



## **Coastal Program Manager**

**Exam Code: 0PBJ5**

**Department:** California Coastal Commission and San Francisco Bay Conservation and Development Commission

**Exam Type:** Departmental, Open

**Final Filing Date:** Continuous

### **CLASSIFICATION DETAILS**

**Coastal Program Manager – \$7,563.00 - \$9,398.00 per month**

[View the Coastal Program Manager classification specification](#)

### **APPLICATION INSTRUCTIONS**

Final Filing Date: Continuous

#### **Who Should Apply:**

Applicants who meet the minimum qualifications as stated on this bulletin may apply for and take this examination.

Once you have taken this examination, you may not retake it for **twelve (12)** months.

#### **How To Apply:**

The link to connect to the Training and Experience Evaluation is located farther down on this bulletin in the “Taking the Exam” section.

#### **Special Testing Arrangements:**

If you require special testing arrangements due to a verified disability or medical condition, please contact:

California Department of Human Resources  
CalCareer Service Center

1810 16<sup>th</sup> Street  
Sacramento, CA 95814

Phone: (866) 844-8671

Email: [CalCareer@CalHR.CA.GOV](mailto:CalCareer@CalHR.CA.GOV)

California Relay Service: 7-1-1 (TTY and voice)

TTY is a Telecommunications Device for the Deaf, and is reachable only from phones equipped with a TTY Device

## **MINIMUM QUALIFICATIONS**

All applicants must meet the education and/or experience requirements as stated on this exam bulletin to be accepted into the examination. Part-time or full-time jobs, regardless of whether paid or volunteer positions, and inside or outside California state service will count toward experience.

### **Coastal Program Manager**

#### **Either I**

One year of experience in California state service performing coastal planning, managing or development duties in a class at a level of responsibility equivalent to Coastal Program Analyst III. (Promotional candidates who are within six months of satisfying the experience requirement for this class will be admitted to this examination, but they must fully meet the experience requirement before being eligible for appointment.)

#### **Or II**

Two years in California state service performing coastal planning, managing or development duties in a class at a level of responsibility equivalent to Coastal Program Analyst II. (Promotional candidates who are within six months of satisfying the experience requirement for this class will be admitted to this examination, but they must fully meet the experience requirement before being eligible for appointment.)

#### **Or III**

Experience: Five years of experience, one year of which shall have been in a supervisory capacity, in planning, managing or regulating uses of land or water which must have included substantial technical review of permit applications or the formulation of plans that relate to the environmental impact of proposed development; or five years of experience providing special technical and research assistance in environmental resource management programs. (A Master's or Doctoral Degree in Urban, Regional or

Environmental Planning, Ecology, Marine Biology, Geology, Geography, Coastal Management, Environmental Science, Natural Resource Management, Public Policy or a related field; or a Juris Doctor degree from an accredited law school may be substituted for one year of the general experience requirement. Both substitutions may be applied. Postgraduate educational substitution for experience may not exceed two years.) **and**

**Education:** Equivalent to graduation from college. (Additional qualifying experience may be substituted for the required education on a year-for-year basis.)

## **POSITION DESCRIPTION**

### **Coastal Program Manager**

This is typically the full supervisory and program management level. Under general direction, incumbents plan, organize, direct and are accountable for, programs in either the headquarters office or a district office which are of major significance and are sensitive and complex. Incumbents at this level may (1) supervise a small staff, or (2) supervise a larger staff with the assistance of subordinate supervisors.

## **EXAMINATION SCOPE**

This examination consists of the following components:

**Training and Experience Evaluation** – Weighted 100% of the final score.

The examination will consist solely of a **Training and Experience Evaluation**. To obtain a position on the eligible list, a minimum score of 70% must be received. Applicants will receive their score upon completion of the Training and Experience Evaluation process.

In addition to evaluating applicants' relative knowledge, skills, and ability, as demonstrated by quality and breadth of education and/or experience, emphasis in each exam component will be measuring competitively, relative job demands, each applicant's:

### **Knowledge of:**

1. Principles, practices, terms and concepts of urban, economic, resources, social, legal, and regional planning
2. Public policy development
3. Current trends and applications in Federal, State and local planning
4. Administrative, land use and environmental law
5. Permit review and zoning procedures
6. Techniques of planning, controlling, motivating and organizing the work of others
7. Principles of personnel management, public relations and administration

8. Modern office methods, technology and procedures
9. The objectives of the State's Affirmative Action Program
10. A supervisor's role in the Affirmative Action Program and the processes available to meet affirmative action objectives

