

CALIFORNIA COASTAL COMMISSION

NORTH COAST DISTRICT OFFICE
1385 8TH STREET, SUITE 130
ARCATA, CA 95521
VOICE (707) 826-8950
www.coastal.ca.gov



**CALIFORNIA COASTAL COMMISSION
NORTH COAST DISTRICT
DUTY STATEMENT
COASTAL PROGRAM ANALYST III**

EMPLOYEE NAME: _____

WORKING TITLE: District Supervisor

WORK UNIT/DIVISION: North Coast District Office

LOCATION: Arcata

DATE OF APPOINTMENT: _____

CBID: S01

TENURE/TIMEBASE: Limited-Term / Full-time (the appointment may be extended and/or may become permanent)

POSITION SUMMARY

Under direction of the Coastal Program Manager (CPM), the Coastal Program Analyst (CPA) III helps to organize and direct the regulatory and planning related work of the North Coast District with the CPM and District Director (DD). The CPA III has broad responsibilities for analyst supervision and personnel oversight, general administration of LCP planning and permit regulatory work in the District, including project management, coordination with other agency units (e.g., legal, enforcement, technical services), participating in agency-wide senior staff meetings and coordination, external communications outside the District, and backup coverage of the CPM responsibilities as required. Oversight, review, writing and editing of staff recommendations are required. The incumbent will also be assigned district responsibilities involving coordination on coastal development permits (CDPs), appeals of locally approved CDPs, LCP amendments, workflow management, records management, and other responsibilities as assigned. Attendance (both virtually and in-person) at certain Coastal Commission meetings and presenting staff recommendations to the Commission will be required.

The CPA III supervises one or more district staff and performs a wide array of land use regulatory and planning related tasks. The CPA III performs some of the more complex project analysis and report writing activities, including at times functioning as a lead analyst to carry out local coastal program (LCP) planning, regulatory, and coordination work.

The CPA III may help assign CDP and LCP related tasks to staff members and help to review their work to ensure its accuracy, completeness and consistency with the California Coastal Act and agency-wide standards. The CPA III works closely with the CPM to ensure that planning and regulatory related work is equitably allocated to all staff; to train new employees, evaluate the performance of staff members, and follow good supervising practices, including taking those actions necessary to maintain employee morale and productivity; and to monitor the use of paid work time, office equipment and supplies to ensure proper and effective use of state resources.

The CPA III regularly meets with applicants, agents, and representatives of other federal, state, and local governmental agencies, including representatives of cities and counties, for the purpose of discussing the environmental impacts of development projects coming before the Commission; ensures that CDP and LCP related material assembled for distribution to the Commission is completed according to professional standards and strict time schedules as required by the Coastal Act and the Permit Streamlining Act; answers questions of the general public and other members of the staff concerning Commission 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 projects and LCPs with the provisions of the Coastal Act.

The CPA III makes recommendations to the CPM and DD on policy-related issues and upon ways to increase the effectiveness of the District office; meets with applicants or their representatives when problems arise with staff recommendations; works closely with office support staff to ensure smooth workflow and good relations between analyst staff and office support staff; supervises the preparation of various types of correspondence and reports assigned to analyst staff for completion; and does other work as required to promote the effectiveness of the Commission's CDP and LCP related activities.

ESSENTIAL FUNCTIONS

35% Supervisory

Supervises the work of CPA I's and II's including reviewing and helping to finalize staff reports for CDP and LCP applications and CDP appeal recommendations; provides guidance and oversight to CPA I's and II's regarding post-certification monitoring work for local CDPs and other actions; assists CPA I's and II's in their review of applications for completeness, accuracy, and conformity to LCPs and the Coastal Act; helps to hire, evaluate, and train staff, and helps generally to manage the North Coast District office.

Works with CPM and DD to ensure timely and effective accomplishment of all required work.

30% Processing Complex CDP and LCP Amendment Applications

Reviews and processes complex and routine CDP and LCP amendment applications as needed to maintain smooth and timely workflow for the District, involving the analysis of applications, investigating issues of consistency with the Coastal Act, coordinating with other Commission staff, and preparing staff recommendations for Commission action.

20% Intergovernmental Coordination

Independently and/or with other District team members, including CPA's I's and II's, meets and confers on a routine basis with representatives of federal, state, and local governments and a variety of interested parties, other agencies, and tribal government partners to identify potential environmental problems and to develop solutions and/or to explore the staff position on projects and/or LCP amendments and generally to discuss environmental issues relating to the Coastal Act and to the Commission's planning and regulation activities, with a specific emphasis on LCP coordination with local governments. Particular emphasis is needed on updating LCPs and ensuring projects address future climate change impacts and corresponding planning and adaptation opportunities as well as housing-related topics.

5% Intra-agency Coordination

Attends meetings and coordinates internally with various Commission program units, including, but not limited to, the Statewide Planning unit, technical staff, mapping, and potentially others, to ensure statewide consistency and use of best practices.

5% Justice, Equity, Diversity and Inclusion

Participates in tasks, trainings, outreach and other activities that support implementation of the agency's Justice, Equity, Diversity and Inclusion (JEDI) plan, which aims to create an inclusive workplace that allows staff from diverse backgrounds to thrive and improves agency outreach and public engagement. For example, this may include attending quarterly JEDI calls, sitting on interview panels, contributing to or attending staff trainings on JEDI issues such as on implicit bias, presenting at outreach events at locations with greater diversity, and providing input on hiring practices.

MARGINAL FUNCTIONS

5% Other Related Duties

Acts for the CPM in her or his absence or when requested to do so. Organizes and presents training programs. Helps develop office operating policies and procedures. Prepares correspondence for the signature of the DD or CPM. Coordinates with staff of other units and district offices as needed. Assists the CPM in managing the continued operation and functionality of the District office to ensure a productive office work environment. Helps ensure that files are organized and maintained in good order.

SUPERVISION EXERCISED OVER OTHERS

This is a working supervisor level. Under the direction of the CPM, the Coastal Program Analyst III performs supervisorial functions for the North Coast District Office, including helping to supervise a staff of CPA I's and CPA II's. May also supervise or lead an Environmental Services Intern or volunteer.

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; the impacts of development on, and ways to avoid impacts to, typical North Coast natural resources (such as natural shorelines and beaches, dunes, estuaries, streams, wetlands, marine resources, agricultural and rural lands, surface and groundwater supplies, coastal views, etc.) and other coastal resources (such as public access to the shoreline, lower-cost visitor-serving facilities, etc.); permit review and zoning procedures; techniques of planning, controlling, motivating and organizing the work of others; principles of personnel management, public relations and administration; modern office methods, technology and 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 and edit 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; and lead the work of other staff on a project and work independently; plan, organize and supervise the work of a professional staff; train staff and motivate subordinates to accomplish organizational goals; effectively contribute to the Commission's Affirmative Action objectives; 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 employees, managers and leaders in the public and private sector; plan and implement public participation programs and apply conflict resolution principles.

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 and work well with employees being supervised. 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

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

PHYSICAL AND MENTAL 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.
-

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

**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.

**EMPLOYEE'S NAME
COASTAL PROGRAM ANALYST III
NORTH COAST DISTRICT OFFICE**

DATE