

**CALIFORNIA COASTAL COMMISSION**

NORTH COAST DISTRICT OFFICE  
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**CALIFORNIA COASTAL COMMISSION  
DUTY STATEMENT  
COASTAL PROGRAM ANALYST II  
(ASSOCIATE COASTAL PLANNER)**

**EMPLOYEE NAME:****WORKING TITLE:** Associate Coastal Planner**WORK UNIT/DIVISION:** North Coast District Office**LOCATION:** Arcata, CA**DATE OF APPOINTMENT:****CBID:** R01**TENURE/TIMEBASE:** Permanent/Full-time**POSITION SUMMARY**

The California Coastal Commission (Commission) is charged with implementing the California Coastal Act to protect and enhance resources in the coastal zone of California. The Coastal Program Analyst II (aka Associate Coastal Planner) is the full journey level analyst position in the agency. Incumbents demonstrate greater independence in their work and perform more complex technical and analytical planning and regulatory activities. Under the direction of the North Coast District Manager (Coastal Program Manager) and one or more North Coast District Supervisors (Coastal Program Analyst III), an Associate Coastal Planner (Coastal Program Analyst II) performs a wide variety of tasks relating to the permit processing and planning functions of the North Coast District Office of the Commission.

**ESSENTIAL FUNCTIONS:****35% Review and Process Coastal Development Permit Applications and Appeals Related to Current Proposed Development Projects**

- Reviews applications for coastal development permits (CDPs) and CDP amendments for completeness and consistency with the Coastal Act or

applicable local coastal program (LCP); also reviews appeals filed on local government CDP decisions to evaluate whether they raise substantial issues of LCP conformity.

- Investigates issues of project consistency with the Coastal Act and/or the applicable LCP policies that are raised by applications and appeals by interpreting project plans, maps, and technical documents, conducting site visits, and researching applicable policy documents and other sources of information.
- In accordance with strict time schedules, drafts letters to applicants requesting additional information needed to process applications.
- Participates in meetings with local governments, applicants, their representatives, appellants, and others to answer questions, explain staff recommendations, and as needed, to resolve issues of project consistency with the Coastal Act or LCP raised by the applications and appeals.
- Consults with Commission staff experts in the agency on the technical and legal details of proposed development projects.
- Coordinates with representatives of federal, state, and local government agencies and tribal governments on coastal development projects.
- Prepares staff recommendations for Commission action on development projects and appeals.
- On occasion, makes oral presentations to the Commission on staff recommendations.
- On occasion, attends meetings with applicants and their representatives onsite at proposed development sites.
- Maintains accurate and up-to-date record keeping and file organization for permit applications, appeals, and other project files in the Commission's Coastal Data Management System (CDMS) and in paper and electronic files for reference and use by Commission staff and the public.

## **25% Coordinate with Local Governments on LCP Implementation**

- Monitors the coastal regulatory and planning programs of assigned cities and counties and in coordination with administrative staff, reviews and processes notices related to pending and final local actions on local CDP applications.
- Drafts timely correspondence to local governments on the consistency of locally reviewed CDPs with the certified LCP and Coastal Act.
- Drafts timely comment letters on environmental review documents prepared pursuant to CEQA for projects in the coastal zone.
- Responds to inquiries received from local government planning staff, applicants of local CDPs, their representatives, and members of the public regarding coastal resource issues raised by projects being considered under the local CDP review process.
- Prepares appeal summaries for management review and solicitation of Commissioner appeals.

- Coordinates and participates in regular meetings with local government planning staff regarding pending CDP applications, upcoming LCP planning items, and LCP interpretation issues.
- On occasion, attends meetings with local planning staff, applicants, their representatives, and other agency staff onsite at proposed development sites.
- Ensures the Commission's LCP files, maps, and related materials for assigned jurisdictions are maintained in an orderly fashion.

## **20% Review and Process LCP Amendment Applications**

- Coordinates with and advises local governments on the preparation of LCPs and LCP amendments, including early coordination on LCP amendments prior to their local adoption.
- In accordance with strict time schedules, reviews and processes LCP amendment applications by reviewing applications for completeness and consistency with the Coastal Act and drafting letters to local governments requesting additional information needed to process applications.
- Participates in meetings with local governments, applicants, and applicant representatives as appropriate to resolve issues of consistency with the Coastal Act and the LCP raised by applications and negotiate any needed suggested modifications to the local government's application submittal.
- Prepares written summaries and staff recommendations for Commission action on LCP amendments.
- On occasion, makes oral presentations to the Commission on staff recommendations.
- Establishes and maintains records of what constitutes the currently certified LCP for assigned cities and/or counties, taking into account Commission action on previous amendments and local government actions to accept or reject the Commission's suggested modifications on previous amendments.
- Maintains accurate and up-to-date record keeping of LCP amendments in CDMS and in paper and electronic files for reference and use by Commission staff and the public.

