STATE OF CALIFORNIA – NATURAL RESOURCES AGENCY GAVN NEWSOM., *GOVERNOR*



**CALIFORNIA COASTAL COMMISSION**

SOUTH COAST DISTRICT OFFICE

301 E OCEAN BLVD., SUITE 300

LONG BEACH, CA 90802

PHONE (5620 590-5071

**www.coastal.ca.gov**

**CALIFORNIA COASTAL COMMISSION**

**DUTY STATEMENT**

**STAFF SERVICES ANALYST**

**EMPLOYEE NAME:**

**WORKING TITLE: Staff Services Analyst**

**WORK UNIT/DIVISION: Legal**

**LOCATION: San Francisco**

**DATE OF APPOINTMENT: TBD**

**CBID: R01**

**TENURE/TIMEBASE: Permanent, Full Time**

The California Coastal Commission staff is charged with implementing the California Coastal Act of 1976 to protect, preserve and enhance resources in the coastal zone of California.

Working under the supervision and general direction of the General Counsel and Chief of Enforcement, the Staff Services Analyst performs a variety of analytical tasks and carries out a variety of support services related to (a) implementing the administrative systems and processes of the office, and (b) providing support to the Legal Division and Enforcement Unit in numerous areas of their work, such as managing litigation, organizing travel, and assisting in the preparation of staff reports.

**ESSENTIAL FUNCTIONS**

20% OFFICE ADMINISTRATION/MANAGEMENT

 Using independent judgment and discretion to interpret and apply statutes, regulations, and policies and procedures to develop and maintain a working knowledge of the administrative systems and processes of the office and work with managers and supervisors to identify and remedy inefficiencies. Using independent judgment and discretion to work with the public; to monitor, order, and maintain inventory of office supplies; to initiate service requests for office equipment; to manage the automated phone system for the office and analyze/troubleshoot and resolve issues that may arise from time to time; to process mail and courier packet deliveries; and to maintain a clean, attractive, and functional office environment. Oversee the contents and organization of the Commission’s Legal library. Assist in resolving computer hardware and software usage problems. Prepare agendas for and schedule recurring meetings. Coordinate with other administrative staff in the District office and in the San Francisco Headquarters Office in sharing duties for providing reception coverage, making travel arrangement for staff, inputting data in the coastal database management system (CDMS), development and production of Commission meeting materials, public noticing, and assisting in the mailroom when necessary. Provide back-up coverage for other administrative staff when they are on a scheduled day-off, vacation, and/or as needed.

20% RECORDS MANAGEMENT

 Using independent judgment and discretion to interpret and apply statutes, regulations, and policies to independently manage the on and off-site records and information filing system; to prepare and send files to the State Records Center and order files as necessary; to prepare and maintain the records retention plan. To digitally catalogue office records such as legal memos, correspondence and recorded documents and manage/digitize records as part of the Commission’s digitization project; to determine the most effective method for indexing records in order to be able to retrieve information efficiently; to research, analyze, interpret, and resolve discrepancies when records cannot be easily located; to process and assist with processing of Public Records Act (PRA) requests, including: independent research and analysis of requests, order files, audit/prepare files for public review, schedule public review of files, work with planning staff on more complex PRA requests, and other duties as may be required.

15% COMMISSION MEETINGS

Using independent judgment and discretion to interpret and apply statutes, regulations, and policies, prepare, review, and finalize legal memoranda. Ensure that confidential records, reports, and other material are properly maintained and handled to retain their confidentiality. Coordinate schedules, travel, and TECs for staff attending Commission meetings. Prepare and edit memoranda for Coastal Commissioners, track which Commissioners are attending each meeting, and coordinate delivery of memos to the Commissioners.

10% ESTABLISHING AND MAINTAINING SYSTEMS FOR TRACKING
LITIGATION AND ENFORCEMENT MATTERS

Assist in establishing a deadline tracking system for ongoing settlement and litigation obligations, and establishing a reminder system to ensure adequate follow up is done.

Using independent judgement and discretion to interpret and extract obligations from settlements of litigation and administrative matters, with consultation with the relevant enforcement staff or attorney, implement and maintain a tracking system of outstanding obligations for tasks, payments of monies, applications for permits, and any other obligations contained in settlements, and ensure that reminders are sent to the appropriate staff for tracking compliance. Assist in preparing and mailing notices to outside parties reminding them of the obligations, as needed.

Using independent judgement and discretion to interpret and apply statues, assist the legal and enforcement units in maintaining an index/summary of significant case holdings under the Coastal Act, and providing it periodically to staff in the legal and enforcement units.

Using independent judgment and discretion, assist in maintaining a file of significant press articles regarding enforcement and legal developments related to the Coastal Commission. Assist in updating the Commission’s website with relevant information, in coordination with Commission staff.

