

**CALIFORNIA COASTAL COMMISSION**

**PUBLIC HEARING MANAGER**

**ASSOCIATE GOVERNMENTAL PROGRAM ANAYLYST**

**DUTY STATEMENT**

**EMPLOYEE NAME:**

**WORKING TITLE:** **Public Hearing Manager**

**WORK UNIT/DIVISION: Executive**

**LOCATION:**  **San Francisco, CA**

**DATE OF APPOINTMENT:**

**CBID:** **R01**

**TENURE/TIMEBASE: Limited-Term/Full-time With the Possibility of Extension Up To 24 Months and Becoming Permanent**

**POSITION SUMMARY**

The incumbent works under the direction of the Executive Director and Deputy Executive Director. This position is the lead staff coordinating monthly Coastal Commission public hearings. The Public Hearing Manager coordinates all aspects of planning and running the public hearings, including agenda preparation and management, public participation in hearings, assistance with carrying out hearings pursuant to applicable rules and regulations, public recordkeeping, event planning tasks such as negotiating and implementing hotel and venue contracts and catering, assisting Commissioners and Commission staff responsible for preparing agendas, overseeing venue and vendor contracts, and coordinating all aspects of event planning.

This position requires strong verbal and written communication skills. The Public Hearing Manager will be addressing Commissioners, staff and members of the public at Commission meetings and must be able to speak clearly, professionally, and with

confidence. The ability to communicate complex information in a concise and accessible manner is essential.

**ESSENTIAL FUNCTIONS**

**30% - Production**

* Create meeting and production calendar for the year in coordination with the Executive Director/Deputy Executive Director.
* Compile blurbs and prepare monthly meeting agenda in coordination with the Executive Director and staff in district offices.
* Ensure all agenda items are accurate and posted to Commission website prior to each meeting.
* Prepare and complete vote sheets for each meeting.

**25% - Meeting Logistics and Presence**

* Attend monthly 4-day meetings in person and provide on-site support
* Identify and secure meeting venues and hotels in coordination with the Deputy Executive Director.
* Assist Executive Director and Staff during meeting.

Prepare all meeting supplies prior to each meeting.

* Search for and secure meeting venues and hotels in coordination with Deputy Executive Director.
* Negotiate contracts, review terms, and coordinate payments for venues.
* Plan and coordinate meal service for Commissions and staff
* Coordinate meeting details and technical needs in advance with venue staff and audiovisual contractor prior to meetings.
* Record roll call votes and motions; ensure accuracy of meetings minutes and attendance notes
* Address Commissioner and staff requests at meetings
* Respond to inquiries and concerns from members of the public at meetings.

**20%** - **Commissioner Support**

* Attend Commission monthly meetings in person.
* Create and maintain Commissioner travel accounts using Concur
* Audit and submit travel expense claims for Commissioners
* Maintain the roster of appointed Commissioners in coordination with Information Technology staff
* Maintain Commissioner files (i.e. attendance, oaths, appointment letters, ex-parte communication, speaker slips, new Commissioner packets)

**15% - Contracts and Records Management**

* Preserve the record of each meeting by maintaining files; prepare and record minutes of each meeting in coordination with Chief Counsel
* Respond to inquiries from the public regarding Commissioners, Commission meetings and Commission policies
* Work with Fiscal and Business Services on contract negotiations for audiovisual and Spanish translation services
* Ensure all files are in compliance with the Commissions records retention schedule.

 **5% - Justice, Equity, Diversity Inclusion (JEDI) Support**

* Participate in professional development trainings, as well as tasks, trainings and activities that support programmatic and workplace diversity, equity, and inclusion. Other related duties as assigned.
* Identify and analyze 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, as applicable.
* 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, as applicable.

**5% - Marginal Functions**

* Provide services for Executive Unit and other units as needed.
* Assist with Public Records Acts (PRA) requests.

**Supervision Exercised Over Others**

N/A

**Knowledge, Skills & Abilities**

Knowledge of and experience with: public outreach and communications strategies; knowledge of California state government public hearing rules and procedures and experience participating in such meetings; experience with event planning tasks; use of video-conferencing and other software for meeting support; common office productivity software and technology applications, and tools and techniques for creating and remediating Adobe and Word documents to meet ADA accessibility requirements; Coastal Data Management System input and data quality; familiarity with using office machines and equipment such as personal computers, facsimiles and copiers, and scanners.

Ability to: Work effectively as part of a team; provide administrative support for a range of projects and activities; communicate complex information to the public; communicate effectively and maintain positive relationships via email and on the phone; manage database management system processes; develop work plan priorities; manage workload; maintain good working relationships with coworkers.

Special Personal Characteristics: Willingness to work unusual shifts including evenings, nights, and weekends.

**Consequence Of Errors/Responsibilities for Decisions**

Poor quality work and errors in judgment reflect poorly on the Commission, create additional work for other team members, and hinder the Commission’s ability to implement the Coastal Act. Error in judgment may result in unnecessary delays for employees and public, poor external and internal relationships and a loss in efficiency and production. Delays and litigation can result from improper legal notices and failure to comply with ADA requirements. Poor data and records management, including in the Coastal Data Management System, can cause significant problems, both internally (because the entire agency relies on the accuracy of the data), and externally (as the system is publicly accessible, and the accuracy of data management will be relied on by the public).

**Public And Internal Contacts**

Contact with members of the public, government agencies and high-ranking officials, non-governmental organizations, and for-profit companies. Contact with Commissioners and other Commission staff.

**Physical, Mental, and Emotional Requirements**

· Prolonged periods of sitting

· Ability to use a computer for several hours a day

· Ability to lift-up to 15 pounds

· Able to make site visits and attend 4-day monthly public meetings. (Required to maintain a valid Defensive Driver’s Training card if operation of a state vehicle is needed to perform work.)

**Work Environment**

The Commission’s Office is open for business Monday through Friday from 8:00 am to 5:00 pm (except for state holidays), and the incumbent will be expected to work during business hours in the office at a minimum of 2 days per week, with the possibility for more in office work in the future. The current hybrid 2 days in office has some flexibility in hours per day and specific days in the week as determined by work needs. When

working in the office, the incumbent will work in an open-space, climate-controlled office environment, under artificial lighting during business hours. Telework from home may be required on a permanent basis in addition to office work at the assigned location. The amount and availability of telework and/or office work will be determined based on the functions of each position and current rules and policies. The Hearing Manager is expected to travel monthly to Coastal Commission public meetings. Travel may require driving or carpooling in a State vehicle, traveling by air and utilizing public transportation, rental vehicles and rideshares.

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

**MADELINE CAVALIERI DATE**

**DEPUTY EXECUTIVE DIRECTOR**

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

**(NAME) DATE**

**ASSOCIATE GOVERNMENTAL PROGRAM ANALYST**