

CALIFORNIA COASTAL COMMISSION

455 MARKET STREET, SUITE 300
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VOICE (415) 904-5200
WEB: WWW.COASTAL.CA.GOV

**CALIFORNIA COASTAL COMMISSION
DUTY STATEMENT
COASTAL PROGRAM ANALYST I****EMPLOYEE NAME:****WORKING TITLE:** Wildfire Resilience Coastal Planner**WORK UNIT/DIVISION:** Statewide Planning**LOCATION:****DATE OF APPOINTMENT:****CBID:** R01**TENURE/TIMEBASE:** Permanent/Full-time**Position Summary**

The California Coastal Commission staff is charged with implementing the California Coastal Act to protect, preserve, and enhance resources in the coastal zone of California. The Wildfire Resilience Coastal Planner (i.e. Coastal Program Analyst I) position is the entry, training and first working level analyst position within the agency.

Under the general direction of the Statewide Planning Manager and Statewide Planning Supervisor, the Coastal Program Analyst I (CPA I) performs a wide variety of training and entry level tasks related to the planning and regulatory functions of the Commission including analytic planning, policy analysis, and/or agencywide regulatory work of the Statewide Planning Unit. The incumbent's skills and duties include: conducting planning, analysis, and presentation of complex and controversial matters; effectively communicating in written and verbal form; evaluating written, graphic, and verbal data; preparing complete and comprehensive reports under deadline; and managing multiple projects. The incumbent performs training and entry level research, analysis, and reporting for statewide policy issues, and provides training and entry level technical planning assistance to district staff, local government staff, and applicants.

With direction, and in accordance with strict time schedules and grant requirements, prepares policy and planning reports on statewide issues, as well as summaries and recommendations for Commission action on policy and program enhancements. Contacts and works with District staff, applicants, professional planners in coastal jurisdictions, and

the general public. The Wildfire Resilience Planner role is significantly focused on methods and processes to coordinate, develop procedures, educate, and increase the efficiency of development reviews for necessary vegetation management projects along utility corridors.

ESSENTIAL FUNCTIONS

Review and Processing of Coastal Development Permit Applications (35%)

- Assists PG&E, district staff and local government staff in developing, evaluating and processing submittals related to wildfire resilience plans or projects.
- Provides assistance to district staff to support all aspects of the Commission's efforts related to wildfire resilience and utility maintenance.
- Prepares for and participates in coordination meetings related to wildfire resilience efforts in the coastal zone.
- Reviews coastal development permit applications for completeness and consistency with the Coastal Act.
- In accordance with strict time schedules, prepares summaries and recommendations for Commission action on less complex development projects within the coastal zone.
- Meets with applicants and their representatives for the purpose of discussing a wide variety of types of development projects and suggests how to make such projects consistent with provisions of the Coastal Act and/or the applicable Local Coastal Program (LCP).
- Consults with Commission staff experts on the technical and legal details of proposed development projects.
- Contacts and works with professional planners in cities, counties, and other local jurisdictions who may be affected by proposed development projects.
- Reviews and summarizes less complex technical information related to the environmental impact of proposed development projects.
- Appears with some regularity before the Commission for the purpose of explaining and supporting staff recommendations on regulatory and planning matters.
- Actively participates in district project review meetings to discuss pending projects and share information.
- Prepares and gives presentations on regulatory projects or materials.

LCP Planning and Coordination with Local Governments (35%)

- Advises local governments on the preparation of LCPs and LCP amendments.
- Drafts staff recommendations on LCP land use and implementation planning document submittals.
- Monitors the coastal regulatory and planning programs of cities and counties and assists local government planners in interpretation of Coastal Act and LCP policies and standards.

- Prepares appeal summaries for management review and solicitation of Commissioner appeals.
- Contacts and works with professional planners in cities, counties and other jurisdictions who are involved in preparing LCP documents.
- Coordinates with professional planners in cities, counties and other jurisdictions in the coastal zone during the local review period and prior to submittal of LCP amendments.
- Attends planning meetings with Statewide Planning Supervisor and/or District Manager and local government representatives regarding upcoming LCP planning items.
- Writes responses to complex EIRs and EISs.
- Tracks statewide regulatory submittals and processes relevant fire prevention and resiliency projects and plans, such as LCP amendments, PWP, notices of impending development, federal consistency submittals and coastal development permit applications to inform and further utility resilience planning.

Develop Guidance and Training Materials (10%)

- Under the direction of the Statewide Planning Manager and Statewide Planning Supervisor, develops land use planning and regulatory guidance as well as training materials intended to support wildfire resilience and utility maintenance work statewide.
- Conducts outreach and communication to engage stakeholders and partnering agencies, and to raise public awareness of the Commission's wildfire resilience work.
- Prepare written reports and documents which may target a variety of audiences, including Commission staff, utility staff, local government partners, other agencies, the Commission, and/or the public.
- Conducts research and develops materials on emerging issues and special projects related to the Coastal Act with an emphasis on policy questions that may arise relative to these topics.

