COASTAL PROGRAM ANALYST II

CALIFORNIA COASTAL COMMISSION
SAN FRANCISCO BAY CONSERVATION AND DEVELOPMENT COMMISSION
OPEN EXAMINATION
CONTINUOUS FILING

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.

CONTINUOUS FILING:
Applications may be filed on a continuous basis. Applications will be kept on file and processed for the next examination period. Applicants will be notified when the next examination is scheduled. Applicants may wish to check the Coastal Commission's website **www.coastal.ca.gov** or BCDC's website **www.bcdc.ca.gov** weekly as new dates will be published there when available.

EXAMINATION DATES:
The Coastal Commission and BCDC give this examination two or three times per year.

Qualifications Appraisal Interview: When scheduled, will be held in San Francisco and Long Beach.

FILING INFORMATION:
The Coastal Program Analyst I examination will be given the same day as the Coastal Program Analyst II examination. If you meet the entrance requirements and wish to compete in both examinations, you should file one application noting each examination title in the appropriate space**.**

Applications may be filed in person or by mail with:

Human Resources Office
California Coastal Commission
45 Fremont Street, Suite 1930
San Francisco, CA 94105-2219

Or by FAX at (415) 904-5482

SUBMIT APPLICATIONS ONLY TO THE ADDRESS INDICATED ABOVE.

LOCATION SELECTION: In Item # 1 on the application, specify the city where you prefer to take the examination.

If you have a disability and need special testing arrangements, mark the appropriate box in Item # 2 on the application. You will be contacted to make specific arrangements.

NOTE: Accepted applicants are required to bring either a photo identification card or two forms of signed identification to each phase of the examination**.**

THE POSITION:
The Coastal Program Analyst II is the journey person level of the class series. Under general supervision, incumbents perform responsible, varied and complex technical, analytical planning and/or regulatory work related to the uses of California's ocean and coast and San Francisco Bay and its shoreline; incumbents may also act as lead persons for projects directing the work of other analysts.

Positions exist statewide in Arcata, San Francisco, Santa Cruz, Long Beach, Ventura and San Diego with the California Coastal Commission and in San Francisco with the San Francisco Bay Conservation and Development Commission.

SALARY RANGE: $4,829 - $6,048 per month

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION:

NOTE: All applicants must meet the education and/or experience requirements for the examination by the first day of interviews.

Qualifying experience may be combined on a proportionate basis. For example, candidates possessing qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to an examination as meeting 100% of the requirement.

Either I

One year of experience in California state service planning, managing or regulating the uses of land or water in a class at a level of responsibility equivalent to the Coastal Program Analyst I, Range C. (Promotional candidates who are within six months of satisfying the experience requirement for this class will be admitted to this examination, but they must fully meet the experience requirement before being eligible for appointment.)

Or II

Three years of experience: In planning, managing or regulating uses of land or water, which must have included substantial technical review of permit applications or the formulation of plans that relate to the environmental impact of proposed development. (A Master's or Doctoral Degree in Urban, Regional or Environmental Planning, Ecology, Marine Biology, Geology, Geography, Coastal Management, Environmental Science, Natural Resource Management, Public Policy or a related field; or a Juris Doctor degree from an accredited law school may be substituted for one year of the general experience requirement. Both substitutions may be applied. Postgraduate educational substitutions for experience may not exceed two years.)

And

Education: Equivalent to graduation from college. (Additional qualifying experience may be substituted for the required education on a year for year basis.)

EXAMINATION INFORMATION:
This examination will consist of a qualifications appraisal interview only. In order to obtain a position on the eligible list, a minimum rating of 70.00% must be attained in the interview. **COMPETITORS WHO DO NOT APPEAR FOR THE INTERVIEW WILL BE DISQUALIFIED**.

Qualifications Appraisal - Weighted 100.00%

Scope of interview, general competitive factors:

A. Knowledge of:
   1. Principles, practices, terms and concepts of urban, economic, resources, social, legal, and regional planning.
   2. Public policy development.
   3. Current trends and applications in Federal State and local planning.
   4. Administrative, land use and environmental law.
   5. Permit review and zoning procedures.

B. Ability to:
   1. Analyze situations accurately and take effective action.
   2. Effectively and convincingly communicate in written and verbal form complex and controversial matters to individuals and groups.
   3. Analyze and evaluate written, graphic and verbal data and prepare complete and comprehensive reports.
   4. Inspire confidence and trust.
   5. Establish and maintain effective and cooperative relations with those contacted in the course of work.
   6. Exercise common sense and good judgment.
   7. Lead the work of other staff and work independently.

ELIGIBLE LIST INFORMATION:
The names of successful competitors will be merged into the existing eligible list for Coastal Program Analyst I. A candidate may not compete more than once in a 12-month testing period for this examination. The merged eligible list will be used to fill positions with the California Coastal Commission and the San Francisco Bay Conservation and Development Commission. Candidate's list eligibility will expire 12 months after it is established unless the needs of the service and conditions of the merged list warrant a change in this period.

Career Credits will not be applied to this examination.

Veterans Preference Points may be granted.

GENERAL INFORMATION

It is the candidate's responsibility to contact the Human Resources office of the California Coastal Commission at (415) 904-5430 or toll-free at (866) 831-2540 or via email at HumanResources@coastal.ca.gov **one week** after the final filing date if she/he has not received notification (either a phone call or written notice) of interview.

If a candidate's notice of oral interview or performance test fails to reach him/her prior to the day of the interview due to a verified postal error, she/he will be rescheduled upon written request.

Applications are available at the California Department of Human Resources, the California Coastal Commission and the Employment Development Department. Applications may also be obtained via the California Coastal Commission website at: www.coastal.ca.gov or the California Department of Human Resources' website at: www.calhr.ca.gov.

If you meet the requirements stated on the reverse, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. Your performance in the examination described on the other side of this bulletin will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

The California Coastal Commission and the San Francisco Bay Conservation and Development Commission reserve the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

Examination Locations: When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. Locations of interviews may be limited or extended as conditions warrant.

Eligible lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) sub-divisional promotional, 2) departmental promotional, 3) multi-departmental promotional, 4) service wide promotional, 5) open eligible list. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in from one to four years unless otherwise stated on this bulletin.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

Interview Scope: If an interview is conducted, in addition to the scope described on the other side of this bulletin, the panel will consider education, experience, personal development, personal traits, and fitness. In appraising experience, more weight will be given to the breadth and recency of pertinent experience and evidence of the candidate's ability to accept and fulfill increasing responsibilities than to the length of her/his experience. Evaluation of a candidate's personal development will include consideration of her/his recognition of her/his own training needs; her/his plans for self-development; and the progress she/he has made in efforts toward self-development.

High School Equivalence: Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Educational Development (GED) Test by scoring at least 35 on each of the five sub-tests and averaging 45 for all the sub-tests; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.

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HumanResources@coastal.ca.gov

Making San Francisco Bay Better

SAN FRANCISCO BAY CONSERVATION & DEVELOPMENT COMMISSION
455 Golden Gate Avenue, Suite 10600
San Francisco, CA 94102

California Relay Service for the Hearing Impaired
Call 711