

CALIFORNIA COASTAL COMMISSION  
455 MARKET STREET, SUITE 300  
SAN FRANCISCO, CA 94105-2421  
VOICE (415) 904-5200



## CALIFORNIA COASTAL COMMISSION DUTY STATEMENT COASTAL PROGRAM ANALYST II

**EMPLOYEE NAME:**

**WORKING TITLE:** Coastal Planner II

**WORK UNIT/DIVISION:** North Central Coast

**LOCATION:** San Francisco

**DATE OF APPOINTMENT:**

**CBID:**

**TENURE/TIMEBASE: Full-  
time, Permanent**

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 and the District Supervisor(s), a Coastal Planner II performs a wide variety of the more complex tasks relating to the planning and permit processing functions of the California Coastal Commission. As well as applying the provisions of the California Coastal Act, the Planners identify and analyze potential environmental justice impacts in projects, and drafting environmental justice, diversity and inclusion provisions in Staff Reports, settlements, or other documents, consistent with the Commission's Environmental Justice Policy. 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.

## **ESSENTIAL FUNCTIONS**

### **35% Review and Processing of Coastal Development Permit Applications and Appeals**

- Reviews applications for completeness and consistency with the Coastal Act.
- In accordance with strict time schedules, prepares summaries and recommendations for Commission action on more complex development projects within the coastal zone.
- Meets with applicants and their representatives for the purpose of discussing a wide variety of types of development projects and suggests how to make such projects consistent with provisions of the Coastal Act and/or the applicable Local Coastal Program (LCP).
- Consults with Commission staff experts on the technical and legal details of proposed development projects.
- Contacts and works with professional planners in cities, counties, and other local jurisdictions who may be affected by proposed development projects.
- Reviews and summarizes complex technical information related to the environmental impact of proposed development projects.
- Appears before the Commission for the purpose of explaining and supporting staff recommendations on regulatory and planning matters.
- Explains the Commission's regulatory functions to applicants and other interested parties.
- Accurately and regularly enters data in the Coastal Data Management System (CDMS) to reflect the current status of permit and planning applications.

### **30% LCP Planning and Coordination with Local Governments**

- Advises local governments on the preparation of LCPs and LCP amendments.
- Drafts staff recommendations on LCP land use and implementation planning document submittals.
- Monitors the coastal regulatory and planning programs of assigned cities and counties and assists local government planners in interpretation of the Coastal Act and LCP policies and standards.
- Monitors post-LCP-certification notices and appealable development during the local review period of assigned cities and counties.
- Prepares appeal summaries for management review and solicitation of Commissioner appeals.
- Contacts and works with professional planners in cities, counties and other jurisdictions who are involved in preparing LCP documents.
- Coordinates with professional planners in cities, counties and other jurisdictions in the coastal zone during the local review period and prior to submittal of an LCP for certification or LCP amendments.
- Attends planning meetings with District Supervisor and/or District Manager and local government representatives regarding upcoming LCP planning items.
- Writes responses to more complex EIRs and EISs.

### **10% Condition Compliance and Compliance with Coastal Act Permit Requirements**

- Reviews plans and other documents submitted by the applicant pursuant to conditions of approved permits; and
- Identifies unauthorized development and permit violations to assist Commission Enforcement staff in investigating and resolving Coastal Act violations.

**5% Provides guidance to Assistant Coastal Planners and Interns and Volunteers**

- Provides guidance to less experienced staff.
- Mentors Environmental Interns or volunteer workers.

**5% Explains the Commission's Mission and Process**

- Meets with potential applicants and others interested in the programs of the Commission to explain the provisions of the Coastal Act and the Commission's processes.
- Meets with various individuals and groups interested in the conservation and the development of the coastline and suggests how their problems should be solved.
- Responds to informational requests from the public and interested stakeholders in a timely fashion, no longer than 48 hours after initial contact is received.

**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.
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**5% Participates in Various Special Projects to Advance the Commission's Strategic Plan.**

**5% Marginal Functions:**

Assists with the copying, collating and mailing of staff reports, notices and other materials for monthly Commission meetings. Lifts and moves boxes; Pulls files; Drives to site visits. **Some travel and field work is required.**

## **SUPERVISION EXERCISED OVER OTHERS**

Does not supervise. May be asked to act as lead or be a mentor to a new employee or give direction to a Coastal Program Analysts I or Environmental Interns or volunteers.

## **KNOWLEDGE, SKILLS & ABILITIES**

**Knowledge of:** Principles, practices, terms and concepts of coastal resource and environmental management; urban and regional planning; economic analysis; legal mandates; public policy development; current trends and applications in Federal, State and local planning; administrative, land use and environmental law; permit review and zoning procedures.

**Ability to:** Analyze situations accurately and take effective action; effectively and convincingly communicate in written and verbal form 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; work effectively with representatives of interest groups and other public agencies use good judgment when making decisions on the content of staff reports and in communications with those inside and outside the agency; creatively solve problems and employ good negotiation skills; successfully negotiate the Commission's position with the agency's clients; multi-task; complete assignments in a timely and organized manner; respond calmly and effectively in stressful situations.

**Required personal attributes include:** a thorough understanding of Coastal Act and Commission regulations and procedures, the goals of the agency and the agency's management; flexibility and initiative, strong writing and verbal communication skills; a willingness to follow and implement directions; a desire to be an effective part of a work team; regular attendance and a commitment to public service.

## **CONSEQUENCE OF ERROR/RESPONSIBILITY FOR DECISIONS**

Errors can result in unnecessary delays for employees and public, poor external and internal relationships and a loss in efficiency and production as well as the loss of trust of the public and the possibility of litigation. Poor data input to the CDMS (which is used to track key regulatory deadlines and actions and report on related information) can cause significant problems because the entire agency relies on the accuracy of the data, including in response to inquiries from Commissioners, the legislature, the media, and the public, and because the system will soon be publicly accessible.

**PUBLIC AND INTERNAL CONTACTS**

Coordination with property owners, local governments, community groups, the business community, state and federal agencies may be required in the performance of assigned duties and to support the work of the district. Internal coordination with analysts and staff from other district offices, and the Energy and Ocean Resources, Technical Services, Land Use, Executive and Legal divisions on various issues may also be required.

**PHYSICAL AND MENTAL REOUREMENTS**

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

The CPA II may be required to make site visits and inspections, and attend meetings. If operation of a vehicle is needed to perform work, the CPA II must take a Defensive Driver Training course, as required by law.

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**DATE**

**Stephanie Rexing**  
**Coastal Program Manager**

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

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**DATE**

**Coastal Program Analyst II**