**Ability to:**

1. Analyze situations accurately and take effective action
2. Effectively and convincingly communicate in written and verbal form complex and controversial matters to individuals and groups
3. Analyze and evaluate written, graphic and verbal data and prepare complete and comprehensive reports
4. Inspire confidence and trust
5. Establish and maintain effective and cooperative relations with those contacted in the course of work
6. Exercise common sense and good judgment.
7. Lead the work of other staff on a project and work independently
8. Plan, organize and supervise the work of a professional staff
9. Train staff and motivate subordinates to accomplish organizational goals
10. Effectively contribute to the Commission's affirmative action objectives
11. Develop innovative solutions for difficult environmental or coastal management problems
12. Provide leadership in accomplishing basic functions and objectives in assigned programs
13. Inspire confidence and effective working relationships with employees, managers and leaders in the public and private sector
14. Plan and implement public participation programs and apply conflict resolution principles

## **ELIGIBLE LIST INFORMATION**

A service wide, open eligible list for the **Coastal Program Manager** classification will be established for the California Coastal Commission and San Francisco Bay Conservation and Development Commission.

The names of successful competitors will be merged onto the eligible list in order of final score regardless of exam date. Eligibility expires **twelve (12) months** after it is established. Applicants must then retake the examination to reestablish eligibility. Veterans' Preference will be granted for this examination. In accordance with Government Codes 18973.1 and 18973.5, whenever any veteran, or widow or widower of a veteran achieves a passing score on an open examination, he or she shall be ranked in the top rank of the resulting eligible list.

Veterans status is verified by the California Department of Human Resources (CalHR). Information on this program and [the Veterans' Preference Application](#) (Std. form 1093) is available online. Additional information on veteran benefits is available at the Department of Veterans Affairs.

## EXAMINATION INFORMATION

[Preview of the Coastal Program Manager Training and Experience Evaluation](#)

## PREPARING FOR THE EXAMINATION

Here is a list of suggested resources to have available prior to taking the exam.

**Employment History:** Employment dates, job titles, organization names and addresses, names of supervisors or persons who can verify your job responsibilities, and phone numbers of persons listed above.

**Education:** School names and addresses, degrees earned, dates attended, courses taken (verifiable on a transcript), persons or office who can verify education, and phone numbers of persons or offices listed above.

**Training:** Class titles, certifications received, names of persons who can verify your training, and phone numbers of persons listed above.

## TAKING THE EXAMINATION

Take [the Coastal Program Manager examination](#)

## TESTING DEPARTMENTS

California Coastal Commission and San Francisco Bay Conservation and Development Commission

## CONTACT INFORMATION

California Department of Human Resources  
CalCareer Service Center  
1810 16<sup>th</sup> Street  
Sacramento, CA 95814  
Phone: (866) 844-8671  
Email: [CalCareer@CalHR.CA.GOV](mailto:CalCareer@CalHR.CA.GOV)

California Relay Service: 7-1-1 (TTY and voice)

TTY is a Telecommunications Device for the Deaf, and is reachable only from phones equipped with a TTY Device.

## **EQUAL OPPORTUNITY EMPLOYER**

The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right of family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding, and related medical conditions), and sexual orientation.

## **DRUG-FREE STATEMENT**

It is an objective of the State of California to achieve a drug-free State work place. Any applicant for State employment will be expected to behave in accordance with this objective, because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service, and the special trust placed in public servants.

## **GENERAL INFORMATION**

Examination and/or Employment Application (STD 678) forms are available at the California Department of Human Resources, local offices of the Employment Development Department, and through your [CalCareer Account](#).

If you meet the requirements stated on this examination bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described in this bulletin will be rated against a predetermined job-related rating, and all applicants who pass will be ranked according to their score.

The California Department of Human Resources (CalHR) reserves the right to revise the examination plan to better meet the needs of the service, if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all applicants will be notified.

**General Qualifications:** Applicants must possess essential personal qualifications including integrity, initiative, dependability, good judgement, the ability to work cooperatively with others, and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

**Eligible Lists:** Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) sub-divisional promotional, 2) departmental promotional, 3) multi-departmental promotional, 4) service wide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must

be used first. Eligible lists will expire in one to four years unless otherwise stated on the bulletin.

High School Equivalence: Equivalence to completion of the 12<sup>th</sup> grade may be demonstrated in any one of the following ways: 1) passing the General Education Development (GED) Test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the competitor is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.