

San Francisco Bay Conservation and Development Commission

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State of California | Gavin Newsom – Governor | info@bcdc.ca.gov | www.bcdc.ca.gov

DUTY STATEMENT

NAME:

CLASSIFICATION: COASTAL PROGRAM ANALYST III

WORKING TITLE: PRINCIPAL SHORELINE DEVELOPMENT ANALYST

UNIT/DIVISION: SHORELINE DEVELOPMENT PERMITS UNIT

SUPERVISOR: SHORELINE DEVELOPMENT PROGRAM MANAGER

FLSA: EXEMPT

CBID: S01

TENURE/TIMEBASE: FULL TIME/PERMANENT

Under the general direction of the Shoreline Development Program Manager, the Principal Shoreline Development Analyst will lead critical aspects of the Shoreline Development permitting program, which will include personally researching and evaluating the most complex development proposals and permit-related policy issues and supervising the work of other permit analysts. The Principal Shoreline Development Analyst will also assist the Shoreline Development Program Manager in the planning and direction of BCDC's Shoreline Development permitting program, including improving and developing internal processes and approaches to policy interpretation and implementation.

The Principal Shoreline Development Analyst performs a wide variety of complex regulatory functions, including preparing staff reports and analyses; making recommendations for action on proposed projects; representing BCDC at meetings with applicants, other agencies, and other stakeholders; coordinating policy implementation across different teams, including the planning, legal, technical, and enforcement teams; publicly presenting project information before the Commission and its advisory boards; managing the permitting process for complex development projects; analyzing, interpreting, and applying BCDC's laws, policies, and regulations in light of multi-faceted and/or novel project proposals; developing and improving internal processes; and undertaking special studies as assigned.

ESSENTIAL FUNCTIONS

Under the general direction of, and in coordination with the Shoreline Development Program Manager, the Principal Shoreline Development Analyst shall:

Permitting Tasks (50%)

- Carry out the most complex shoreline development assignments, including project management of the pre-application and application processes for large or controversial project proposals, involving engagement and coordination of stakeholders, written and oral reports to the Commission and its advisory boards, interpretation and analysis of Commission policies and regulations, negotiations on behalf of the Commission, and recommendations for action.
- Conduct analysis of highly complex site development or policy proposals and advise project proponents, applicants, government agencies, and other stakeholders on achieving consistency with the Commission's laws and policies.
- Prepare high-quality written materials for the Commission and its advisory boards that are clear and concise, accurately, and comprehensively describe key issues, and meet the requirements of State law and the Commission.
- Conduct review of environmental documentation under the California Environmental Quality Act for projects within the Commission's jurisdiction and prepare comments on behalf of the Commission as a responsible agency.
- Provide updates to the Shoreline Development Program Manager and the agency on the status of significant applications and controversial issues raised by projects.
- Work on a variety of shoreline development permit applications, managing communications with applicants, conducting policy analysis, and drafting permit language consistent with Commission regulations.

Shoreline Development Program Management (20%)

- Receive and assign applications for new permits, permit amendments, and federal consistency determinations to permit staff, and maintain associated database records.
- Work with the Shoreline Development Program Manager to plan and direct the work of other permit analysts on the Shoreline Development Team to ensure an effective use of staff time and effort through fair supervision, support, task distribution, and prioritization.
- Review internally produced materials, such as correspondence, staff reports, and permit drafts, for quality of writing and consistency with the Commission's laws and policies.
- Assist in the day-to-day supervision, training, and evaluation of staff.

Regulatory Program Support (15%)

- Coordinate among teams internally to ensure agency-wide consistency in the interpretation and application of Commission laws and policies, and to ensure the distribution of relevant information about ongoing projects and policy discussions to other agency staff.
- Respond to inquiries from developers, government agencies, and members of the public.
- Provide support to other teams regarding permitting, policy implementation, regulations, and processes.

Principal Shoreline Development Analyst (CPA III) Duty Statement

- Prepare Annual Report statistics and federal grant progress reports as needed and supervise preparation of quarterly permit statistics.
- Represent the Shoreline Development Team, permitting team, and/or Regulatory Division at staff meetings and on special projects.

Special Projects (10%)

- Lead or participate in efforts to improve agency processes and/or policies.
- Participate in various Commission staff programs and special projects.

