

San Francisco Bay Conservation and Development Commission

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C.E.A. A EXAMINATION

Career Executive Assignment

Department: San Francisco Bay Conservation and Development Commission (BCDC)
www.bcdc.ca.gov

Salary: \$6,913--\$9,937 depending on qualifications and experience

Position Title: Policy and Planning Director

Final Filing Date: Applications must be **RECEIVED** in the Coastal Commission's Human Resources Office or POSTMARKED by 5:00 p.m., Friday, **February 23, 2018**.

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 development in San Francisco Bay and along the Bay's nine-county shoreline. 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 plans for specific areas around the Bay. BCDC also leads the region's efforts to plan for rising sea levels, in part through its groundbreaking Adapting to Rising Tides program.

Duties and Responsibilities: Under the general direction of the Executive Director and the Chief Deputy Director, the Policy and Planning Director provides executive level leadership for BCDC and the Commission's policy development and planning initiatives and programs. Those programs must protect, conserve, and balance the ecological, economic, and societal interests associated with the Bay and its shoreline communities. To accomplish this, the Policy and Planning Director must lead and partner/collaborate/coordinate on resilience planning programs, projects, and initiatives throughout the Bay Area with a core focus on adapting to rising sea level, and ensure that the Bay Plan and special area plans are up to date and address emerging issues, including the impacts of rising sea level.



**Desirable
Qualifications:**

- Successful experience leading or participating in rising sea level adaptation planning programs and projects; knowledge of emerging issues that affect the San Francisco Bay and their scientific bases, including resource management, land use, transportation, and infrastructure planning; and, general familiarity with engineering, architecture, and landscape architecture practices;
- Knowledge of federal and California environmental, land use, and administrative laws (including BCDC's statutes and regulations, the federal Coastal Zone Management Act, and CEQA), and principles and practices of policy formulation and development consistent with such laws;
- Successful experience leading, managing, training, and guiding diverse managers, supervisors and individual contributors within a team to ensure that all those individuals and the team they comprise are positively motivated and supported, and have the appropriate resources to perform difficult, high-quality work;
- Successful experience in designing and implementing collaborative, stakeholder-driven planning processes, designing and performing stakeholder outreach, and facilitating group discussions that effectively provide feedback and guidance, and build consensus, on projects and policy development efforts;
- Successful experience collaborating within and across organizations to build and implement policies; and an effective history of navigating, negotiating, and building consensus among diverse organizations in a wide region on a broad spectrum of issues;
- Successful experience working with project proponents, members of the public, diverse stakeholders, aggrieved parties, and the staffs of public agencies to achieve assigned objectives quickly, smoothly, and efficiently;
- Successful experience implementing and successfully fulfilling grants and contracts, developing, managing, and aligning budgets that use multiple sources of funding, and developing detailed staffing plans to ensure that project and program deliverables are met and achieve agency objectives; and
- Successful experience representing an effective organization before public agencies and the general public.

**Additional
Minimum
Qualifications:**

In addition, applicants must satisfy the following minimum qualifications.

Ability to perform very high level administrative, policy development, and planning program functions effectively. This overall ability requires possession of most of the following more specific knowledge and abilities:

1. Knowledge of the organization and functions of California State Government, including the organizations and practices of the Legislature and the Executive Branch; principles, practices and trends of public administration, organization and management; techniques of organizing and motivating groups; program and development and evaluation; methods of administrative problem-solving; principles and practices of policy formulation and development; personnel management techniques; the department's or agency's Equal Employment Opportunity Program objectives; and a manager's role in the Equal Employment Opportunity Program.
2. Ability to plan, organize and direct the work of multi-disciplinary professional and administrative staff; analyze administrative policies, organizational procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public and the Legislative and Executive Branches; analyze complex problems and recommend effective courses of action; and prepare and review reports, and effectively contribute to the Department's or Agency's equal employment opportunity objectives.

Knowledge and abilities are expected to have been obtained from supervisory and/or administrative experience in a line or staff activity including the execution and/or evaluation of program policies. (Experience may have been paid or volunteer in State service, other government settings, non-governmental organizations or in a private organization.)

Personal Characteristics:

Acts in a professional manner and demonstrates a high degree of integrity, honesty, and ethical behavior; demonstrates openness and trust; establishes and builds rapport by modeling values-based behaviors; strong interpersonal and mentoring skills; promotes teamwork and cross-functional collaboration and communication in support of BCDC's strategic goals; and promotes a high-performance culture where employees are encouraged and enabled to perform to their greatest potential.

Examination Information:

Applications and Statements of Qualifications will be screened on the minimum and desirable qualifications, as stated in this announcement. Job-related criteria will be used to comparatively rank qualified candidates. It is, therefore, critical that applicants fully describe their education and specific experience applicable to these standards. A minimum rating of 70 percent must be attained for list eligibility. Examination interviews may be conducted **the week of February 26, 2018.**

All candidates will be notified in writing of the examination results. The results of this examination will be used to fill this position and may be used to refill the position should a

vacancy occur within the next year. If a vacancy occurs, a decision will be made whether to retest in order to consider new applicants, as well as those previously considered.

Required Submittals:

Send the following to the Human Resources Office, California Coastal Commission (which performs BCDC's personnel work):

- California State application STD. 678 (indicate Planning Program Director in the Examination or Job Title section on the application form), with a resume, and
- A Statement of Qualifications, which should be type-written and no more than two pages in length. The Statement is a narrative discussion of how the candidate's education, training, experience, and skills meet the minimum and desirable qualifications and qualify them for the position. This Statement serves as documentation of each candidate's ability to present information clearly and concisely in writing.

Resumes submitted without the Statement of Qualifications will not be accepted into the examination.

Submittal Address and Questions About the Examination Process:

Human Resources Office
California Coastal Commission
45 Fremont Street, Suite 1930
San Francisco, CA 94105-2219
Attn: Melanie Wong, Chief of Human Resources
(415) 904-9446 or melanie.wong@coastal.ca.gov

Questions About the Position:

Contact Larry Goldzband, Executive Director
(415) 352-3653
larry.goldzband@bccdc.ca.gov

Special Interview Arrangements:

If you have a disability and need special interview arrangements, please mark the appropriate box in item 2 of the application. You will be contacted to make specific arrangements. TDD for the hearing-impaired (415) 597-5885.

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.

1/26/18