CALIFORNIA COASTAL COMMISSION
DUTY STATEMENT
DEPUTY DIRECTOR (CEA A)
SOUTH COAST DISTRICT

EMPLOYEE NAME: TBD

WORKING TITLE: Deputy Director, South Coast District

WORK UNIT/DIVISION: Executive Unit

LOCATION: Long Beach, South Coast District Office

DATE OF APPOINTMENT: TBD

CBID: M01

TENURA/TIMEBASE: Career Executive Assignment/Full-time

POSITION SUMMARY

Under the direction of the Executive Director, Deputy Executive Director, and/or Senior Deputy Director, directs the Commission's South Coast District office, and as assigned, other statewide programs or projects; serves on the agency senior executive management team; makes recommendations on matters related to coastal planning, permit requirements and enforcement and performs other duties as required to implement Coastal Act programs and authorities on behalf of the Coastal Commission.

ESSENTIAL FUNCTIONS

35% Direction of District Office Programs

- Working closely with the South Coast District Managers, plans, organizes, assigns and reviews as necessary the work of the district office staff in coastal permits, LCP planning, permit appeals and other District related work.
- Reviews and approves staff reports to the Commission for local coastal program certification and amendment, permit requests, and other statewide programs mandated by the California Coastal Act.
- Participates in tribal coordination and consultation to support District work, as necessary, consistent with the Commission's Tribal Consultation Policy.

25% Consultation with Local, Regional, State and Federal Bodies

- As directed, and to the maximum extent feasible, assists local governments in exercising the planning and regulatory powers and responsibilities provided for by the California Coastal Act while maintaining an open and responsive policy encouraging full and adequate participation by all interest groups and the public.
- Advises and consults with Federal, State, regional and local governing bodies and agencies and with private, industrial, commercial and recreational groups with respect to preparation, certification, amendment, and update of LCPs for

the districts' coastal jurisdiction.
- At the local level, meets with elected officials to discuss coastal regulation and planning issues and to provide policy guidance.
- Works with Federal, State, regional and local agencies to develop and implement the Commission's statewide program(s).
- Advises on the progress of local governments in complying with the legal mandates of the California Coastal Act and/or development and implementation of Statewide programs, including LCP program requirements.

20% Support of Policy and Strategic Plan
- Appears before the Commission presenting staff recommendations and responding to questions;
- Works with the Executive Director and other senior executive management staff as needed on assigned statewide programs and implementation of the Strategic Plan.
- As a member of the executive management team participates in oversight and recommendations of agency policy, planning, permitting, and programs to the Executive Director.
- Responds to the media, supplying information and policy interpretation consulting with the Senior Deputy Director on precedent setting issues.

10% Staff Guidance and Supervision
- Works with Human Resources, the Deputy Director and other agency departments to ensure the effective functioning of the District offices.
- Provides the oversight necessary to provide sound policy guidance and technical assistance.

5% Environment Justice and Equity
- Participate in professional development trainings, as well as tasks, trainings and activities that support programmatic and workplace diversity, equity, and inclusion.
- 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% Other
- Other related duties as assigned.

SUPERVISION EXERCISED OVER OTHERS

Directly supervises the South Coast District Manager(s).

KNOWLEDGE, SKILLS & ABILITIES

Knowledge of: Knowledge of the Coastal Act and the Coastal Commission's programs; organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch; principles, practices, and trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; personnel management techniques; and a manager's role and the process available to meet equal employment opportunity objectives.

Ability to: Ability to plan, organize, and direct the work of multidisciplinary professional and administrative staff; analyze administrative policies, organization, procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislative and Executive branches; analyze complex problems and recommend effective courses of action; prepare and review reports; and effectively contribute to the department's equal employment opportunity objectives.

CONSEQUENCE OF ERROR/RESPONSIBILITY FOR DECISIONS

The decisions, recommendations, and oversight functions of the deputy director have significant implications (including coastal resource, legal, and policy implications) for the Coastal Commission, both in the short and long term. The deputy director must exercise extremely good judgment, work well with employees being supervised, and provide good overall direction and leadership. 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 also lead to unnecessary problems otherwise, including litigation. Poor leadership and/or working relationships, both internally and externally, can lead to very serious issues, including contributing to lower staff morale and negative public perception of the Coastal Commission.

PUBLIC AND INTERNAL CONTACTS

Extensive contact with other deputy directors and Commission staff at all levels, Coastal Commissioners, applicants, representatives of federal, state, and local governments, and the public.

PHYSICAL, MENTAL AND EMOTIONAL 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

The incumbent will develop a Telework Plan approved by the deputy executive director.

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

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