## **10% Communication of the Commission's Mission and Processes and Respond to Public Inquiries**

- Provides timely responses to inquiries from members of the public, local planning staff, agency staff, and others with questions about development in the coastal zone, the CDP application process, jurisdictional questions, and other questions raised regarding projects and development in the coastal zone.
- In coordination with the Commission's Legal Unit, responds to Public Records Act Requests and other informational requests from the public and interested stakeholders in a timely and accurate fashion.

- Meets with applicants and others interested in the programs of the Commission to explain provisions of the Coastal Act, applicable LCPs, and the Commission's processes that support public participation.

**5% Justice, Equity, Diversity, and Inclusion**

- 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 and other materials for monthly Commission meetings; handles/processes incoming and outgoing mail for the district office; lifts and moves boxes of files and records for office organization purposes; assists with keeping the office organized; drives a state vehicle, rental car, or personal vehicle to site visits and meetings.

**This position requires occasional travel and fieldwork.**

**REQUIRED PERSONAL ATTRIBUTES INCLUDE:** Thorough understanding of the Coastal Act and Commission regulations and procedures, understanding of the goals of the agency and the agency's management, use of good judgment when making decisions on content of staff reports and in communications with those inside and outside the agency, flexibility and initiative, ability to work effectively individually and with other members of district and agency staff, ability to work with representatives of interest groups and other public agencies, completion of all work in a timely and well organized form, and ability to successfully negotiate the Commission's position with the agency's clients.

**SUPERVISION EXERCISED OVER OTHERS**

This is not a supervisory position. However, the incumbent may be assigned lead responsibility for a specific project, program function, geographic area, or area of expertise and may act as a team leader or advisor to other coastal program analysts in those matters.

## **KNOWLEDGE, ABILITIES AND PERSONAL CHARACTERISTICS**

Knowledge of the California Coastal Act; the California Environmental Quality Act; other land use and environmental planning laws; permit review and zoning procedures; principles and practices of land use planning; terms and concepts of urban, economic, resources, social, legal, and regional planning; public policy development; and environmental issues raised by coastal development.

Ability to analyze situations accurately and take effective action; research and address complex coastal resource issues; effectively and convincingly communicate in writing and orally 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; exercise common sense and good judgment; be flexible and use initiative; complete all work in a timely and well organized form; successfully negotiate the Commission position with the agency's clients; and lead the work of other staff on a project and work independently. Analysts are expected to be rigorous in identifying issues and pro-active in problem solving.

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

A crucial function of this position is to maintain and improve the positive public image of the Commission and its employees through any contact with the public and with the staff of other agencies. Under the direction of the District Manager and District Supervisors, an Associate Coastal Planner is expected to handle the more complex planning and permitting matters with minimal supervision. Staff reports will ultimately be reviewed by the Coastal Commission in public session and by the courts if litigation ensues. The consequences of errors are high, as important coastal resources such as wetlands, environmentally sensitive habitats, public access, and coastal views could be compromised if errors are made. Errors can result in unnecessary delays for employees and the public, poor external and internal relationships, and a loss in efficiency and productivity as well as the loss of trust of the public and the possibility of litigation.

## **PUBLIC AND INTERNAL CONTACTS**

Contact with members of the public, property owners, local governments, other government agencies, tribal representatives, and non-governmental organizations, may be required in the performance of assigned duties and supporting the work of the unit. Work with applicants and their representatives, including environmental and engineering firms. Extensive contact with other Coastal Program Analysts. Work with management, legal staff, scientists, and engineers.

**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, and lift up 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/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**

- Prolonged periods of sitting and/or standing at a desk and in conference room settings
- Works in an open-space, climate-controlled office environment Monday through Friday or from home as public health orders require.
- Occasional overnight travel

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

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**MELISSA B. KRAEMER  
COASTAL PROGRAM MANAGER  
NORTH COAST DISTRICT OFFICE**

**DATE**

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

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**CADE MCNAMARA  
COASTAL PROGRAM ANALYST II  
NORTH COAST DISTRICT OFFICE**

**DATE**