CALIFORNIA COASTAL COMMISSION
301 E OCEAN BLVD., SUITE 3 00
LONG BEACH, CA 9 0 8 0 2
VOICE (562) 5 9 0 - 5 0 7 1
FAX (562) 590-5084

CALIFORNIA COASTAL COMMISSION DUTY STATEMENT

COASTAL PROGRAM ANALYST III

EMPLOYEE NAME:

WORKING TITLE: South Coast District Supervisor

WORK UNIT/DIVISION: South Coast District Office

LOCATION: Long Beach

DATE OF APPOINTMENT:

CBID: S01

TENURETIMEBASE: Permanent/Full-time

Under direction of the District Manager (CPM), the South Coast Coastal Program Analyst III (CPA III) helps to supervise a staff of CPA I's and CPA II's performing a wide array of land use regulatory and planning related tasks along with the other CPA IIIs. The CPA III also personally performs some of the more complex project analysis and report writing activities, helps organize and coordinate the coastal development permit (CDP) and appeal work of the staff, helps to review staff members' 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 enforcement coordination, workflow management, records management, and office 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.

The CPA III also makes recommendations to the CPM and Deputy Directors (DD) on policy- related issues and on ways to increase the effectiveness of the District office; works closely with office support staff to ensure smooth workflow and good relations between analyst staff and office support staff; assists the CPM in managing the continued operation and functionality of the South Coast Office space and equipment to ensure a productive office work environment; and does other work as required to promote the

effectiveness of the Commission's South Coast District Office in carrying out the Commission's coastal management program.

Required skills and knowledge include: thorough understanding of Commission procedures and regulations, ability to motivate and rapidly train both new and experienced employees, apply good judgment to all decisions made, work effectively with groups and individuals both inside and outside the agency, write and edit written text effectively to ensure clear, accurate, and concise staff reports and correspondence; make effective oral presentations to the Commission and other groups, exhibit flexibility and initiative; follow correct procedures in administrative matters, negotiate effectively with those individuals and groups involved with the Commission's regulatory program, and make practical work-related decisions consistent with available resources and established priorities.

ESSENTIAL FUNCTIONS

30% Supervisory
Helps supervise 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; helps to equitably assign regulatory related work to staff; and tracks the completion of assigned work. Helps to hire, evaluate and train staff, and helps to schedule workload and vacations. Works with CPM and DDs to ensure effective accomplishment of all required work.

10% Processing Complex CDP and LCP Amendment Applications
Personally, reviews and processes more complex CDP and LCP amendment applications involving the analysis of applications, investigating issues of consistency with the Coastal Act, coordinating with other reviewing governmental agencies, and preparing staff recommendations for Commission action. Consults with CPM, DDs, legal and technical staff to make decisions regarding consistency of projects with the California Coastal Act and LCPs.

20% 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 an 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.

20% 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.

10% 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 prepare special reports for the Commission on a variety of permits and appeals.

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 DDs 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 South Coast Office space and equipment to ensure a productive office work environment. Helps ensure that CDP and LCP files are organized and maintained in good order.

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.

SUPERVISION EXERCISED OVER OTHERS

Supervises District analysts (Coastal Program Analyst Is and IIs). Assigns and reviews work in consultation with the DM. May also lead or supervise interns.

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; modem 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; 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; 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

Crucial functions of this position are 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 CPA Ill must exercise extremely good judgement and work well with employees being supervised. Failure to accurately assess potential impacts of development or of planning and regulatory changes may impact the ability of the Coastal Commission to protect coastal resources, may weaken the coastal management program overall, and may lead to unnecessary problems, including litigation. Poor supervision and/or working relationships, both internal and external, can lead to the same types of issues, including to low staff morale and ineffective external coordination and contact.

PUBLIC AND INTERNAL CONTACTS

Coordination with property owners, applicants, agents, local governments, community groups, the business community, general members of the public, and state and federal agencies will be required in the performance of assigned duties and supporting the work of the District and the Commission. Internal coordination with analysts and staff from other Districts, including but not limited to Energy and Ocean Resources, Technical Services, Enforcement, Legal, Statewide, and the Executive divisions on various issues will also be required.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

- Ability to use a computer several hours a day.
- Ability to multi-task, adapt to changes in priorities, and complete tasks/projects with short notice.
- 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

- Prolonged periods of sitting and work under artificial lighting
- Work in an office building in Long Beach, CA and remotely
- Work in office Monday through Friday.
- 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.

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Shannon Vaughn, Coastal Program Manager/District Manager DATE

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

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Coastal Program Analyst III/District Supervisor DATE