Outreach and Coordination (10%)

- Coordinates with PG&E on issues related to vegetation management of utility infrastructure to expedite review of PG&E projects, proposals or permit applications within local jurisdictions and develop a programmatic agreement to cover PG&E's service territory.
- Provides guidance to representatives of various government agencies having resources or land management responsibilities within the coastal zone, including review of draft policy documents developed by outside agencies.
- Coordinates with state and federal agencies to respond to information requests.
- Coordinates and conducts local government outreach; workshops and webinars; and other communication, information and training activities related to planning, policy and regulatory matters.

- Represents the Commission before various board and commission hearings, regional and local governing bodies and private interest groups. Participate in task forces, conferences, and various meetings as needed.
- Responds to inquiries and expressions of concern from members of the public, the staffs of local governments, and other agencies.
- Conducts outreach to environmental justice communities and tribes in relation to utility projects or statewide planning efforts.
- Attends conferences, workshops and other events to share information about the Commission's program.

Staff Guidance (5%)

- Acts as a lead with part-time and volunteer workers.

Justice, Equity, Diversity and Inclusion (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.
- Identifies and analyzes 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. 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.

Some travel and field work is required.

SUPERVISION EXERCISED OVER OTHERS

Does not supervise. May be asked to act as project or team lead or be a mentor to a new employee and Fellows. Can oversee the work of and mentor temporary Environmental Interns.

KNOWLEDGE, SKILLS & ABILITIES

Knowledge of: Principles, practices, terms, and concepts of urban, economic, resources, social, legal, 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; 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; and lead the work of other staff on a project and work independently; 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

In consultation with supervisors and managers analyzes and makes recommendations on statewide policies and programs. Errors can result in unnecessary impact on, or inaccuracies in, Commission district staff work, poor external and internal relationships, a loss in efficiency and production, as well as the loss of trust of the public.

PUBLIC AND INTERNAL CONTACTS

Contact with applicants, members of the public, government agencies, non-governmental organizations, and media representatives. Extensive contact with Coastal Program Analysts, Technical and other staff.

PHYSICAL AND MENTAL REQUIREMENTS

- Able to lift up to 15 pounds.
- Able to use a computer several hours a day.
- Able 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.)
- Able to effectively manage stress associated with multiple projects and assignments under time constraints.

WORK ENVIRONMENT

Prolonged periods of sitting

Occasional overnight travel

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

DATE

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

DATE

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The California Coastal Commission staff is charged with implementing the California Coastal Act to protect, preserve, and enhance resources in the coastal zone of California. The Wildfire Resilience Coastal Planner (i.e. Coastal Program Analyst II) position is a full journey level analyst position within the agency. Incumbents perform the more complex technical and analytical planning and regulatory activities. The incumbent may work independently or lead the work of other staff on a team project.

Under the general direction of the Statewide Planning Manager and Statewide Planning Supervisor, the Coastal Program Analyst II (CPA II) performs a wide variety of tasks related to the planning and regulatory functions of the Commission including the more complex technical and analytic planning, policy analysis, and/or regulatory work of the Statewide Planning Unit. The incumbent's skills and duties include: conducting planning, analysis, and presentation of complex and controversial matters independently; effectively communicating in written and verbal form; evaluating written, graphic, and verbal data; preparing complete and comprehensive reports under deadline; and managing multiple projects. The incumbent performs research, analysis, and reporting for statewide policy issues, and provides technical planning assistance to district staff, local government staff, and applicants.

With minimal direction, and in accordance with strict time schedules and grant requirements, prepares policy and planning reports on statewide issues, as well as

summaries and recommendations for Commission action on policy and program enhancements. Contacts and works with District staff, applicants, professional planners in coastal jurisdictions, and the general public. The Wildfire Resilience Coastal Planner role is significantly focused on methods and processes to coordinate, develop procedures, educate, and increase the efficiency of development reviews for necessary vegetation management projects along utility corridors.

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- In accordance with strict time schedules, prepares summaries and recommendations for Commission action on less complex development projects within the coastal zone.
- Meets with applicants and their representatives for the purpose of discussing a wide variety of types of development projects and suggests how to make such projects consistent with provisions of the Coastal Act and/or the applicable Local Coastal Program (LCP).
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- Coordinates with state and federal agencies to respond to information requests.

- Coordinates and conducts local government outreach; workshops and webinars; and other communication, information and training activities related to planning, policy and regulatory matters.
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