

# Job Vacancy Announcement

## Permit and Regulatory Analyst

Coastal Program Analyst I/II  
Full-Time, 24-Month, Limited-Term Position (with  
possibility of permanent employment)

May 14, 2018

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**About BCDC.** The award-winning San Francisco Bay Conservation and Development Commission (BCDC) is a State of California government agency located in San Francisco with regulatory and planning responsibilities over San Francisco Bay and within the Bay Area's nine-county shoreline. BCDC is guided in its actions by state and federal laws, policies, and regulations, including the McAteer-Petris Act and San Francisco Bay Plan, the Suisun Marsh Preservation Act, and the Coastal Zone Management Act.

**The Position.** The Regulatory Analyst focuses on legal, policy, regulatory, and technical issues of concern to BCDC's Commissioners and various stakeholders. The Analyst evaluates projects and permit applications to ensure consistency with BCDC's laws and policies, and develops solutions to complex estuarine and land use management issues. Other responsibilities include: negotiating with project sponsors; writing correspondence, reports, and permits; making verbal presentations; responding to public inquiries; leading and participating in meetings; conducting site visits; researching coastal and estuarine trends and issues; and learning about technical issues on climate change and sea level rise, land use design, wetland restoration, engineering, Geographical Information Systems, transportation, recreation, hydrology, and fish, wildlife, and plant biology. Duties will be commensurate with the level at which the position is filled.

### Essential Job Functions.

- Research and analysis of complex development and habitat restoration proposals, in some cases involving enforcement issues, and guiding permit applicants and stakeholders on project issues in relation to BCDC's laws, policies, and regulations.
- Write correspondence and reports on matters of relevance to BCDC and its advisory boards on proposed projects, including those proposed by the federal government, private and public sectors, and non-government organizations, and coastal policy and regulatory issues.
- Negotiate with project proponents and stakeholders.
- Lead and participate in meetings, planning and policy discussions, site visits, and workshops.
- Review local, state, and federal planning and regulatory documents, and environmental impact reports, and prepare comments on compliance with BCDC's laws and policies.
- Respond to inquiries on general BCDC matters, assist with report mailings and filing, and other related duties.

**The Candidate.** The candidate should be an effective and analytical problem solver with excellent writing and public speaking skills and the capacity to become a strong negotiator. The person should be dedicated, motivated, mature, collaborative, and independent. The candidate should be able to manage multiple complex tasks and projects. The person should have knowledge of California land use and environmental law, be familiar with relevant trends in coastal and land use planning and policy, possess a background in or familiarity with resource conservation, urban and natural resource project design, and the social, natural and political sciences. Lastly, the candidate should appreciate BCDC's mandate to balance conservation and development of the Bay's diverse resources.

**Employment Term.** Full-time, 24-month, limited-term with a possibility of becoming 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**. The salary is expected to increase by an additional 4%, effective July 1, 2018.

Benefits include paid vacation/sick leave or annual leave; public transit subsidy; 11 paid holidays each calendar year; health, dental, and vision benefits; and deferred compensation and retirement programs.

**Eligibility.** Candidates must be eligible for appointment to the California civil service classification of Coastal Program Analyst (CPA) I/II. Current State employees or former State employees with transfer or reinstatement rights at the CPA I/II level may apply. To be eligible for transfer or reinstatement, applicants must meet the minimum qualifications of the CPA I/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 #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](http://www.jobs.ca.gov).

**NOTE: If you are not currently eligible for appointment to the Coastal Program Analyst I/II classification, you may participate in the upcoming examination. Submit a State Application Form 678 to the below address indicating CPA I/II examination by the final filing date of May 23, 2018. The examination is scheduled for June 11 – 15, 2018.**

**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: Regulatory Analyst (BCDC)*. Please submit your 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](mailto:HumanResources@coastal.ca.gov)

**Application Deadline:** Applications will be accepted until the position is filled. Applications will be screened and the most qualified candidates interviewed. Relocation expenses will not be reimbursed.

**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.

**For More Information.** See website at: [www.bcdc.ca.gov](http://www.bcdc.ca.gov) or contact Erik Buehmann (Chief of Federal Consistency and Permits) or Ethan Lavine (Chief of Bay Resources and Permits) at 415-352-3600.

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.