10% PUBLIC CONTACT

 Using independent judgment and discretion to interpret and apply statutes, regulations, and policies, answer phones and work with other San Francisco District staff to address walk-in inquiries from the public, including handling some less complex questions and complaints and determine appropriate forms to be sent or given to requesters; respond to public inquiries; explain Coastal Commission procedures, make referrals to other agencies when appropriate and provide help to attorneys and the public with regard to the Commission’s program.

15% DOCUMENT AND REPORT PREPARATION

Using independent judgment and discretion to interpret and apply statutes, regulations, and policies, review, prepare, and finalize staff reports for the Enforcement Unit, including PowerPoints, exhibits, organizing correspondence associated with such reports, formatting, and posting the reports online. Prepare envelopes and prepare and mail all notices and other items as needed and within legal deadlines. Also assist with preparation of Addenda, including preparing first draft. Assist with coordination with production staff as needed. Assist with preparing the semiannual report to NOAA regarding enforcement cases, including compiling and analyzing the numbers of cases opened and closed during the reporting period. Assist with drafting cover letters for, and assembling associated documents for the recordation of Notices of Violation with County Recorder’s offices. Assist with preparing semiannual report to the Coastal Conservancy, including compiling and analyzing the number of deed restrictions and easements recorded during the reporting period.

5% ENVIRONMENTAL JUSTICE, EQUITY, DIVERSITY, AND INCLUSION

Participate 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.

**MARGINAL FUNCTIONS:**

5% ADDITIONAL MARGINAL FUNCTIONS

* Under supervision, incumbents may audit, calculate, gather, tabulate, compile, reconcile, interpret, and analyze data and other materials; develop creative solutions, provide recommendations and develop procedures; plan, implement, monitor, forecast, and evaluate assignments, projects and program initiatives; conduct administrative compliance reviews and field evaluations; plan, implement, and conduct training; respond to public complaints and inquiries; coordinate with colleagues, coworkers, management, and/or other stakeholders to perform various tasks; plan and perform administrative analysis; review and analyze proposed legislation and advise management on the potential impact; conduct eligibility analysis, contract/grant administration, and case management activities; and other program analysis. Duties and responsibilities require research, analysis, and the use of independent judgment and discretion to interpret and apply statutes, regulations, and policies and procedures.
* Lift and move boxes
* Pull files
* Generally keeping office equipment and materials organized
* Assist other Districts/units in SSA duties as needed.
* Drive to overnight package delivery office and Post Office to drop off materials to be delivered or mailed.

**SUPERVISION EXERCISED OVER OTHERS**

Does not supervise, but may have responsibility for functional guidance in training and assisting less experienced employees.

**KNOWLEDGE, SKILLS AND ABILITIES**

Knowledge of: Modern office methods, systems technologies, and procedures; business English and correspondence; use of computer software for word processing, database entry and inquiries, phone system management, and email; public outreach and communication strategies; and the California Coastal Act.

Ability to provide administrative support for a range of projects and activities, identify and remedy inefficiencies in the administrative systems and processes of the office,

Ability to develop work plan priorities and manage workload, multi-task, complete work in a timely and well-organized form, and show initiative and flexibility;

Ability to understand the goals of the agency and the agency’s management; apply specific laws, rules and office policies and procedures;

Ability to maintain good working relationships with others inside and outside the agency; respond calmly and effectively in stressful situations; be an effective part of a work team; apply good judgment to take effective action; inspire confidence and trust; follow oral and written directions, and demonstrate a commitment to public service.

Ability to make clear and comprehensive reports and keep records; meet and communicate tactfully and clearly with the public; prepare and proof correspondence independently utilizing a wide knowledge of vocabulary, grammar and spelling; provide functional guidance, and type at a speed of not less than 40 words per minute.

**CONSEQUENCE OF ERROR/RESPONSIBILITY FOR DECISIONS**

Poor quality work and errors in judgment may have a significant impact on the internal and external operations of the District Office and the Commission, resulting in unnecessary delays for the public, poor external and internal relationships, loss in efficiency and production, additional work for other staff, and impediments to the Commission’s ability to implement the Coastal Act. Delays and litigation can result from inaccurate hearing notices.

**PUBLIC AND INTERNAL CONTACTS**

The incumbent reports directly to the General Counsel and Chief of Enforcement. The incumbent will routinely interact with the other employees in the San Francisco Headquarters Office and will have daily contact with applicants, their representatives, and the general public over telephone, by email, and/or in person. The incumbent will interact regularly with staff from other Commission offices.

**PHYSICAL, MENTAL AND EMOTIONAL REQUIREMENTS**

The incumbent may be required to travel to monthly Commission meeting. The incumbent may 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 incumbent 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.

If the incumbent operates a vehicle to perform work, must take Defensive Driver Training, as required by law.

**WORK ENVIRONMENT**

The incumbent will work in an open-space, climate-controlled office environment, under artificial lighting, 8:00 am to 5:00 pm, Monday through Friday, with the potential for remote work.

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

**LOUISE WARREN DATE**

**GENERAL COUNSEL**

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

 **DATE**

**STAFF SERVICES ANALYST**

**SAN FRANCISCO OFFICE**