Miscellaneous (5%)

- Assist with mailings, filing, and related duties.
- Work with the Shoreline Development Program Manager to recruit and hire new staff in a fair and impartial manner, in accordance with State civil service policies and procedures for hiring.
- Mentor interns or fellows.
- Represent the Chief of Permits (Shoreline Development) in his/her absence and represents the Commission, as directed, before local governments, other State agencies and federal agencies, and before citizen's groups.
- Other duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge

- Issues and disciplines related to the field of coastal management, including: the principles, trends, and concepts of land use, coastal, environmental, and regional planning, policy, and law; state and local discretionary review and permitting processes; site planning and plan review; social science; scientific research principles and methods; public access and design; social equity and environmental justice; and climate change.
- Basic principles of personnel management and supervision; public relations and administration; and modern office methods, technology, and procedures.

Skills:

- Project management skills, including leadership; time management, stakeholder management, planning, budgeting, contract management, work planning, and the organization of research, records, and data.
- Communications skills, related to written communications and reporting, oral presentation, instruction, visual communication, document design, visual representation of data and complex issues, multi-stakeholder negotiations, active listening, and conflict resolution.
- Facilitation skills, including meeting and group facilitation.

Principal Shoreline Development Analyst (CPA III) Duty Statement

- Technological skills, including working knowledge of Microsoft Word, Excel and PowerPoint; database management; virtual meeting platforms; GIS analyses and mapping; online tools; file management.

Abilities to:

- Efficiently manage timelines for multiple projects and work under strict deadlines, including deadlines mandated by state law.
- Prioritize, organize, and manage varied assignments and tasks, and adjust rapidly to new or changing situations warranting close attention and quick resolution.
- Analyze, interpret, and apply state and federal laws, policies, regulations, and other rules and requirements related to environmental protection, development, and resource management.
- Develop innovative solutions for challenging or novel environmental or coastal management problems.
- Independently conduct complex and difficult technical investigations and studies on issues of importance to the State.
- Collaborate and facilitate collaboration on projects and policy issues between various levels and divisions of BCDC staff, other agencies, and other stakeholders.
- Provide technical support and research assistance to colleagues and members of the public in matters related to shoreline development and coastal resource management.
- Communicate effectively, verbally and in writing, to a variety of audiences, including BCDC executive staff and Commissioners; colleagues; project proponents; representatives of state, local, and regional agencies; members of the public, including members of environmental justice communities; and the general public.
- Provide leadership in accomplishing basic functions and objectives in assigned projects and programs.
- Plan, organize, and supervise the work of a professional staff.
- Inspire confidence and establish effective working relationships with employees, managers, community members, and leaders in the public and private sectors.
- Train staff and motivate subordinates to accomplish program and agency goals.
- Apply common sense and sound judgement.
- Identify and proactively correct for implicit biases.
- Consider and respond appropriately to the needs, feelings, and capabilities of different people in a variety of situations, tactfully and with respect.
- Promote diversity, equity, and inclusive activities.
- Value cultural diversity and other individual differences.

WORKING CONDITIONS

- Work in a stationary position (such as sitting or standing) in an office for long periods of time using a keyboard and video display terminal.
- Interact by phone, in person, by mail and email with the general public, public officials, other regulatory agencies, regional/environmental justice/community task forces consisting of advocacy groups and citizens, applicants and client representatives.
- Make site visits, inspections, and attend internal and external meetings and workshops.
- Must use sound judgment under stress, effectively communicate information and consult with staff at all levels within and outside the department in order to complete work assignments.
- Must be able to complete assigned work accurately and on time, establish cooperative working relationships with staff at all levels within and outside the department and provide recommendations and/or feedback to all levels of staff both within and outside State civil service.
- Required to maintain a valid Defensive Drivers training card if operation of a State vehicle is needed to perform work. Occasion assignments may require extended travel and overnight activity.
- Required to complete all required training and information as requested including Ethics, Sexual Harassment, Form 700, and Nepotism.
- Hybrid working environment related to BCDC telework agreement.

I have read and understand the duties and essential functions of the position and can perform these duties with or without reasonable accommodation.

Principal Development Shoreline Analyst

Date

KATHARINE PAN
Shoreline Development Permit Program Manager

Date

