**california coastal commission**

**duty statement**

**coastal program analyst i**

**employee name:**

**working title:** **Assistant Coastal Planner**

**(Coastal Program Analyst I)**

**work unit/division: Statewide Planning**

**location:**

**date of appointment:**

**cbid:** **R01**

**tenure/timebase: Permanent/Full-time**

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

Under the direction of the Statewide Planning Manager, Coastal Housing Coordinator, 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, as well as development of guidance and administration of the Commission’s LCP Grant program. The incumbent also performs the training and entry level analytic planning, policy analysis, and/or regulatory work to develop and implement components of the agency’s Statewide Planning and Federal Programs. The incumbent exhibits ability to conduct planning, analysis, and presentation of increasingly complex and controversial matters; to effectively communicate in written and verbal form; to evaluate written, graphic, and verbal data; to prepare complete and comprehensive reports under deadline; and to manage 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 and local government staff.

With direction, and in accordance with strict time schedules and grant requirements, the incumbent prepares policy and planning reports on statewide issues as well as summaries and recommendations for Commission action on policy and program enhancements, and contacts and works with District staff and professional planners in cities, counties, and other local jurisdictions.

**essential functions**

**Emerging Coastal Act Issues (30%)**

* Conducts research and develops materials on coastal housing issues, with an emphasis on legal and policy questions that may arise relative to these topics.
* Conducts research and develops materials on other emerging issues and special projects related to the Coastal Act (e.g., lower cost visitor-serving accommodations), with an emphasis on legal and policy questions that may arise relative to these topics.
* Develops and conducts trainings on coastal housing and other emerging regulatory and coastal issues.
* Serves as the regulatory analyst on assigned coastal development permits, appeals, and notices of impending development related to emerging issues or issues of statewide importance.
* In coordination with the Federal Programs Unit, works on emerging issues tasks and special projects funded through the Commission’s Federal Grants.
* Provides professional assistance and training support to District staff regarding emerging policy issues, issues of statewide importance, and various aspects of the regulatory program.
* Assists Districts with increasingly complex planning and regulatory projects, including development of new LCPs, updates of certified LCPs, new Public Works Plans, and proposed housing projects and other projects with issues of statewide importance.
* Prepares and gives presentations on regulatory projects or materials.
* Prepares for and participates in coordination meetings related to emerging issues and issues of statewide importance.
* Works as part of a team on emerging issues and special projects, including related to affordable housing and lower cost visitor-serving accommodations.

**Climate Change Issues (30%)**

* Conducts research and develops materials on wildfire resilience issues, with an emphasis on legal and policy questions that may arise relative to these topics.
* Develops and conducts trainings on a variety of climate change issues (e.g., sea level rise, sustainable growth, wildfire resilience) for Commission and local government staff.
* Serves as the regulatory analyst on assigned coastal development permits, appeals, and notices of impending development related to climate change, sustainability, and wildfire resilience issues.
* Assists Districts with complex planning and regulatory projects, including development of new LCPs, updates of certified LCPs, and new Public Works Plans.
* Advises local jurisdictions on planning and technical aspects of implementing the Commission’s guidance on climate change issues.
* Works on climate change related tasks funded through the Commission’s Federal Grants in coordination with, and under the guidance of, the Federal Programs Unit.
* Attends conferences, workshops and other events to share information about the Commission’s climate change-related work program, including its Sea Level Rise Guidance, Critical Infrastructure Sea Level Rise Guidance, and LCP Grant Program.
* Prepares and gives presentations on regulatory projects or materials.
* Works as part of a team on emerging issues and special projects related to wildfire resilience and other climate change issues.

**LCP Grant Management (15%)**

* Reviews grant deliverables for compliance with applicable grant agreement terms, Coastal Act policies, Sea Level Rise Guidance, and other relevant policies or guidance.
* Meets with applicants, grantees, and other interested parties to explain the LCP Grant program, provision of the Coastal Act, and the Commission’s processes.
* As part of the LCP Grant team, reviews grant applications and prepares recommendations to the Commission for grant approvals.
* Develops grant contracts and agreements for new grants.
* Reviews progress reports and requests for funds to monitor progress and ensure work programs schedules and other grant terms are being adhered to.
* Works with Grantees and District staff to address any issues that arise in carrying out the grant work, including by drafting amendments to grant agreements to ensure successful completion of the work.

**Outreach (15%)**

* 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.
* Outreach to environmental justice communities and tribes in relation to statewide planning projects.

**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.**

**MARGINAL FUNCTIONS: (5%)**

* Assists with the copying, collating and mailing of staff reports, notices and other materials for monthly Commission meetings and other trainings and meetings.
* Lifts and moves boxes.
* Pulls files.
* Drives a state vehicle, rental car, or personal vehicle to site visits and meetings.
* Participates in various special projects to advance the Commission’s Strategic Plan.

**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, including related to housing; 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; develop innovative solutions for difficult environmental or coastal management problems; provide leadership in accomplishing basic functions and objectives in assigned programs; 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 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 and/or standing at a desk and in conference room settings.
* Works in an open-space, climate-controlled office environment Monday through Friday or from home with an approved telework agreement.
* 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