaries for management review and solicitation of Commissioner appeals.
* Coordinate and participate in regular meetings with local government planning staff regarding pending CDP applications, upcoming LCP and PMP planning items, and LCP/PMP interpretation issues.
* Attend meetings with local planning staff, applicants, their representatives, and other agency staff onsite at proposed development sites.
* Ensure the Commission’s LCP/PMP files, maps, and related materials are maintained in an orderly fashion.

**10%** **LCP Planning**

* Advise local governments on the preparation of LCPs and LCP amendments, related to port development, other coastal-dependent development and uses, and similar topics.
* Engage in early coordination on LCP amendments prior to their local adoption.
* In accordance with strict time schedules, review and process LCP amendment applications by reviewing applications for completeness and consistency with the Coastal Act and drafting letters to local governments requesting additional information needed to process applications.
* Participate in meetings with local governments, applicants, and applicant representatives as appropriate to resolve issues of consistency with the Coastal Act and the LCP raised by applications and negotiate any needed suggested modifications to the local government’s application submittal.
* Prepare written summaries and staff recommendations for Commission action on LCP amendments.
* Make oral presentations to the Commission on staff recommendations.

**5% Communication of the Commission’s Mission and Processes and Respond to Public Inquiries**

* Provide timely responses to inquiries from members of the public, local planning staff, agency staff, and others with questions about development in the coastal zone, the PMP, LCP, and CDP application process, port questions, and other questions raised regarding projects and development in the coastal zone.
* In coordination with the Commission’s Legal Unit, respond to Public Records Act Requests and other informational requests from the public and interested stakeholders in a timely and accurate fashion.
* Meet with applicants and others interested in the programs of the Commission to explain provisions of the Coastal Act, applicable PMPs, LCPs, and the Commission’s processes that support public participation.

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

Participate 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.

**5% MARGINAL FUNCTIONS:**

Perform other duties as assigned. Assist with the copying, collating, and mailing of staff reports, notices and other materials for monthly Commission meetings; handle/process incoming and outgoing mail for the district office; lift and move boxes of files and records for office organization purposes; assist with keeping the office organized; drive to site visits and meetings.

**This position requires some occasional travel and fieldwork.**

**REQUIRED PERSONAL ATTRIBUTES INCLUDE:** Thorough understanding of the Coastal Act and Commission regulations and procedures, understanding of the goals of the agency and the agency’s management, use of good judgment when making decisions on content of staff reports and in communications with those inside and outside the agency, flexibility and initiative, ability to work effectively individually and with other members of district and agency staff, ability to work with representatives of interest groups and other public agencies, completion of all work in a timely and well organized form, and ability to successfully negotiate the Commission’s position with the agency’s clients.

**SUPERVISION EXERCISED OVER OTHERS**

This is not a supervisory position. However, the incumbent may be assigned lead responsibility for a specific project, program function, geographic area, or area of expertise and may act as a team leader or advisor to other coastal program analysts in those matters.

**KNOWLEDGE, ABILITIES AND PERSONAL CHARACTERISTICS**

Knowledge of the California Coastal Act; the California Environmental Quality Act; the San Diego Unified Port District Port Master Plan; other land use and environmental planning laws; permit review and zoning procedures; principles and practices of land use planning; terms and concepts of port, urban, economic, resources, social, legal, and regional planning; environmental justice; tribal consultation; public policy development; and environmental issues raised by coastal development.

Ability to analyze situations accurately and take effective action; research and address complex coastal resource issues; effectively and convincingly communicate in writing and orally 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; be flexible and use initiative; complete all work in a timely and well organized form; successfully negotiate the Commission position with the agency’s clients; and lead the work of other staff on a project and work independently. Analysts are expected to be rigorous in identifying issues and pro-active in problem solving.

**CONSEQUENCE OF ERROR/RESPONSIBILITY FOR DECISIONS**

A crucial function of this position is to maintain and improve the positive public image of the Commission and its employees through any contact with the public and with the staff of other agencies. Under the direction of the District Manager and District Supervisors, an Associate Coastal Planner is expected to handle the more complex planning and permitting matters with minimal supervision. Staff reports will ultimately be reviewed by the Coastal Commission in public session and by the courts if litigation ensues. The consequences of errors are high, as important coastal resources such as wetlands, environmentally sensitive habitats, public access, marine resources, water quality and coastal views could be compromised if errors are made. Errors can result in unnecessary delays for employees and the public, poor external and internal relationships, and a loss in efficiency and productivity as well as the loss of trust of the public and the possibility of litigation.

**PUBLIC AND INTERNAL CONTACTS**

Contact with members of the public, property owners, local governments, other government agencies, tribal representatives, and non-governmental organizations, may be required in the performance of assigned duties and supporting the work of the unit. Work with applicants and their representatives, including environmental and engineering firms. Extensive contact with other Coastal Program Analysts. Work with management, legal staff, scientists, and engineers.

**PHYSICAL, MENTAL AND EMOTIONAL REQUIREMENTS**

The incumbent may be required to sit for long periods of time using a keyboard and video display terminal. The incumbent must have the ability to move about, stand, reach, stoop or bend, and lift up to 15 pounds. The incumbent must be able to 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. The incumbent must value diversity and other individual differences in the workforce.

**WORK ENVIRONMENT**

* Prolonged periods of sitting and/or standing at a desk and in conference room settings
* Works in an open-space, climate-controlled office environment Monday through Friday or from home with an approved telework agreement.
* Occasional overnight travel

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

**DATE**

**COASTAL PROGRAM MANAGER**

**SAN DIEGO DISTRICT OFFICE**

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

**DATE**

**COASTAL PROGRAM ANALYST II**

**SAN DIEGO DISTRICT OFFICE**