

# COASTAL PROGRAM MANAGER

## 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 are accepted 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 at [www.coastal.ca.gov](http://www.coastal.ca.gov) weekly as new dates will be published there when they become available.

#### HOW TO APPLY

Applications are available and may be filed in person or by mail to:

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

Applications may be obtained at the California Department of Human Resources in Sacramento, any Employment Development Office, California Coastal Commission and San Francisco Bay Conservation & Development Commission, at [www.jobs.ca.gov](http://www.jobs.ca.gov) and [www.coastal.ca.gov](http://www.coastal.ca.gov).

**SUBMIT APPLICATIONS ONLY TO THE ADDRESS INDICATED ABOVE.  
DO NOT SUBMIT APPLICATIONS TO THE CALIFORNIA DEPARTMENT OF  
HUMAN RESOURCES OR THE STATE PERSONNEL BOARD.**

#### LOCATION SELECTION:

In Item #1 on the application, write the city where you prefer to take the examination. The examination will be held in San Francisco and Long Beach, California.

If you have a disability and need special testing arrangements, mark the appropriate box in Question 2 of the "Application for Examination". You will be contacted to make specific arrangements.

If you meet the entrance requirements for this class and for Coastal Program Analyst III scheduled on the same day, you may file for both examinations on a single application, noting each examination in the appropriate space. The Coastal Program Analyst III examination is given on the same day as the Coastal Program Manager examination.

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

**Salary Range: \$5,830 - \$7,245 per month**

CAREER CREDITS AND VETERANS PREFERENCE CREDITS DO NOT APPLY IN THIS EXAMINATION.

#### REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION

Qualifying experience may be combined on a proportionate basis if the requirements stated below include more than one pattern and are distinguished as "Either" I, "or" II, "or" III, etc. For example, candidates who possess 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 overall experience requirement.

##### Either I

One year of experience in California state service performing coastal planning, managing or development duties in a class at a level of responsibility equivalent to Coastal Program Analyst III. (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

Two years in California state service performing coastal planning, managing or development duties in a class at a level of responsibility equivalent to

Coastal Program Analyst II. (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 III

**Experience:** Five years of experience, one year of which shall have been in a supervisory capacity, 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; or five years of experience providing special technical and research assistance in environmental resource management programs. (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 substitution 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.)

#### ADDITIONAL DESIRABLE QUALIFICATIONS

In appraising the relative qualifications of candidates at all levels, consideration will be given to the extent and type of pertinent education and/or experience beyond that required under "Minimum Qualifications". Experience and/or college level courses in coastal or ocean resource management, coastal or ocean resources, wetlands studies, geology, ecology, planning and zoning law in California or similar fields are particularly pertinent.

Coastal Program Manager candidates who demonstrate an ability to independently conduct complex and difficult technical investigations and studies on issues of importance to the State will be considered more competitive.

#### THE POSITION

This is typically the full supervisory and program management level. Under general direction, incumbents plan, organize, direct and are accountable for programs in either the headquarters office or a district office which are of major significance and are sensitive and complex. Incumbents at this level may (1) supervise a small staff, or (2) supervise a larger staff with the assistance of subordinate supervisors.

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

#### 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:

In addition to evaluation the Competitors' relative abilities as demonstrated by quality and breadth of experience, emphasis in the examining interview will be on measuring competitively, relative to job demands, each competitor's:

- 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.

**SEE REVERSE FOR ADDITIONAL INFORMATION**

6. Techniques of planning, controlling, motivating and organizing the work of others.
  7. Principles of personnel management, public relations and administration.
  8. Modern office methods, technology and procedures.
  9. A supervisor's role in the Equal Employment Opportunity Program.
- 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 contracted in the course of work.
  6. Exercise common sense and good judgment.
  7. Plan, organize and supervise the work of a professional staff.
  8. Train staff and motivate subordinates to accomplish organizational goals.
9. Effectively contribute to the Commission's equal employment opportunity objectives.
  10. Develop innovative solutions for difficult environmental or coastal management problems.
  11. Provide leadership in accomplishing basic functions and objective in assigned programs.
  12. Inspire confidence and effective working relationships with employees, managers and leaders in the public and private sector.
  13. Plan and implement public participation programs and apply conflict resolution principles.

**ELIGIBLE LIST INFORMATION:**

The names of the successful competitors will be merged into the existing eligible list for Coastal Program Manager. A candidate may not compete more than once in a 12-month testing period for this examination. The 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.

**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](mailto: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, he/she 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](http://www.coastal.ca.gov), the California Department of Human Resources website at: [www.calhr.ca.gov](http://www.calhr.ca.gov), or the California State jobs website at: [www.jobs.ca.gov](http://www.jobs.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 reserves 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.



**CALIFORNIA COASTAL COMMISSION**  
45 Fremont St., Suite 1930  
San Francisco, CA. 94105-2219  
(415) 904-5430 or toll free (866) 831-2540  
[HumanResources@coastal.ca.gov](mailto: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**