

CALIFORNIA COASTAL COMMISSION

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**CALIFORNIA COASTAL COMMISSION
DUTY STATEMENT
ATTORNEY SUPERVISOR****EMPLOYEE NAME:****WORKING TITLE: Director of Enforcement/Supervising Counsel****WORK UNIT/DIVISION: Enforcement Unit****LOCATION: San Francisco****DATE OF APPOINTMENT:****CBID: S02****TENURE/TIMEBASE: Permanent/Full-time****POSITION SUMMARY****General Job Description**

The Director of Enforcement/Supervising Counsel for the Statewide Enforcement Program oversees the enforcement unit, manages cases, implements policy, and provides coordination with District Offices and within the Statewide Enforcement Program. The Director of Enforcement/Supervising Counsel also leads a staff of enforcement counsel and analysts performing headquarters and district enforcement work, and personally performs the most difficult and complex work, including legal analysis, evaluation of settlement proposals, and settlement negotiations. The Director of Enforcement/Supervising Counsel works under the general direction of the Executive Director.

This Director of Enforcement/Supervising Counsel position requires an attorney with specific knowledge of the policies, requirements and enforcement provisions of the Coastal Act of 1976, including cease and desist orders, restoration orders and procedures for conducting factual investigations and resolving violations without administrative orders or litigation. The position also requires knowledge of the functions and relationships of federal, state, county and city governments, as well as regional councils of government and special districts. The position also requires experience in conducting administrative hearings on enforcement matters.

The incumbent must have strong leadership qualities, effective communication

skills, strong analytical skills, ability to motivate staff to work cooperatively toward achieving the agency's goals, ability to promote and maintain high staff morale, work habits that set a good example for other members of the staff, initiative in organizing the work effort of the program, and knowledge of office procedures and personnel rules. The incumbent must work well with the senior management team.

ESSENTIAL FUNCTIONS

1. Policy Development and Implementation/Coordination-30%

Responsible for developing, recommending and implementing Commission policy as it relates to enforcement and ensures consistency in enforcement policy.

Develops legal strategies and policy positions for enforcement cases. Is a member of the senior management team for purposes of policy, implementation and management.

2. Management — 35%

Plans, organizes, coordinates, reviews, and is accountable for work of professional staff of the Statewide Enforcement Program, including lawyers, enforcement supervisors, enforcement analysts, support staff and interns. Establishes and ensures compliance with internal deadlines for processing of violations. Provides direction on case priorities. Works on coordination between district and headquarters enforcement to coordinate cooperation and work between the different parts of the Enforcement Unit.

Manages workload of headquarters and district enforcement attorneys, analysts, supervisors and other staff and actively participates in work on largest and most complex matters both at the district and HQ levels. Participates in settlement negotiations with violators and makes recommendations on case resolution to the Executive Director, the Commission, and the Department of Justice, as appropriate. Provides leadership and program management for the Statewide Enforcement Program.

Maintains close working relationships with all managers of the district offices and the managers of other headquarters units to ensure that the enforcement program work is closely coordinated with work in the districts and other units. Coordinates with Deputy Directors, Counsel and other enforcement and legal counsel as needed to ensure coordination with Department of Justice on enforcement matters that may involve litigation.

Coordinates with staff of districts and other units on development of proposals for expenditure of monies collected from enforcement legal action pursuant to the terms of the Memorandum of Understanding signed between the Coastal Conservancy and the Commission regarding the Violation Remediation Account. Supervises CCC administration of monies to be deposited in the Violation Remediation Account (VRA); represents the Commission in discussions with the Conservancy on appropriate expenditures of the VRA monies, in collaboration with the Executive Director and Deputy Director of Enforcement.

Plans, organizes, assigns, reviews and coordinates the work of the Enforcement Counsel and Analysts performing headquarters work. Provides direction to headquarters enforcement staff on case priorities and strategies, evaluation of potential resolutions and settlements of violations. Reviews cease and desist orders, restoration orders, litigation referrals, and staff reports and administrative settlements of violations. Leads, coordinates, and reviews the work of the Enforcement Counsel and Supervisors.

Coordinates with Attorney General's Office on pending litigation. Includes consultation regarding litigation strategy, review of briefs and settlement agreements, and associated litigation matters.

