

CALIFORNIA COASTAL COMMISSION

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**CALIFORNIA COASTAL COMMISSION
DUTY STATEMENT
SENIOR DEPUTY DIRECTOR (CEA B)****EMPLOYEE NAME:** TBD**WORKING TITLE:** Senior Deputy Director**WORK UNIT/DIVISION:** Executive Unit**LOCATION:** San Francisco or District Office**DATE OF APPOINTMENT:** TBD**CBID:** M01**TENURE/TIMEBASE:** Career Executive Assignment/Full-time**POSITION SUMMARY**

Under the direction of the executive director and the deputy executive director, the Senior Deputy Director is responsible for overseeing external-facing elements of the Commission's planning and regulatory program. The incumbent assists the executive director and deputy executive director in the formulation, evaluation and administration of Commission programs and policies; acts as a senior management team leader; works with the district directors and other program heads to coordinate policy implementation statewide; and performs other executive responsibilities as assigned.

ESSENTIAL FUNCTIONS**40% Planning and Regulatory Program**

Provides policy guidance to the Commission's planning and regulatory program, including on issues related to public access, environmental justice, tribal affairs, legislation, interagency policy discussions, etc. Oversees implementation of the Commission's planning and regulatory program. Ensures that planning and regulatory work is being done in a consistent way statewide, adhering to the Commission's most current policy goals and objectives and working directly with Commissioners. Responsible for supervision of multiple CEAs and program managers.

15% Justice, Equity, Diversity and Inclusion (JEDI), Environmental Justice, & Tribal Affairs

- Oversees the Commission’s JEDI program, including development and implementation of a staff training and engagement program that supports programmatic and workplace diversity, equity, and inclusion.
- Leads the Commission’s environmental justice program, including the development and implementation of a staff training program, engagement with environmental justice organizations and stakeholders, and ensuring the agency is appropriately and effectively implementing its Environmental Justice Policy.
- Directs the Commission’s tribal affairs program, including managing and tracking tribal coordination and consultation for relevant programs and projects, managing internal and external coordination related to tribal affairs, and ensuring the agency is appropriately and effectively implementing its Tribal Consultation Policy.

20% Policy and Legislation

Works with the executive director and deputy executive director on implementation and communication of the agency’s policies and programs. Works with the executive director, deputy executive director and the legislative director on significant State legislative matters affecting the Coastal Commission. Provides counsel and advice to the executive director and deputy executive director and Coastal Commission on general policy formulation.

10% Represents the Coastal Commission

Represents the Commission at boards and commissions, regional and local governing bodies, and private and public interest groups; serves as a direct liaison with State and Federal agencies; acts as spokesperson on planning matters and when directed represents the Commission on advisory committees, governmental boards, task forces, commissions, and professional boards. Assists the executive director and deputy executive director with interagency collaboration and coordination. Represents the executive director and deputy executive director at meetings in their absence, and performs other duties as assigned.

15% Strategic Planning and External Communications

In coordination with Coastal Commissioners and Commission staff, oversees, develops, and implements the Commission’s Strategic Plan which is updated at least every five years. Works with department programs and units to ensure coordinated implementation of the Strategic Plan. Oversees the Commission's external communications and public outreach efforts, including developing and implementing strategies that support the Commission’s mission, programs, and initiatives and enhance visibility to external audiences. Ensures consistency across all public-facing materials and platforms.

5% Oversees Administrative Functions

Oversees various administrative functions within the agency, as needed, and as directed by the executive director and deputy executive director. Develops policies and procedures as needed to ensure internal and external policy alignment and continued effectiveness of the Commission’s administrative functions.

MARGINAL FUNCTIONS

5% Other special duties and projects as assigned by executive management; acts as Skelly officer for hearings on disciplinary matters.

SUPERVISION EXERCISED OVER OTHERS

Supervises multiple CEAs and program managers throughout the agency.

KNOWLEDGE, SKILLS & ABILITIES

Knowledge of: Knowledge of the Coastal Act and the Coastal Commission's programs; principles and practices related to environmental justice and consultation and engagement with Tribal governments; principles and techniques for effective communication and public outreach; organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch; principles, practices, and trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; personnel management techniques; and a manager's role and the process available to meet equal employment opportunity objectives.

Ability to: Ability to plan, organize, and direct the work of multidisciplinary professional and administrative staff; analyze administrative policies, organization, procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislative and Executive branches; analyze complex problems and recommend effective courses of action; speak and write effectively; prepare and review reports; and effectively contribute to the department's equal employment opportunity objectives.

CONSEQUENCE OF ERROR/RESPONSIBILITY FOR DECISIONS

The decisions, recommendations, and oversight functions of the senior deputy director have significant implications (including coastal resource, legal, contractual, and operational implications) for the Coastal Commission, both in the short and long term. The senior deputy director 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 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 leadership and/or working relationships, both internally and externally, can lead to very serious issues, including contributing to lower staff morale and negative public perception of the Coastal Commission.

PUBLIC AND INTERNAL CONTACTS

Extensive contact with other deputy directors and Commission staff at all levels, Coastal Commissioners, applicants, representatives of federal, state, and local governments, and the public.

PHYSICAL, MENTAL AND EMOTIONAL REQUIREMENTS

- Ability to use a computer several hours a day.
- Ability to maintain poise under pressure and respect confidential information.
- Ability to lift up to 15 pounds.
- 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

The incumbent will develop a Telework Plan approved by the executive director.

Travel is required, including meeting with local government staff in their jurisdictions, attending meetings in Sacramento, Commission meetings, and site visits.

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

Madeline Cavalieri – Deputy Executive Director

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

[NAME - TBD]