

JOB ANNOUNCEMENT

TO HELP PROTECT SAN FRANCISCO BAY

Enforcement Analyst

Coastal Program Analyst I or II

Full-Time, Permanent

Revised 11/3/2017

About Us. The award-winning San Francisco Bay Conservation and Development Commission (BCDC) is a small State agency located in San Francisco. BCDC has regulatory and planning responsibility over conservation and development in San Francisco Bay and along the Bay's nine-county shoreline. Our staff of 42 planners, scientists, engineers, attorneys, designers, administrators, and assistants takes pride in its high level of professionalism and dedication.

Who We Want. We want people who are enthusiastic and motivated, with excellent analytical skills, and effective written and oral communication skills, sound judgment, ability to solve problems, work effectively as a member of a team, and enjoy working with considerable independence.

Employment Term. Full-time, Permanent.

Salary and Benefits. Coastal Program Analyst I salary range: \$3,377 to \$5,230/month; Coastal Program Analyst II salary range: \$5,022 to \$6,290/month. Benefits include paid vacation/sick leave or annual leave; 11 paid holidays each calendar year; health, dental, and vision benefits; and deferred compensation and retirement programs.

The Position. The Enforcement Analyst monitors permits for compliance, investigates and resolves alleged violations, conducts field investigations, coordinates with local governments and other agencies, prepares after-the-fact permits and amendments; negotiates resolutions and collects civil penalties; prepares violation reports, drafts proposed cease and desist orders, civil penalty orders and violation settlements; consults with BCDC's Chief Counsel; and attends weekly staff meetings. The analyst works under the Chief of Enforcement's direction. For more information about this position, contact Adrienne Klein, Chief of Enforcement at Adrienne.klein@bcdc.ca.gov or (415) 352-3609.

Eligibility. Individuals on the Coastal Program Analyst I and/or Coastal Program Analyst II eligible lists may apply. Current State employees or former State employees with transfer or reinstatement rights at the CPA I/II level may also apply. To be eligible for transfer or reinstatement, applicants must meet the minimum qualifications of the CPAI/II classifications. 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 (STD 678).

If you are not a current or past State employee and have not successfully participated in an appropriate civil service examination, you cannot be considered for this position. For more information on the State hiring process, please visit the CalHR website at www.jobs.ca.gov.

Application. All applicants must submit a standard State of California Application Form (STD 678) (<https://www.jobs.ca.gov/pdf/std678.pdf>), with a resume, one writing sample (up to 5 pages), and a minimum of 3 references. Identify in Job Title section of Application: *CPA I or CPA II: Enforcement Analyst (BCDC)*. Please submit your State Application and materials to:

Human Resources Office
CA 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

Application Deadline: Applications will be accepted until the position is filled. Applications will be screened and only the most qualified candidates will be interviewed. No relocation expenses will be offered.

Special Interview Arrangements: If you have a disability and/or need specific arrangements for interviews, please mark the box in Item 2 of Job Application. We will contact you to make specific arrangements. Assistance for the hearing impaired on job-related matters available by phone: 711.

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.

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