CALIFORNIA COASTAL COMMISSION
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CALIFORNIA COASTAL COMMISSION
DUTY STATEMENT

COASTAL PROGRAM ANALYST III

EMPLOYEE NAME: XXXXX

WORKING TITLE: Permits Supervisor

WORK UNIT/DIVISION: San Diego District Office

LOCATION: San Diego

DATE OF APPOINTMENT: MM DD, 2026

DATE OF UPDATE: XXXX

CBID: S01

TENURE/TIMEBASE: Permanent, Full Time

Under direction of the District Manager (CPM), the Coastal Program Analyst III (CPA III) helps to train and supervise a staff of CPA Is and CPA IIs performing a wide array of land use regulatory and planning related tasks. Also, the CPA III personally performs some of the more complex project analysis and report writing activities. The CPA III helps organize and coordinates the coastal development permit (CDP) and appeal work of the planning staff and helps to review planning staff's work to ensure its accuracy, completeness and consistency with the California Coastal Act, Local Coastal Programs (LCP), and agency-wide standards. The incumbent may also be assigned other District responsibilities such as those related to coordination on local coastal programs (LCPs) and LCP amendments, enforcement, coastal development permits (CDPs), work flow management, records management, etc.

The incumbent regularly meets with applicants and representatives of other federal, state, and local governmental agencies, for the purpose of discussing the environmental impacts and Coastal Act and LCP consistency of development projects within the coastal zone; 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.

Identifies and analyzes potential environmental justice impacts in projects, and drafts environmental justice, diversity and inclusion provisions in Staff Reports, settlements, or other documents, consistent with the Commission's Environmental Justice Policy. 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.

The CPA III also 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

30% Supervise District Analysts

- Supervises the preparation of staff reports and recommendations on CDP applications and appeals;
- Reviews staff work for completeness, accuracy and consistency with LCPs and the Coastal Act;
- Equitably assigns regulatory related work to staff and tracks the completion of assigned work.
- Actively participates in the hiring, evaluation, and training of staff, and helps to schedule work load and vacations.
- Works with the District Manager and Deputy Director to ensure effective accomplishment of all required work.
- Directs analysts to maintain data in the Coastal Data Management System (CDMS) to reflect the current status of permit and planning applications.

20% Processing Complex CDP and LCP Amendment Applications

- Reviews and analyzes the more complex CDP and LCP amendment applications for consistency with the Coastal Act and LCPs.
- Consults with District Manager, Deputy Director, legal and technical staff to make decisions regarding consistency of projects with the California Coastal Act and LCPs.
- Coordinates with other reviewing governmental agencies.
- Prepares staff recommendations for Commission action.

15% Intergovernmental/LCP Liaison

- Meets and confers with representatives of federal, state and local governments to discuss environmental issues relating to the Coastal Act, LCPs and to the Commission regulations activities, with a specific emphasis on LCP coordination with local governments.

- Also consults with local, regional, state and federal planning officials and the public to coordinate and integrate current and future LCPs and the Commission's programs with the programs of those agencies.

15% Conflict Resolution

- Meets with applicants, local governments, and a variety of interested parties to identify potential environmental problems and/or inconsistencies with Coastal Act or LCP policies and develop solutions and/or to explore the staff position on their project or LCP amendment.

5% District Administration

- Acts for the CPM in her or his absence or when requested to do so.
- Organizes and presents training programs.
- Prepares correspondence for the signature of the DD or CPM.
- Coordinates with staff of other units and district offices as needed.

5% Commission Liaison

- Presents staff recommendations and responds to questions at Commission hearings.
- Works with lead planners to maximize the effectiveness of presentations to the Commission.
- May also prepare special reports for the Commission on a variety of topics, including complex permits, appeals, and LCP items.
- Acts for the CPM in her or his absence or when requested to do so.

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.

5% MARGINAL FUNCTIONS

- Helps develop office operating policies and procedures.
- Assists the District Manager in managing the continued operation and functionality of the office space and equipment to ensure a productive office work environment.
- Helps ensure that Coastal Development Permit files are organized and maintained in good order.

SUPERVISION EXERCISED OVER OTHERS

Supervises District analysts (Coastal Program Analyst Is and IIs). Assigns and reviews work in

consultation with the District Manager and other Permit Supervisor.

KNOWLEDGE, SKILLS & ABILITIES

Knowledge of: Principles, practices, terms and concepts of environmental, urban, 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; the objectives of the State's Affirmative Action Program; a supervisor's role in the Affirmative Action Program and the processes available to meet affirmative action objectives.

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; 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

Errors in judgment could result in unnecessary litigation and/or the degradation of coastal resources. 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.

Poor data input to the Coastal Data Management System 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

Extensive contact with other Coastal Program Analysts and other Commission staff, applicants, representatives of federal, state, and local governments, and the public.

PHYSICAL AND MENTAL REQUIREMENTS

- Ability to use a computer several hours a day.
- Ability to maintain poise under pressure and respect confidential information.
- Ability to lift up to 15 pounds.

- Ability 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.

WORK ENVIRONMENT

Some travel and field work is required, including meeting with local government staff in their jurisdictions, attending Commission meetings, and site visits.

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

KANANI LESLIE DATE
DISTRICT MANAGER

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

XXXXXXX DATE
COASTAL PROGRAM ANALYST III