3. Legislation and Press Activities—10%

Works closely with the Commission's Legislative Director on proposed and pending legislative matters as they relate to or may impact enforcement related issues. Works on coordination with legislative members and staff, drafting position papers, editing and commenting on proposed language, and coordinating and testifying in legislative hearings, as appropriate.

Works closely with the Commission's Public Information Officer and other staff to identify matters of press interest and to respond to press inquiries and provide information and outreach materials.

4. Represent the Commission at Commission Hearings and in work with other agencies—20%

Represents the Commission staff in Commission Hearings and closed sessions regarding enforcement related matters. Presents and assists in presentation of matters to the Commission, and prepares and provides reports to the Commission as appropriate.

Assists in preparation of reports to NOAA regarding enforcement matters. Meets with State Coastal Conservancy, California Natural Resources Agency, State Lands Commission, State Parks and other state, federal and local agencies regarding enforcement and policy matters and for coordination purposes as appropriate.

5. JEDI Tasks- 5%

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

Provides supervision, counsel and direction to Enforcement Counsel, Deputy Director of Enforcement, and Enforcement Supervisors, Enforcement Coastal Program Analysts, Team Leaders, support staff and Enforcement Interns via the Deputy Director of Enforcement and/or Enforcement Supervisors.

KNOWLEDGE, SKILLS & ABILITIES

Knowledge of: principles, practices, terms and concepts of enforcement methods and policies; public policy development; familiarity with legislative and press substance and procedures; general current trends and applications in Federal, State and local administrative, land use and environmental law and planning practices and law; permit review procedures; and techniques of planning, 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; plan, organize and manage 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, supervisors and other managers and leaders in the public and private sector; plan and implement public participation programs and apply conflict resolution principles.

Required personal attributes include: experience in and thorough understanding of Coastal Act and Commission regulations and procedures, understanding of the goals of the agency and the agency's management, use of good judgment when making decisions on content of staff reports and in communications with those inside and outside the agency, flexibility and initiative, ability to work effectively with representatives of interest groups and other public agencies, completion of all work in a timely and well organized form, and possess the ability to successfully negotiate the Commission position with the agency's clients.

CONSEQUENCE OF ERROR/RESPONSIBILITY FOR DECISIONS

With the Deputy Director of Enforcement and in cooperation with the other unit Counsel, Managers and team leaders, the Director of Enforcement/Supervising Counsel is expected to produce high quality work and exercise good judgment. Poor quality work and errors in judgment reflect badly upon the enforcement program, creates more work for other team

members, and may hinder the Commission’s ability to address and resolve Coastal Act violations. Errors in judgment may result in unnecessary delays for employees and public, poor external and internal relationships, a loss in efficiency and production and risk of poor outcomes in litigation.

PUBLIC AND INTERNAL CONTACTS

Contact with members of the public, government agencies, and non-governmental organizations. Work with alleged violators and their counsel and representatives, including attorneys, consultants, and environmental and engineering firms. Extensive contact with other counsel, Coastal Program Analysts, supervisors, managers and CEAs. Work with legal staff, scientists and engineers.

PHYSICAL, MENTAL AND EMOTIONAL REQUIREMENTS

Employee will be required to sit for long periods of time using a keyboard and video display terminal. The incumbent must have the ability to move about, stand, reach, stoop or bend; lift up to 15 pounds. The Director of Enforcement/Supervising Counsel must be able to interact with many people; deal effectively with pressure; multi-task; adapt to changing priorities; maintain focus on work assignments; be open to change and new information, changing conditions, or unexpected obstacles; complete tasks/projects within a short time frame; behave in a fair and ethical manner towards others; and demonstrate a sense of responsibility and commitment to public service. The incumbent must value diversity and other individual differences in the workforce.

The Director of Enforcement/Supervising Counsel may be required to make site visits, inspections and attend meetings. If operation of a vehicle is needed to perform work, must take Defensive Driver Training, as required by law.

WORK ENVIRONMENT

Employee will be required to sit for long periods of time and work, under artificial lighting, in an open-space, climate-controlled, typical “Monday through Friday” office environment; drive or be a passenger in a State vehicle; travel to meetings; and perform field work, navigating trails, beach, etc. to conduct site inspections.

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

EXECUTIVE DIRECTOR

DATE

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

DIRECTOR OF ENFORCEMENT/SUPERVISING COUNSEL