**CALIFORNIA COASTAL COMMISSION**

**DUTY STATEMENT**

**COASTAL PROGRAM ANALYST I**

**EMPLOYEE NAME:**

**WORKING TITLE:**

**WORK UNIT/DIVISION:**

**LOCATION:**

**DATE OF APPOINTMENT:**

**CBID: R01**

**TENURE/TIMEBASE:**

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. The Assistant Coastal Planner (i.e. Coastal Program Analyst I) is the entry, training and first working level analyst position in the agency.

Under the direction of the District Manager and District Supervisor(s), an Assistant Coastal Planner performs a wide variety of training and entry level tasks relating to the permit processing and planning functions of the California Coastal Commission. In concurrence with the Commission’s Environmental Justice policy, all planners are tasked with identifying and analyzing potential environmental justice impacts in projects, and drafting environmental justice, diversity and inclusion provisions in Staff Reports, settlements, or other documents, consistent with the Commission's Environmental Justice Policy.  Conducting 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.

**ESSENTIAL FUNCTIONS:**

**35% Review and Processing of Coastal Development Permit Applications and Appeals**

* Reviews 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.
* Accurately and regularly enters data in the Coastal Data Management System (CDMS) to reflect the current status of permit and planning applications.

**35% LCP Planning and Coordination with Local Governments**

* 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 assigned cities and counties and assists local government planners in interpretation of the Coastal Act and LCP policies and standards.
* Monitors post-LCP-certification notices and appealable development during the local review period of assigned cities and counties.
* 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 District Supervisor and/or District Manager and local government representatives regarding upcoming LCP planning items.
* Writes responses to less complex EIRs and EISs.

**20% Explains the Commission’s Mission and Process**

* Meets with potential applicants and others interested in the programs of the Commission to explain the provisions of the Coastal Act and the Commission’s processes.
* Meets with various individuals and groups interested in the conservation and the development of the coastline and suggests how problems should be solved.
* Responds to informational requests from the public and interested stakeholders in a timely fashion, no longer than 48 hours after initial contact is received.

**2% Justice, Equity, Diversity and Inclusion**

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.

**8%** **MARGINAL FUNCTIONS:**

* Assists with the copying, collating and mailing of staff reports, notices and other materials for monthly Commission meetings.
* Lifts and moves boxes;
* Pulls files;
* Drives to site visits.
* Participates in Various Special Projects to Advance the Commission’s Strategic Plan.
* Some travel and field work is required

**SUPERVISION EXERCISED OVER OTHERS**

Does not supervise. May act as lead or be a mentor to new employees or give direction to Environmental Services Interns and volunteers.

**KNOWLEDGE, SKILLS AND ABILITIES**

**Knowledge of:** Principles, practices, terms and concepts of coastal resource and environmental management, urban and regional planning, economic analysis, and legal mandates; public policy development; current trends and applications in Federal, State and local planning; administrative, land use and environmental law; permit review and zoning 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; work effectively with representatives of interest groups and other public agencies; use good judgment when making decisions on the content of staff reports and in communications with those inside and outside the agency; creatively solve problems and employ good negotiation skills; multi-task; complete assignments in a timely and organized manner; respond calmly and effectively in stressful situations;

**Required personal attributes include:** A thorough understanding of Coastal Act and Commission regulations and procedures and the goals of the agency and the agency’s management; flexibility and initiative;, 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; strong writing and verbal communication skills; a willingness to follow and implement directions; a desire to be an effective part of a work team; regular attendance and a commitment to public service.

**CONSEQUENCE OF ERROR/RESPONSIBILITY FOR DECISIONS**

Errors can result in unnecessary delays for employees and the public, poor external and internal relationships, and a loss in efficiency and production as well as the loss of trust of the public and the possibility of litigation. Poor data input to CDMS (which is used to track key regulatory deadlines and actions and to report on related information) can cause significant problems, because the entire agency relies on the accuracy of the data, including in response to inquiries from Commissioners, the legislature, the media, and the public, and because the system will soon be publicly accessible.

**PUBLIC AND INTERNAL CONTACTS**

 Coordination with property owners, local governments, community groups, the business community, state and federal agencies may be required in the performance of assigned duties and to support the work of the district. Internal coordination with analysts and staff from other district offices, and the Energy and Ocean Resources, Technical Services, Land Use, Executive and Legal divisions on various issues may also be required.

**PHYSICAL AND MENTAL REQUIREMENTS**

The CPA I must be able to: sit for long periods of time using a keyboard and video display terminal; move about, stand, reach, stoop or bend, and lift up to 15 pounds; 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; demonstrate a sense of responsibility and commitment to public service, and; value diversity and other individual differences in the workforce.

The CPA I may be required to make site visits and inspections, and attend meetings. If operation of a vehicle is needed to perform work, the CPA I must take a Defensive Driver Training course, as required by law.

**WORK ENVIRONMENT**

The CPA I will work in an open-space, climate-controlled office environment, under artificial lighting, : am to : pm, with a -minute lunch period from : pm to : pm, Monday through Friday.

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

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**Dani Ziff DATE**

**District Supervisor**

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

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**Janet Torres DATE**