

CALIFORNIA COASTAL COMMISSION

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CALIFORNIA COASTAL COMMISSION DUTY STATEMENT COASTAL PROGRAM ANALYST I

EMPLOYEE NAME:

WORKING TITLE: Coastal Housing Planner

WORK UNIT/DIVISION: Statewide Planning

LOCATION:

DATE OF APPOINTMENT:

CBID: R01

TENURE/TIMEBASE: Limited Term/Full-time

The California Coastal Commission staff is charged with implementing the California Coastal Act to protect, preserve, and enhance resources in the coastal zone of California. The position is the entry, training and first working level analyst position with the agency.

Under the general direction of the Statewide Planning Unit's Managers and Supervisors, and the Federal Programs Manager, the Coastal Program Analyst I (CPA I) performs a wide variety of training and entry level tasks related to the planning and regulatory functions of the Commission, particularly related to coastal housing issues and other emerging issues of statewide importance. The incumbent also performs the training and entry level analytic planning, policy analysis, and/or regulatory work to develop and implement components of the agency's Statewide Planning and Federal Programs. The incumbent exhibits ability to conduct planning, analysis, and presentation of increasingly complex and controversial matters; to effectively communicate in written and verbal form; to evaluate written, graphic, and verbal data; to prepare complete and comprehensive reports under deadline; and to manage multiple projects. The incumbent performs training and entry level research, analysis, and reporting for statewide policy issues, and provides training and entry level technical planning assistance to district and local government staff.

With direction, and in accordance with strict time schedules and grant requirements, the incumbent prepares policy and planning reports on statewide issues as well as summaries and recommendations for Commission action on policy and program enhancements, and

contacts and works with District staff and professional planners in cities, counties, and other local jurisdictions.

ESSENTIAL FUNCTIONS

Housing Planning and Regulatory Work (35%)

- Conducts research and develops materials on housing issues as they relate to the Coastal Act, with an emphasis on legal and policy questions that may arise.
- Participates in intra-agency and inter-agency collaboration efforts related to housing in the coastal zone.
- Provides professional assistance and training support to District staff regarding state housing laws and their intersection with various aspects of the Commission's planning and regulatory program.
- Provides professional assistance and training support to local cities and counties, project applicants, and other stakeholders on how to harmonize state housing laws with the Coastal Act.
- Develops and conducts trainings on a variety of other statewide housing issues for Commission and local government staff.
- Advises local jurisdictions on planning and technical aspects of implementing the Commission's guidance on sustainable growth, affordable housing, and related housing issues.
- Serves as the regulatory analyst on assigned coastal development permits, appeals, categorical exclusion orders, and LCP amendments related to housing.
- Gathers data and prepares reports on the Commission's planning and regulatory efforts related to state housing laws and various statewide housing issues.
- Prepares and gives presentations on policy guidance, regulatory projects, or other materials related to state housing laws and various statewide housing issues.
- Prepares for and participates in coordination meetings with Statewide Planning Unit, legal staff, legislative staff, technical staff, and planners from other District offices regarding the Commission's housing work statewide.
- Works as part of a team on emerging issues and special projects, including related to affordable housing and other coastal housing issues.
- Works on housing related tasks funded through the Commission's Federal Grants.

Outreach and Intergovernmental Coordination (25%)

- Coordinates with the California Department of Housing and Community Development to ensure consistency between the Coastal Act, LCPs, local housing elements, and state housing laws in the coastal zone.
- Provides guidance to representatives of various government agencies having resources or land management responsibilities within the coastal zone, including review of draft policy documents developed by outside agencies.
- Coordinates with state and federal agencies to respond to information requests.

- Coordinates with and conducts local government outreach; workshops and webinars; and other communication, information and training activities related to planning, policy and regulatory matters.
- Represents the Commission before various board and commission hearings, regional and local governing bodies and private interest groups. Participates in task forces, conferences, and various meetings as needed.
- Responds to inquiries and expressions of concern from members of the public, the staffs of local governments, and other agencies.
- Conducts outreach to environmental justice communities and tribes in relation to coastal housing or statewide planning efforts.

Other Statewide Planning Work (15%)

- Provides professional assistance and training support to District staff regarding other issues of statewide importance (e.g., climate change, smart growth, sustainability, lower cost overnight accommodations, short term rentals, wildfire resilience) and various aspects of the regulatory program.
- Reviews LCP Grant applications and deliverables for compliance with applicable grant agreement terms, Coastal Act policies, state housing laws, and other relevant policies or guidance.
- Conducts research and develops materials on emerging issues and special projects related to the Coastal Act (e.g., climate change, smart growth, sustainability, lower cost overnight accommodations, short term rentals, wildfire resilience), with an emphasis on legal and policy questions that may arise relative to these topics.
- Serves as the regulatory analyst on assigned coastal development permits, appeals, and notices of impending development related to emerging issues or issues of statewide importance.
- Assists Districts with increasingly complex planning and regulatory projects, including development of new LCPs, comprehensive updates of certified LCPs, and new Public Works Plans.
- Prepares and gives presentations on regulatory projects or materials.
- Prepares for and participates in coordination meetings related to emerging issues and issues of statewide importance.
- Works as part of a team on other statewide issues and special projects (e.g., climate change, smart growth, sustainability, lower cost overnight accommodations, short term rentals, wildfire resilience).
- Works on tasks funded through the Commission's Federal Grants related to other issues of statewide importance.

Training and Information Development (15%)

- Assists with development and implementation of training materials related to the regulatory program and other high-priority agency topics.
- Develops content for the internal and external web sites for information sharing of current and historical policy documents.

- Develops infographics and other materials for internal and external audiences on topics related to coastal housing, issues of statewide importance, statewide planning projects, and other high-priority agency topics.

Justice, Equity, Diversity and Inclusion (5%)

- Participates 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.
- Identifies and analyzes 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.
- Conducts 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 and other trainings and meetings.
- Lifts and moves boxes.
- Pulls files.
- Drives a state vehicle, rental car, or personal vehicle to site visits and meetings.
- Participates in various special projects to advance the Commission's Strategic Plan.

Some travel and field work is required.

SUPERVISION EXERCISED OVER OTHERS

Does not supervise. May be asked to act as project or team lead or be a mentor to a new employee and Fellows. Can oversee the work of and mentor temporary Environmental Interns.

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, including related to housing; administrative, land use and environmental law; permit review and zoning procedures; 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 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; develop innovative solutions for difficult environmental or coastal management problems; provide leadership in accomplishing basic functions and objectives in assigned programs; plan and implement public participation programs and apply conflict resolution principles.

CONSEQUENCE OF ERROR/RESPONSIBILITY FOR DECISIONS

In consultation with supervisors and managers analyzes and makes recommendations on statewide policies and programs. Errors can result in unnecessary impact on, or inaccuracies in, Commission district staff work, poor external and internal relationships, a loss in efficiency and production, as well as the loss of trust of the public.

PUBLIC AND INTERNAL CONTACTS

Contact with members of the public, government agencies, non-governmental organizations, and media representatives. Extensive contact with Coastal Program Analysts, Technical and other staff.

PHYSICAL AND MENTAL REQUIREMENTS

- Able to lift up to 15 pounds.
- Able to use a computer several hours a day.
- Able 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.)
- Able to effectively manage stress associated with multiple projects and assignments under time constraints.

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 with an approved telework agreement.
- Occasional overnight travel.

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

SHAHAR AMITAY
Coastal Housing Coordinator

DATE

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

DATE