**california coastal commission**

**duty statement**

**coastal program analyst iii**

**employee name:**

**working title: Statewide Planning Supervisor**

**work unit/division: Statewide Planning**

**location:**

**date of appointment:**

**cbid:** **S01**

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

Under the general direction of the Statewide Planning Deputy Director and the Statewide Planning Manager (CPM), the Coastal Program Analyst III (CPA III) helps to organize and direct the regulatory and planning work of the Statewide Planning Unit with the CPM. The incumbent may also be assigned other responsibilities such as those related to development of statewide policy guidance, coordination on local coastal programs (LCPs) and LCP amendments, coastal development permits (CDPs), workflow management, records management, etc.

The CPA III supervises Statewide Planning Unit staff and performs a wide array of land use regulatory and planning related tasks with a focus on wildfire, sustainability, lower cost visitor-serving uses, public access, and other emerging statewide issues. The CPA III personally performs some of the more complex project analysis and report writing activities. The CPA III helps assign Statewide Planning-related tasks to staff members and helps to review their work to ensure its accuracy, completeness and consistency with the California Coastal Act and agency-wide standards. The CPA III works closely with the CPM to ensure that planning and regulatory related work is equitably allocated to all staff; to train new employees, evaluate the performance of staff members, and follow good supervising practices, including taking those actions necessary to maintain employee morale and productivity; and to monitor the use of paid work time, office equipment and supplies to ensure proper and effective use of state resources.

The CPA III regularly meets with representatives of other federal, state, and local governmental agencies, including representatives of cities and counties, for the purpose of discussing emerging or contentious issues including environmental impacts of development projects; ensures that CDP and LCP related material assembled for distribution to the Commission is completed according to professional standards and strict time schedules as required by the Coastal Act and the Permit Streamlining Act; answers questions of the general public and other members of the staff concerning Commission programs, procedures and coastal resource issues; makes presentations before groups on the Commission’s activities; and presents to the Commission written and verbal reports on the consistency or inconsistency of proposed projects and LCPs with the provisions of the Coastal Act.

The CPA III makes recommendations to the CPM on policy-related issues and upon ways to increase the effectiveness of the Statewide Planning Unit; meets with applicants or their representatives when problems arise with staff recommendations; works closely with office support staff to ensure smooth workflow and good relations between analyst staff and office support staff; supervises the preparation of various types of correspondence and reports assigned to analyst staff for completion; and does other work as required to promote the effectiveness of implementing the Commission’s coastal management program.

**essential functions**

**District Assistance and Training Support (30%)**

* Provide professional assistance and training support to District staff regarding emerging policy issues, issues of statewide importance, and various aspects of the regulatory program.
* Assist Districts with complex planning and regulatory projects, including development of new LCPs or comprehensive updates of certified LCPs.
* Direct and develop relevant coastal management data and develop ways to make it accessible and useable by staff analysts.
* Prepare and maintain a staff training and professional development program through web-based training tools and materials.

**Statewide Planning Coordination (30%)**

* Track progress of Statewide Planning work products and coordinate with staff to ensure that necessary deadlines are met.
* Assign projects and tasks to staff and review their work to ensure accuracy, completeness and consistency with agency-wide standards.
* Guide and assist staff analysts in interpretation of assigned Statewide Planning projects.
* Review and edit written reports prepared by staff for Statewide Planning projects.
* Work with analysts and support staff to ensure timely fulfillment of Statewide Planning monitoring and reporting requirements and accurate records maintenance.
* Make recommendations to the Statewide Planning Manager on maintaining and increasing the effectiveness of the Statewide Planning Unit.

**Implementation of California’s Coastal Management Program (15%)**

* Under the direction of the Statewide Planning Manager, help to direct and develop a wide array of land use planning and regulatory policy guidance intended to support and enhance the coastal management program.
* Provide and present information regarding the coastal management program to District staff, other agencies, and the public.
* Inform and assist local governments regarding implementation of the LCP Program, including information, guidance and interpretation of emerging issues.
* Prepare written reports and documents for assigned Statewide Planning projects which may target a variety of audiences, including Commission staff, local government partners, other agencies, the Commission, and/or the public.
* Conduct outreach and communication to engage stakeholders and partnering agencies, and raise public awareness of the coastal management program.
* Prepare updates and presentations related to development and implementation of the Commission’s Strategic Plan.

**Outreach (10%)**

* Provide 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.
* Coordinate with state and federal agencies to respond to information requests.
* Coordinate and conduct local government outreach; workshops and webinars; and other communication, information and training activities related to planning, policy and regulatory matters.
* Represent 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.

**Public Contact (5%)**

* Respond to inquiries and expressions of concern from members of the public, the staffs of local governments, and other agencies.

**Justice, Equity, Diversity and Inclusion (5%)**

* 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%)**

* 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.

**Some travel and field work is required.**

**supervision exercised over others**

Under the direction of the Coastal Program Manager, the Coastal Program Analyst III is the supervisor for the Statewide Planning Unit. The Coastal Program Analyst III supervises a staff of Environmental Scientists, CPA I/IIs, and administrative professionals. May also supervise or lead an Environmental Services Intern or volunteer.

**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; techniques of planning, controlling, 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; and lead the work of other staff on a project and work independently; plan, organize and supervise the work of a professional staff; train staff and motivate subordinates to accomplish organizational goals; 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.

Other required skills include: thorough understanding of Commission procedures and regulations, ability to motivate and rapidly train both new and experienced employees, apply good judgment to all decisions made, work effectively with groups and individuals both inside and outside the agency, make effective oral presentations to the Commission and other groups, exhibit flexibility and initiative, follow correct procedures in administrative matters, negotiate effectively with those individuals and groups involved with the Commission’s planning and regulatory programs, and make practical work related decisions consistent with available resources and established priorities.

**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. Extensive contact with Coastal Program Analysts 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.

ERIN PRAHLER DATE

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

[NAME] DATE