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 I

EMPLOYEE NAME:

WORKING TITLE: **Assistant Coastal Planner**

WORK UNIT/DIVISION: **Statewide Planning**

LOCATION: **San Francisco**

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 Assistant Coastal Planner (i.e. Coastal Program Analyst I) 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, as well as development of guidance and administration of the Commission's LCP Grant program. 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

Climate Change Issues (40%)

- Develops and conducts trainings on a variety of climate change issues (e.g., wildfire resilience, sea level rise, sustainable growth) for Commission and local government staff.
- Closely monitors LCP grant work related to sea level rise, climate change, and sustainability issues and ensures the Commission's climate change related guidance documents and memoranda are being followed.
- Provides professional assistance and training support to District staff regarding climate change issues and their intersection with various aspects of the Commission's planning and regulatory work.
- Advises local jurisdictions on planning and technical aspects of implementing the Commission's guidance on climate change issues.
- Works on climate change related tasks funded through the Commission's Federal Grants.
- Attends conferences, workshops and other events to share information about the Commission's climate change-related work program, including its Sea Level Rise Guidance, Critical Infrastructure Sea Level Rise Guidance, and LCP Grant Program.
- Serves as the regulatory analyst on assigned coastal development permits, appeals, and notices of impending development with climate change, sustainability, and wildfire resilience issues.
- Prepares and gives presentations on regulatory projects or materials.
- Works as part of a team on emerging issues and special projects related to wildfire resilience, sea level rise, climate change, and sustainability.
- Collects, evaluates, reports and maintains program evaluation metrics information.
- Administration and implementation of the Commission's LCP grant program and related work, including management of current or new grant contracts and agreements; reviewing deliverables from LCP grant contracts and related grant program contracts (e.g., OPC's SB 1 grant program); and working with grantees and District staff to carry out the grant work in compliance with applicable grant agreement terms, Coastal Act policies, Sea Level Rise Guidance, and other relevant policies/guidance.

Emerging Coastal Act Issues (25%)

- Conducts research and develops materials on emerging issues and special projects related to the Coastal Act (e.g., lower cost visitor-serving

accommodations, affordable housing, etc.), 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.
- Provides professional assistance and training support to District staff regarding emerging policy issues, issues of statewide importance, and various aspects of the regulatory program.
- 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 emerging issues and special projects, including related to lower cost visitor-serving accommodations and affordable housing.
- Collects, evaluates, reports and maintains program evaluation metrics information.

Outreach (15%)

- 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 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. Participate 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 statewide planning projects.

Training and Information Development (10%)

- 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 for internal and external audiences on topics related to 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; 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.

DATE

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

DATE

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CALIFORNIA COASTAL COMMISSION
DUTY STATEMENT
COASTAL PROGRAM ANALYST II

EMPLOYEE NAME:

WORKING TITLE: **Coastal Planner**

WORK UNIT/DIVISION: **Statewide Planning**

LOCATION: **San Francisco**

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 a full journey level analyst position the agency. The incumbent performs the more complex technical and analytical planning and regulatory activities. The incumbent may work independently or lead the work of other staff on a team project.

Under the general direction of the Statewide Planning Unit's Managers and Supervisors, and the Federal Programs Manager, the Coastal Program Analyst II (CPA II) performs a wide variety of tasks related to the planning and regulatory functions of the Commission, as well as development of guidance and administration of the Commission's LCP Grant program. The incumbent also performs the more complex technical and 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 advanced experience and ability to conduct planning, analysis, and presentation of complex and controversial matters independently; 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 research, analysis, and reporting for statewide policy issues, and provides technical planning assistance to district and local government staff.

With minimal direction, and in accordance with strict time schedules and grant requirements, prepares policy and planning reports on statewide issues, as well as

summaries and recommendations for Commission action on policy and program enhancements. Contacts and works with District staff and professional planners in cities, counties, and other local jurisdictions.

ESSENTIAL FUNCTIONS

Climate Change Issues (35%)

- Develops and conducts trainings on a variety of climate change issues (e.g., wildfire resilience, sea level rise, sustainable growth) for Commission and local government staff.
- Closely monitors LCP grant work related to sea level rise, climate change, and sustainability issues and ensures the Commission's climate change related guidance documents and memoranda are being followed.
- Provides professional assistance and training support to District staff regarding climate change issues and their intersection with various aspects of the Commission's planning and regulatory work.
- Advises local jurisdictions on planning and technical aspects of implementing the Commission's guidance on climate change issues.
- Works on climate change related tasks funded through the Commission's Federal Grants.
- Attends conferences, workshops and other events to share information about the Commission's climate change-related work program, including its Sea Level Rise Guidance, Critical Infrastructure Sea Level Rise Guidance, and LCP Grant Program.
- Serves as the regulatory analyst on assigned coastal development permits, appeals, and notices of impending development with climate change, sustainability, and wildfire resilience issues.
- Prepares and gives presentations on regulatory projects or materials.
- Works as part of a team on emerging issues and special projects related to wildfire resilience, sea level rise, climate change, and sustainability.
- Collects, evaluates, reports and maintains program evaluation metrics information.
- Administration and implementation of the Commission's LCP grant program and related work, including management of current or new grant contracts and agreements; reviewing deliverables from LCP grant contracts and related grant program contracts (e.g., OPC's SB 1 grant program); and working with grantees and District staff to carry out the grant work in compliance with applicable grant agreement terms, Coastal Act policies, Sea Level Rise Guidance, and other relevant policies/guidance.

Emerging Coastal Act Issues (25%)

- Conducts research and develops materials on emerging issues and special projects related to the Coastal Act (e.g., lower cost visitor-serving

accommodations, affordable housing, etc.), 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.
- Provides professional assistance and training support to District staff regarding emerging policy issues, issues of statewide importance, and various aspects of the regulatory program.
- Assists Districts with 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 emerging issues and special projects, including related to lower cost visitor-serving accommodations and affordable housing.
- Collects, evaluates, reports and maintains program evaluation metrics information.

Outreach (15%)

- 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 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. Participate 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.
- Outreach to environmental justice communities and tribes in relation to statewide planning projects.

Training and Information Development (10%)

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

Staff Guidance (5%)

- Reviews the work of less experienced staff for accuracy, style, and content.
- Acts as a lead with part-time and volunteer workers.

Justice, Equity, Diversity and Inclusion (5%)

- Participates in professional development trainings, as well as tasks, trainings and other activities that support programmatic and workplace diversity, equity, and inclusion. Other 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.
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- 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 permanent staff. May be asked to act as project or team lead or be a mentor to a new employee or give direction to Coastal Program Analyst I 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; administrative, land use and environmental law; 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 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; 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.

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