San Francisco Bay Conservation and Development Commission

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State of California | Gavin Newsom – Governor | info@bcdc.ca.gov | [www.bcdc.ca.gov](https://www.bcdc.ca.gov/)

**DUTY STATEMENT**

 **Coastal Program Analyst III**

**NAME:**

**CLASSIFICATION: COASTAL PROGRAM ANALYST III**

**WORKING TITLE: SENIOR ENFORCEMENT ANALYST**

**UNIT/DIVISION: LEGAL**

**SUPERVISOR: ENFORCEMENT AND COMPLIANCE MANAGER (SUPERVISORY)**

**FLSA: EXEMPT**

**CBID: E-48**

**TENURE/TIMEBASE: FULL TIME, PERMANENT**

Under direction of the Enforcement and Compliance Manager, the Senior Enforcement Analyst will lead critical aspects of the Enforcement program. The duties include but are not limited to:

1. Researching and completing the most difficult and complex enforcement cases.
2. Completing After the Fact permits in a timely manner.
3. Provide recommendations for the Commission's enforcement actions.
4. Assist with drafting enforcement and compliance policies and procedures working closely with the Enforcement and Compliance Manager.
5. Reviewing correspondence and conducting site visits.
6. Drafting violation reports and recommended enforcement decisions.
7. Undertaking special projects as assigned.
8. Make written and oral presentations to the Commission, Enforcement Committee, and the public.
9. Negotiating a resolution to Enforcement cases.
10. Mentoring team members for professional development.
11. Maintaining a positive collaborative relationship with other enforcement and compliance team members.
12. Maintaining a positive collaborative relationship with legal staff and Senior Staff members, communicating program updates, challenges and recommendations.
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**ESSENTIAL FUNCTIONS:**

35% Performs the most complex enforcement case assignments

* Edits administrative penalty letters, violation reports, cease and desist letters, civil penalty orders, and other complex enforcement related documents.
* Prepares enforcement-related analyses and recommendations in coordination and under the direction of Legal staff.
* Ownership of the most complex and technical enforcement matters for team.
* Recognize controversial issues raised by enforcement cases and raise them to the attention of the Enforcement and Compliance Manager,
* Maintain expertise in enforcement practices and procedures acting as a subject matter expert.
* Provide technical guidance to the Commission, staff, other agencies, project proponents, and the public on enforcement matters to include compliance with enforcement order and permit terms in accordance with enforcement internal policies and procedures.
* Give presentations at public and interagency conferences, workshops, legislative hearings, etc., to provide outreach to stakeholders and interested parties related to subjects under the purview of the Division as required.

 35% Process and Resolve New Complex Enforcement Cases

* Keeps the Enforcement and Compliance Manager informed of the status of new enforcement cases.
* Processes and resolves incoming complex cases including acknowledgement to originator of case.
* Assures that all mandated procedures, particularly criteria and deadlines for enforcement actions, are met.
* Assist Enforcement and Compliance Manager to assure flow of new enforcement cases are appropriately distributed throughout the analysts.
* Meet all legal deadlines.

20% Provide input for evaluation of staff; encouragement and support for analysts amongst the team; recognize staff workload and morale issues and bring them to the attention of the Enforcement and Compliance Manager, provides feedback to the Enforcement and Compliance Manager for the preparation of annual performance appraisals as necessary. Assists Enforcement and Compliance manager with mentoring of Coastal Program Analyst I/II.

5% Represents the Enforcement Program Manager in their absence and represents the commission as directed, before local governments, other state and federal agencies and citizen groups.

5% Other duties as assigned including but not limited:

* Help with mailings, filings, and other related duties.
* Respond to inquiries from the public and developers.

**KNOWLEDGE, SKILLS AND ABILITIES**

**Knowledge of:**

* Fluency in BCDC’s enforcement regulations, practices and the Mcateer Petris Act.
* Knowledge of current trends and applications in Federal, State, and local planning.
* Administrative land use and environmental law.
* Permit review and zoning procedures.
* Techniques of planning, motivating, controlling, and organizing the work of others.
* Basic principles of public relations and administration, modern office methods, technology and procedures.

**Skills:**

* Strong interpersonal skills, including negotiation skills.
* Strong computer skills,
* Case management and balance of case-oriented tasks.
* Ability to represent BCDC positively and diplomatically during controversial enforcement interactions.
* Analytical and problem-solving skills as well as programmatic "macro" thinking skills.
* Conflict resolution that may arise as part of day-to-day responsibilities.
* All employees are responsible for contributing to an inclusive, safe, and secure work environment that values diverse cultures, perspectives, and experiences, and is free from discrimination.

**Ability to:**

* Accurately analyze situations and take effective action.
* Effectively and convincingly communicate in written and verbal form complex technical, analytical, planning and/or regulatory enforcement work to individuals and groups at all levels both within and outside of the department in order to complete work assignments.
* Analyze and evaluate written, graphic, and verbal data and prepare complete and comprehensive reports.
* inspires confidence and trust.
* Establish and maintain effective and cooperative relations with those contacted in the course of work, and exercise common sense and good judgment.
* Effectively communicate information and to consult with staff on all levels within BCDC and outside.
* Analyze complex technical, analytical, planning and/or regulatory enforcement work and provide verbal and/or written recommendations and/or feedback to all levels of staff both within and outside State civil service.
* Complete assigned work on time and review for accuracy.
* Consider and respond appropriately to the needs, feelings, and capabilities of different people in different situations.
* Prioritize and manage multiple assignments.
* Be tactful and treat others with respect.

**WORKING CONDITIONS**

* Work in San Francisco office as defined by BCDC Telework Agreement. Current Telework Agreement provides for hybrid work, with two days in the office per week, subject to change. Flexible hours considered.
* Work in a stationary position (such as sitting or standing) for long periods of time using a laptop, keyboard and video display terminal
* 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.

These duties are essential functions of the Coastal Program Analyst III position.

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

Coastal Program Analyst III

Enforcement and Compliance Manager