

## JOB ANNOUNCEMENT

### TO HELP PROTECT SAN FRANCISCO BAY

## Principal Permit and Regulatory Analyst (COASTAL PROGRAM ANALYST III)

Full-Time, Permanent Position

Revised February 1, 2018

**About Us.** The award-winning San Francisco Bay Conservation and Development Commission (BCDC) is a small state agency located in San Francisco's Civic Center. BCDC has planning and regulatory responsibility over development in and around the San Francisco Bay, one of the most urbanized estuaries in North America. BCDC is guided in its decisions by its laws (the McAteer-Petris Act and the Suisun Marsh Preservation Act), its *San Francisco Bay Plan*, and other special area plans. BCDC is offering an exciting opportunity to participate in regulating a variety of development types, including commercial and residential projects, wetland restoration, flood protection, seaport development and other projects.

**Who We Want.** You must be solution oriented, flexible, self-driven and have the ability to change course, think big and start small, and thrive in a forward-thinking environment. The ability to interact well and fit into a small, highly motivated, multi-disciplinary team that is working in a rapidly changing regulatory environment is essential. The role offers a rare opportunity to take ownership in the evaluation and analysis of shoreline development projects, so enthusiasm and knowledge of Bay resources is advantageous. This role requires communication with permit applicants, consultants, project stakeholders, other government agencies and, of course, BCDC's regulatory and planning teams. We are looking for a person who enjoys working across the table from accomplished, world-renowned builders, designers, engineers and environmentalists on exciting coastal development projects and issues.

**Term and Salary.** The CPA III is a full-time, permanent, position with a salary range of \$5,689 to \$7,068 per month depending on qualifications and experience.

**Essential Job Functions.** The Principal Permit and Regulatory Analyst:

- Handles highly complex and controversial development or policy proposals and may supervise other permit staff working on less complex aspects of BCDC's regulatory program.
- Assists in overseeing permit related matters, assigns work to other permit staff and assists the permit staff in managing their workload.
- Researches and evaluates projects and policy topics involving a full range of Bay-related issues, such as shoreline development, dredging, habitat restoration, port and airport development, public access, sea level rise and flood protection.
- Evaluates project proposals for conformance with the Commission's law, policies and regulations, prepares written summaries, provides recommendations, and makes written and oral presentations to the Commission and the public.
- Participates in the organizational planning of the regulatory unit and conduct tasks that result in agency improvements.

## Desired Skills and Abilities.

- Knowledge of regulatory processes and techniques.
- Knowledge of administrative, land use and environmental laws and policies. Familiarity with the Commission's laws and policies is advantageous.
- Ability to analyze information, creatively explore alternative approaches, develop defensible policy positions, and negotiate effectively.
- Familiarity with public access planning, natural resource management, sea level rise adaptation, ecological principles, urban design, and other disciplines related to coastal resource management. Excellent communication skills and the ability to write accurate, complete, and concise reports and correspondence.
- Familiarity with public policy development and the functions and relationships of federal, state, regional, and local governments and special districts.
- Advanced degree in environmental or regional planning or law or related field.
- Solid experience working with development permit applications.
- Knowledge of techniques to motivate and organize the work of others.
- Basic principles of personnel management, office methods, technology and procedures.
- Time management and computer skills.

**Eligibility.** To apply, you must be eligible for appointment to the California civil service classification of Coastal Program Analyst (CPA) III or equivalent classification. Current state employees or former state employees with transfer or reinstatement rights at the Coastal Program Analyst III level or a comparable classification and eligible individuals on the Coastal Program Analyst III lists are encouraged to apply. **(Please note that in order to be eligible for transfer or reinstatement, applicants must meet the minimum qualifications of the Coastal Program Analyst III classification.)** Appointment is subject to the State Restriction of Appointment (SROA) provisions. Applicants must clearly indicate the basis of their eligibility, including SROA, surplus, transfer, reinstatement status, or list eligibility in the Examination or Job Title section on the State Application Form 678.

**NOTE: If you are not currently eligible for appointment to the Coastal Program Analyst III classification, you may participate in the upcoming examination. Submit a State Application Form 678 to the below address indicating CPA III examination by the final filing date of February 23, 2018. The examination is scheduled for March 12 – 14, 2018.**

**Applying for the Job.** The job opening is at the San Francisco Bay Conservation and Development Commission, however the California Coastal Commission handles BCDC's personnel work. Therefore, to apply, please submit current resume, State Application Form 678 (available at [www.jobs.ca.gov](http://www.jobs.ca.gov)), and writing sample to:

Human Resources Office  
California Coastal Commission  
45 Fremont Street, Suite 1930  
San Francisco, California 94105-2219  
(415) 904-5430 or toll free (866) 831-2540  
HumanResources@coastal.ca.gov

**Filing.** The position will be open until filled. Applications will be screened and only the most qualified candidates will be interviewed. No relocation expenses are offered.

**For More Information.** See website at: [www.bcdc.ca.gov](http://www.bcdc.ca.gov) or contact Erik Buehmann (Chief of Federal Consistency and Permits) or Ethan Lavine (Chief of Bay Resources and Permits) at 415-352-3600.

The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation.