**CALIFORNIA COASTAL COMMISSION**

**DUTY STATEMENT**

**COASTAL PROGRAM ANALYST III**

**EMPLOYEE NAME:**

**WORKING TITLE: District Supervisor**

**WORK UNIT/DIVISION: South Central Coast District**

**LOCATION: Ventura**

**DATE OF APPOINTMENT:**

**CBID: S01**

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

Under direction of the District Manager (CPM), the Coastal Program Analyst III (CPA III) helps to supervise a staff of CPA Is and CPA IIs performing a wide array of land use regulatory and planning related tasks. Also, the CPA III personally performs some of the more complex project analysis and report writing activities. The CPA III helps organize and coordinates the coastal development permit (CDP) and appeal work of the planning staff and helps to review planning staff’s work to ensure its accuracy, completeness and consistency with the California Coastal Act, Local Coastal Programs (LCP), and agency-wide standards. The incumbent may also be assigned other District responsibilities such as those related to coordination on local coastal programs (LCPs) and LCP amendments, enforcement, coastal development permits (CDPs), workflow management, records management, etc.

The incumbent regularly meets with applicants and representatives of other federal, state, and local governmental agencies, for the purpose of discussing the environmental impacts and Coastal Act and LCP consistency of development projects within the coastal zone; 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 also makes recommendations to the CPM and Deputy Director (DD) on policy related issues and on ways to increase the effectiveness of the District office; works closely with office support staff to ensure smooth workflow and good relations between analyst staff and office support staff; assists the CPM in managing the continued operation and functionality of the South Central Coast Office space and equipment to ensure a productive office work environment; and does other work as required to promote the effectiveness of the Commission's South Central Coast District Office in carrying out the Commission's coastal management program.

Identifies and analyzes potential environmental justice impacts in projects, and drafts environmental justice, diversity and inclusion conditions, policies, or provisions in staff reports, written comments, or other documents, consistent with the Commission's Environmental Justice Policy. The CPA III supervises planning staff in 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, policies, or provisions in staff reports, written comments, or other documents, consistent with the Commission’s Tribal Consultation Policy.

**ESSENTIAL FUNCTIONS**

**40% Supervise District Analysts**

* Supervises the preparation of staff reports and recommendations on CDP applications and appeals;
* Reviews staff work for completeness, accuracy and consistency with LCPs and the Coastal Act;
* Equitably assigns regulatory related work to staff and tracks the completion of assigned work.
* Actively participates in the hiring, evaluation, and training of staff, and helps to schedule workload and vacations.
* Works with the District Manager and Deputy Director to ensure effective accomplishment of all required work.
* Directs analysts to maintain data in the Coastal Data Management System (CDMS) to reflect the current status of permit and planning applications.

**25% Processing Complex CDP and LCP Amendment Applications**

* Reviews and analyzes the more complex CDP and LCP amendment applications for consistency with the Coastal Act and LCPs.
* Consults with District Manager, Deputy Director, legal and technical staff to make decisions regarding consistency of projects with the California Coastal Act and LCPs.
* Coordinates with other reviewing governmental agencies.
* Prepares staff recommendations for Commission action.

**15% Intergovernmental/LCP Liaison**

* Meets and confers with representatives of federal, state and local governments to discuss environmental issues relating to the Coastal Act, LCPs and to the Commission regulatory activities, with a specific emphasis on LCP coordination with local governments.
* Also consults with local, regional, state and federal planning officials and the public to coordinate and integrate current and future LCPs and the Commission’s programs with the programs of those agencies.

**5% Conflict Resolution**

* Meets with applicants, local governments, and a variety of interested parties to identify potential environmental problems and/or inconsistencies with Coastal Act or LCP policies and develop solutions and/or to explore the staff position on their project or LCP amendment.

**5% District Administration**

* Organizes and presents training programs.
* Prepares correspondence for the signature of the DD or CPM.
* Coordinates with staff of other units and district offices as needed.
* Acts for the CPM in her or his absence or when requested to do so.

**5% Commission Liaison**

* Presents staff recommendations and responds to questions at Commission hearings.
* Works with lead planners to maximize the effectiveness of presentations to the Commission.
* May also prepare special reports for the Commission on a variety of topics, including complex permits, appeals, and LCP items.

**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.
* Identify and analyze potential environmental justice impacts in projects, and draft environmental justice, diversity and inclusion conditions, policies, or provisions in staff reports, written comments, 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, policies, or provisions in staff reports, written comments, or other documents, consistent with the Commission’s Tribal Consultation Policy.

**3% Marginal Functions**

* Helps develop office operating policies and procedures.
* Assists the District Manager in managing the continued operation and functionality of the office space and equipment to ensure a productive office work environment.
* Helps ensure that Coastal Development Permit files are organized and maintained in good order.

**SUPERVISION EXERCISED OVER OTHERS**

Supervises District analysts (Coastal Program Analyst Is and IIs). Assigns and reviews work in consultation with the District Manager.

**KNOWLEDGE, SKILLS & ABILITIES**

**Knowledge of:** Principles, practices, terms and concepts of environmental, urban, 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; the Coastal Act; environmental impact analysis and regulation; sea level rise scientific research and modeling tools; land use planning in California; the means of implementing local coastal programs, such as zoning and other legal and regulatory processes; the functions and relationships of federal, state, regional, county, and city governments and special districts; environmental justice and/or tribal consultation.

**Ability to:** Analyze situations accurately and take effective action; critically analyze information, creatively explore alternative approaches, and develop defensible policy positions; 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, including local, state and federal agency staff and officials; exercise common sense and good judgment; 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.

**CONSEQUENCE OF ERROR/RESPONSIBILITY FOR DECISIONS**

A crucial function of this position is to maintain and improve a positive public image of the Commission and its employees through any contact with the public and with the staff of other agencies. The CPA III must exercise extremely good judgment and work well with employees being supervised. Failure to accurately assess potential impacts of development or of planning and regulatory changes may impact the ability of the Coastal Commission to protect coastal resources, may weaken the coastal management program overall, and may lead to unnecessary problems, including litigation. Poor supervision and/or working relationships, both internal and external, can lead to the same types of issues, including low staff morale and ineffective external coordination and contact. Poor data input to the Coastal Data Management System CDMS (which is used to track key regulatory deadlines and actions and 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.

**PUBLIC AND INTERNAL CONTACTS**

Extensive contact with Commission analysts, management, legal, Statewide Planning, and technical staff, applicants, representatives of federal, state, and local governments, and the public.

**PHYSICAL AND MENTAL REQUIREMENTS**

* Ability to maintain poise under pressure and respect confidential information.
* Ability to use a computer several hours a day.
* Ability to lift up to 15 pounds.
* Ability 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.

**WORK ENVIRONMENT**

* Work in an open-space, climate-controlled office environment in Ventura, Monday through Friday, or from home up to three days a week with an approved telework contract.
* Some travel and field work is required, including meeting with local government staff in their jurisdictions, attending Commission meetings, and site visits.

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

**BARBARA CAREY DATE**

**COASTAL PROGRAM MANAGER**

**SOUTH CENTRAL COAST DISTRICT OFFICE**

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

 **DATE**

**COASTAL PROGRAM ANALYST III**

**SOUTH CENTRAL COAST DISTRICT OFFICE**