

San Francisco Bay Conservation and Development Commission

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JOB ANNOUNCEMENT

TO HELP PROTECT SAN FRANCISCO BAY

San Francisco Bay Enforcement Policy Manager

State Classification: Coastal Program Manager

Full-Time, Permanent Employment

January 18, 2019

About Us

The award-winning San Francisco Bay Conservation and Development Commission (BCDC) is a small state agency located in San Francisco. BCDC has planning and regulatory responsibility over most development located in and around San Francisco Bay, one of the most urbanized estuaries in North America. BCDC is offering an exciting opportunity to participate in ensuring that the Bay and its shoreline are protected from harm, with a particular focus on protecting the Bay's natural systems and world-class public spaces along the San Francisco Bay shoreline.

Who We Want

You will be responsible for leading BCDC's regional enforcement program. BCDC is evaluating and making modifications to its enforcement program and we are looking for a leader who thrives on pursuing and implementing change management, resolving complex policy challenges, and working in a strategic, results-oriented environment. You are a leader who is not afraid of making difficult decisions, who understands the importance of milestones and timeframes, and who knows how to lead a team to resolve challenging enforcement cases. We want someone who understands regulatory compliance, who is firm, resolute, and persistent while being fair-minded, understanding, and reasonable. You must be solution-oriented and self-driven, and you must want to work in a forward-thinking environment. We want someone who can think big, make sound long-term decisions, and lead a small and highly motivated enforcement team that works in a rapidly changing regulatory environment. Equally important is that you appreciate BCDC's mandate to balance conservation and development of the Bay's diverse resources.

BCDC's San Francisco Bay Enforcement Policy Manager has a rare opportunity to lead the agency's enforcement and compliance efforts. This role requires superior leadership skills, management acumen, and the ability to communicate successfully internally and externally – with BCDC staff, permittees, property owners, project stakeholders, and other government agencies.

What You'll Do

BCDC's San Francisco Bay Enforcement Policy Manager will oversee and manage the regulatory compliance and enforcement efforts of BCDC. You will report to the Regulatory Director and provide recommendations to the Executive Director, BCDC's Enforcement Committee, and the 27-member Commission on a variety of enforcement cases involving a wide range of violations and non-compliance issues. Project types include but are not limited to:

- mixed-use residential and commercial developments
- shoreline parks and open spaces
- San Francisco Bay Trail extensions and improvements
- commercial recreation facilities, including marinas
- transportation facilities
- seaports and airports
- industrial developments
- habitat restoration and resource protection efforts

Essential job duties of the San Francisco Bay Enforcement Policy Manager position include:

- Manage an evolving enforcement program and implement new initiatives to improve the program.
- Lead the implementation of the Commission's enforcement strategy.
- Create, improve, and implement BCDC's enforcement policies and procedures based, in part, on recommendations from the California State Auditor.
- Prioritize and manage the staff's enforcement caseload.
- Lead, manage, and direct a small enforcement staff who handle large caseloads.
- Prepare programmatic and individual work plans for staff.
- Make written and oral presentations to the Commission, BCDC's Enforcement Committee, and the public.

Term, Salary, and Benefits

BCDC's San Francisco Bay Enforcement Policy Manager position will be appointed to the California civil service classification of "Coastal Program Manager". The Coastal Program Manager salary range is \$6,495 - \$8,070 per month. Benefits include paid vacation/sick leave or annual leave; public transit subsidy; 11 paid holidays each calendar year; health, dental, and vision benefits; and deferred compensation and retirement programs.

The position is expected to begin employment on or near July 1, 2019. Applications will be screened and only the most qualified candidates will be interviewed. No relocation expenses will be offered.

Eligibility

Candidates for the San Francisco Bay Enforcement Policy Manager position must be eligible for appointment to the California civil service classification of Coastal Program Manager (CPM). Current State employees or former State employees with transfer or reinstatement rights at the CPM level may apply. To be eligible for transfer or reinstatement, applicants must meet the minimum qualifications of the CPM 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. If you are not a current or past State employee or have not successfully participated in an appropriate civil service examination, you must take and successfully pass the civil service examination to be eligible for consideration.

Information on the exam process for this job can be found at <http://www.bcdc.ca.gov/employment/ExamCPM.pdf>. For general information on the State hiring process, please visit the CalHR website at www.jobs.ca.gov.

To Apply

The job opening is at the San Francisco Bay Conservation and Development Commission; however, the California Coastal Commission will conduct the examination. Therefore, to apply, please submit a current resume, State Application STD 678 (available at www.jobs.ca.gov), and brief writing sample (5 pages or less) 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

For more information, see BCDC's website at www.bcdc.ca.gov or contact Brad McCrea (Regulatory Director) at 415-352-3615 or brad.mccrea@bcdc.ca.gov.

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.

Before you can apply for the San Francisco Bay Enforcement Policy Manager position...

Every California state job requires you to take and pass a civil service examination. To apply for the San Francisco Bay Enforcement Policy Manager position, you must first pass the exam for the Coastal Program Manager job classification.

Click here for instructions on how to apply for the Coastal Program Manager job:

<http://www.bcdc.ca.gov/employment/ExamCPM.pdf>

The application form is available here: <https://jobs.ca.gov/pdf/std678.pdf>

You must submit an application to participate in the exam no later than February 13, 2019.

Upcoming exams are scheduled during the week of March 11-15, 2019 in San Francisco and Long Beach. Once you pass the exam, you must apply separately to BCDC for the San Francisco Bay Enforcement Policy Manager position. Please follow the instructions on the Job Announcement to apply.

Need help with the exam and application process? We can walk you through it! Contact Anissa Kotey (Human Resource Analyst) at 415-352-3639 or anissa.kotey@bcdc.ca.gov.