

San Francisco Bay Conservation and Development Commission

375 Beale Street, Suite 510 San Francisco, California 94105 tel 415 352 3600 fax 415 352 3606

State of California | Gavin Newsom – Governor | info@bcdc.ca.gov | www.bcdc.ca.gov

DUTY STATEMENT

NAME:

CLASSIFICATION: COASTAL PROGRAM ANALYST III

WORKING TITLE: PRINCIPAL WATERFRONT PLANNER

UNIT/DIVISION: PLANNING

SUPERVISOR: LONG-RANGE PLANNING MANAGER

FLSA: EXEMPT

CBID: E48

TENURE/TIMEBASE: FULL TIME, PERMANENT

Under general direction of the Long-Range Planning Manager, the Principal Waterfront Planner designs and leads major policy planning studies, conducting research, policy analysis and development, and public engagement involving the most complex issues of coastal management, including amendments to the San Francisco Bay Plan and other plans. The Principal Waterfront Planner may lead multidisciplinary teams for a project, and lead the development of long-range planning priorities for the Commission.

The Principal Waterfront Planner performs a wide variety of complex planning functions, including: literature research, presentations and technical policy writing on complex planning issues, policy and data analysis, outreach including participating in efforts related to social equity and environmental justice, analysis related to sea level rise and climate change, and training and mentorship of Long-Range Planning Team staff. Working in partnership with other public agencies and interest groups, the Principal Waterfront Planner develops and presents planning recommendations to the Commission. The Principal Waterfront Planner may also supervise the work of planners, and assists in planning and directing the Long-Range Planning Program.

ESSENTIAL FUNCTIONS:

Under the general direction of, and coordination with the Planning Manager, the Principal Waterfront Planner shall:

- 40% Independently design and lead major policy planning studies on complex coastal management issues. Conduct research, surveys, investigations, and public engagement involving *San Francisco Bay Plan* policy development and amendment,

Principal Waterfront Planner (CPA III) Duty Statement

and special area plans. Develop and lead collaborative stakeholder processes. Develop and assist policy efforts related to climate change, sea level rise, social equity, and environmental justice.

- 30% Prepares written reports or recommendations documenting the results of project or policy analysis. Makes recommendations for action on amendments to the Commission's laws, policies and regulations. Prepares written summaries and makes written and oral presentations. Reviews local, state and federal plans or programs and environmental impact reports and prepares comments.
- 20% Planning Lead. Works with the Planning Manager to help lead the day-to-day operations of the Long-Range Planning team. Supervises work of assigned long-range planning staff members, providing training and mentorship. Reviews and edits staff reports, project and program content, communication and outreach material, staff presentations and other staff products. Assists the development of long-range planning and policy priorities for the Commission. Coordinates with and assists other Planning Division staff on regional planning projects, such as the BayAdapt and Adapting to Rising Tides Projects. Represents the Long-Range Planning Manager in his/her absence in addressing policy issues raised in the long-range planning program. Manages contracts and grants and prepares deliverables and reports to support grants and in compliance with the Coastal Zone Management Act.
- 10% General Duties. Participates in various BCDC staff programs, staff meetings and projects, such as partnerships with scientists, or other collaborative efforts. Responds to inquiries from the public and developers and may be assigned other related duties, such as assistance with mass mailings, filing of project documents, and other duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of issues and disciplines related to the field of coastal management, including: the principles, trends, and concepts on land use, coastal, natural resource, and regional planning, policy, and law; social science; scientific research principles and methods; public access and design; social equity and environmental justice; and climate change.

Working knowledge of Microsoft Word, Excel and PowerPoint; GIS analyses and mapping; Online tools and SharePoint file management; Adobe creative suite and graphic design.

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Skills include: Analyze and research complex coastal management issues and projects; design and lead planning processes and associated outreach and engagement; oral and written communication; work independently and in a team; apply laws, rules, regulations, policies, and requirements related to state and federal environmental protection and resource management; resolve and negotiate complex policy, legal, and planning matters; establish and maintain cooperative relations with Commission staff, the Commission, its advisory boards, and stakeholders and collaborate; apply common sense and judgment; meet deadlines both accurately and thoroughly; and prioritize, organize, and manage varied assignments; 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;

Ability. All employees are responsible for contributing to an inclusive, safe, and secure work environment that values diverse cultures, perspectives, and experiences, and is free from discrimination.

WORKING CONDITIONS

- Work in a stationary position (such as sitting or standing) for long periods of time using a keyboard and monitor.
- Interact by phone, virtually (e.g., Teams, Zoom), email, and in person with colleagues, other state agencies/department units, and members of the public.
- Must use sound judgment under stress, effectively communicate information and consult with staff at all levels within and outside the department to complete work assignments.
- Must be able to complete assigned work accurately and on time, establish cooperative working relationships with staff at all levels within and outside the department and provide recommendations and/or feedback to all levels of staff both within and outside State civil service.
- Required to maintain a valid Defensive Drivers training card if operation of a state vehicle is needed to perform work. Occasional assignments may require extended travel and overnight activity.
- Work within one or more of the staff sections, depending upon the needs and priorities of the agency.
- Required to complete all required training and information as requested including Ethics, Sexual Harassment, Form 700, and Nepotism.
- BCDC is a hybrid workplace and offers telework for all employees. Telework is available for this position in accordance with **BCDC Telework Policy and Procedures with a semi-weekly in-person office visit.**

Principal Waterfront Planner (CPA III) Duty Statement

I have read and understand the duties and essential functions of the position and can perform these duties with or without reasonable accommodation.

Principal Waterfront Planner Date

ERIK BUEHMANN
Long-Range Planning Manager Date

