

CALIFORNIA COASTAL COMMISSION455 MARKET STREET, SUITE 300
SAN FRANCISCO, CA 94105-2421
VOICE (415) 904-5200**CALIFORNIA COASTAL COMMISSION
COASTAL PROGRAM ANALYST III
DUTY STATEMENT**

EMPLOYEE NAME: TBD

WORKING TITLE: Senior Transportation Program Analyst

WORK UNIT/DIVISION: Statewide Transportation

LOCATION: Arcata

DATE OF APPOINTMENT: TBD

CBID: S01

TENURE/TIMEBASE: Limiter Term with Possibility of Extension and the Possibility of Becoming Permanent

POSITION SUMMARY

This Senior Transportation Program Analyst (Coastal Program Analyst III) leads California Coastal Commission review in the Commission's North Coast District of various transportation projects for consistency with the California Coastal Act, including a wide variety of coastal highway related infrastructure, coastal trails, and multimodal facilities. The primary areas of focus for this position will be transportation planning, active transportation, sea level rise resiliency, and habitat restoration mitigation projects. Under the direction of the Statewide Transportation Program Manager and the Northern California Transportation Program Coastal Program Manager, the Senior Transportation Program Analyst reviews coastal development permit applications (CDP), CDP Appeals, Local Coastal Program Amendments, prepares written staff recommendations, and gives oral presentations to the Commission on staff recommendations. The position facilitates early and continuous coordination between the Commission and the Department of Transportation (Caltrans), as well as other local governments, regional transportation agencies, and non-profits. The position participates in a statewide program group, various interagency teams and efforts, and is directly responsible for continuous coordination with the Commission's North Coast District Office. Overall, the incumbent explores opportunities for better integrating transportation and land use decisions in the coastal zone with the protection and advancement of coastal resources, furthering coastal resiliency of critical transportation infrastructure, and promoting expansion of multimodal facilities and coastal trails.

This is a Statewide Recruitment for one authorized position. This position may be filled in the North Coast District Office located in Arcata.

ESSENTIAL FUNCTIONS

40% Processing Applications for CCC Planning and Regulatory Reviews

The position is responsible for personally reviewing/ and processing simple to complex transportation-related CDP (including Appeals) applications, LCP amendment applications, and submittals under approved Public Works Plans. This work includes participating in team meetings and field reviews related to Caltrans plan and project scoping and development to identify coastal issues related to such plans and projects; reviewing and/or offering guidance in the development of plan and project alternatives and project-related mitigation and monitoring measures; completing factual information and policy analysis of proposals; investigating issues of consistency with the Coastal Act; consulting with CCC District, federal consistency, technical and legal staff; and, coordinating with other reviewing governmental agencies. A primary area of focus is preparing and presenting staff recommendations for Commission action. Environmental document analysis and comments, and post-Commission action condition compliance reviews are included within these functions. Attendance of internal CCC project review meetings, regular Caltrans and CCC District Coordination Meetings, and other meetings as assigned is required.

25% Reviewing and Commenting Upon Transportation Plans and Proposals

The position is responsible for participating in interagency work groups; evaluating corridor and regional transportation plans and proposals (e.g., Transportation Concept Reports, Regional Transportations Plans, System Management Plans, Comprehensive Multimodal Corridor Plans, etc.) for consistency with the Coastal Act and LCPs, as well as for inclusion of provisions for the California Coastal Trail and addressing sea level rise; reviewing LCP proposals that have transportation, public access or other components connected with Caltrans' mission, functions and/or operations (plus consulting with Caltrans on such proposals); conducting research into current State efforts related to smart growth and mobility, GHG emission reductions, sustainable communities and multi-modal transportation systems; and assisting in the development of programmatic approaches that will promote public access and ensure sound transportation planning and resource protection in the coastal zone.

15% Program Management, including but not limited to:

The position is responsible for coordinating with the Coastal Program Managers 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. The position is responsible for collaborating with the Commission's Statewide Planning Unit on the development of guidance documents and memoranda. The position is responsible for coordinating 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. The position is responsible for conducting research into current efforts in California, such as smart growth and mobility, GHG emission reductions, sustainable communities and multi-modal transportation systems, and coastal access and public trails. The position is responsible for backfill duties on occasion for the Coastal Program Manager positions in their absence.

8% Liaison Functions and Reporting Requirements

Assist in meeting all performance reporting required under existing interagency agreements with Caltrans, including follow up with other Commission staff; help plan, organize and prepare advance materials, in coordination with Caltrans, for project specific and District coordination meetings statewide (semi-annually for all six of the Commission's District Offices), and ensure follow up on identified action items; and perform other related duties as assigned.

5% Justice, Equity, Diversity and Inclusion (JEDI)

- 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.

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.

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

The incumbent functions as a nonsupervisory staff specialist, facilitates cooperative coworker teams, and completes analysis and staff recommendations for often highly complex and potentially controversial transportation proposals within the coastal zone.

KNOWLEDGE, SKILLS & ABILITIES

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 teams and individuals; principles of personnel management, public relations and administration; modern office methods, technology and procedures.

Ability to: Analyze situations accurately and take effective action; factually and convincingly communicate complex and controversial matters to individuals and groups in written and verbal form; 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

coordinate the work of a professional staff; participate in the training of Commission and Caltrans staff; 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 coworkers, managers and leaders in the public and private sector; plan and implement public participation programs and apply conflict resolution principles.

Other required skills include: thorough understanding of Commission procedures and regulations, apply good judgment to all decisions made, work effectively with groups and individuals both inside and outside the agency, make effective oral presentations to the Commission and other groups, exhibit flexibility and initiative, follow correct procedures in administrative matters, negotiate effectively with those individuals and groups involved with the Commission's planning and regulatory programs, and make practical work related decisions consistent with available resources and established priorities.

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 Coastal Program Analyst III must exercise extremely good judgment. 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

The incumbent regularly meets with Commission District and Unit staff, Caltrans representatives, local transportation agencies, and representatives of other federal, state, and local governmental agencies for the purpose of discussing the environmental impacts and Coastal Act and LCP consistency of plans and development projects within the coastal zone; ensures that CDP, PWP and LCP related material is prepared, written and assembled for distribution to the Commission according to professional standards and strict time schedules as required by the Coastal Act and the Permit Streamlining Act; develops strong working relationships and participates in planning processes to foster compatibility between adopted transportation and land use plans in the coastal zone; answers questions of Caltrans staff, the general public and other members of the staff concerning Commission transportation/public access programs, procedures and coastal resource issues; 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 plans and projects with the provisions of the Coastal Act.

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; lift 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 and 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

The Commission’s Office is open for business Monday through Friday from 8:00 am to 5:00 pm (except for state holidays). This position may be eligible for telework. The amount of telework permitted is at the discretion of the CCC and is subject to change, consistent with CCC’s Telework Program. Travel for meetings and team collaboration will be required. All employees who telework are required to be California residents in accordance with Government Code 14200.

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

Peter Allen
STATEWIDE COASTAL PROGRAM MANAGER

DATE

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

TBD
COASTAL PROGRAM ANALYST III
STATEWIDE TRANSPORTATION PROGRAM

DATE