

COASTAL PROGRAM ANALYST

Q: What is a Coastal Program Analyst (CPA)?

A: Coastal Program Analyst (CPA) is the title given to professionals who primarily work either with the California Coastal Commission, (Coastal Commission) or the San Francisco Bay Conservation and Development Commission (BCDC). Working in conjunction with local governments who are required to bring their local plans and zoning ordinances into conformity with the policies of the California Coastal Act, the Coastal Commission regulates development along California's 1100 mile long coastline. BCDC has planning and regulatory authority over San Francisco Bay and Suisun Marsh, as well as limited authority over a 100' band around approximately 1,000 miles of Bay edge.

Q: What are the job details?

A: At both the Coastal Commission and BCDC, there are two general analytical areas in which a Coastal Program Analyst may function: planning and permits. Planning analysts at the Coastal Commission work with local governments on the development and implementation of Local Coastal Programs (LCPs) and review LCP documents to determine if they are consistent with the California Coastal Act. At BCDC, planning analysts work on specific projects which may result in changes to the San Francisco Bay Plan or Suisun Marsh Plan. Permit analysts review applications for developments or changes in uses within the two Commissions' jurisdictions. This analysis is to determine if proposals are consistent with the laws governing the respective Commissions as to whether a permit should be issued and what types of conditions should be applied to the permit. Permit analysis also includes enforcement activities encompassing complaint investigations, evidence gathering, negotiation toward compliance, and development of recommendations on legal remedies.

Analysts at the Coastal Commission also review appeals to local government decisions. All analysts may be assigned environmental documents for review and comment.

In addition, there are a number of jobs at both Commissions, primarily in San Francisco, that involve port planning, energy facility planning, wetlands planning, ocean resources management, and planning and research projects. In the enforcement area, the Coastal Commission has jobs statewide and BCDC has jobs in San Francisco.

Q: What kind of training does a Coastal Program Analyst receive?

A: A CPA is expected to be familiar with the fundamental principles of land or water use planning and regulation. The cost of training to improve job skills or enhance promotional opportunities may be reimbursed by the Commissions when approved by the supervisor, determined to be job related, and when the cost is within the current budget allocation.

Q: Where are the jobs located?

A: The Coastal Commission currently has jobs in Eureka, San Francisco, Santa Cruz, Ventura, Long Beach Sacramento, and San Diego. Jobs with BCDC are in San Francisco.

Q: What are the promotional opportunities?

A: The entry-level class, Coastal Program Analyst I, has three salary ranges. Range A applies to persons just starting. Range B applies to persons with 6 months experience at the A level or persons just starting who have 6 months experience outside state service. Range C is for persons who have finished 12 months at Range B or 18 months outside of state service. Progression through the ranges is with approval of your supervisor after completion of satisfactory service. The Coastal Program Analyst II is the full journey person level. This level is generally reached by competitive examination after one year at the Coastal Program Analyst I, Range C level. The Coastal Program Analyst III is the first supervisory level and is reached by competitive examination. Coastal Program Manager is the full supervisory level, also reached by examination. Examinations may be given on an open and/or promotional basis.

Q: What about salary?

A: As of January 2007:

Coastal Program Analyst I Range A \$3,106 – 3,425 Range B \$3,204 – 3,708 Range C \$3,841 – 4,670	Coastal Program Analyst III \$5,079 – 6,127 Coastal Program Manager \$5,576 – 6,727
Coastal Program Analyst II \$4,619 – 5,616	

Q: What about vacation, sick leave and health benefits?

A: Both Commissions, as State agency employers, provide thirteen paid holidays a year and ten working days vacation credit per year for the first three years of employment. A personal holiday is also provided according to contract provisions. Sick leave accumulates at eight hours per month. When you have completed six months of work, your earned vacation credits are available. The Commissions also contribute the major to entire portion of the cost of your health, dental and vision plans for yourself and your dependents.

Q: How do I get a job with the Commission?

A: There are several parts to the hiring process: Applicants who are new to state service must succeed in a competitive examination process which may include a written exam, a qualifications appraisal panel interview, or both. Those who pass the examination are eligible to apply for open positions. Hiring supervisors will then arrange job interviews for the most qualified candidates.

Applying: Applications are available from any State office such as the California Coastal Commission, San Francisco Bay Conservation and Development Commission, Employee Development Department, and State Personnel Board. Testing at the entry-level is scheduled about once a year. Applications are also available via the Internet at: www.spb.ca.gov. Upcoming examinations, job openings, and general information can be found on the Coastal Commission Web site at: www.coastal.ca.gov. You may reach the San Francisco Bay Conservation and Development Commission (BCDC) Web site at: www.bcdc.ca.gov

Minimum Qualifications:

CPA I: You may qualify to take the examination in four different ways:
I. The equivalent to graduation from college with a major or eight semester units of upper division course work in: urban, regional or environment planning, ecology, marine biology, geology, geography, coastal management, environmental science, natural resource management, public policy or a related field. Registration as a Senior will admit you to the examination, but you must produce evidence of graduation before you can be considered eligible for appointment. (Experience in planning or regulating uses of land or water, or analyzing the environmental impacts of development may be substituted for the required education on a year -for-year basis.)
- OR - II. Graduation from college in any major and one year of professional experience in planning, managing or regulating uses of land or water or analyzing environmental impacts of development. - OR - III. Six months of intern experience (either in or out of State service) as a college student or recent graduate undergoing supervised practical training comparable to Student Assistant, Graduate Student Assistant or Environmental Services Interns in any California state agency using the Coastal Program Analyst services or comparable class, in a work assignment of planning, managing, or regulating uses of land or water or analyzing the environmental impacts of development; and graduation from college with any major. (Registration as a Senior will admit applicants to the examination, but they must produce evidence of graduation before they can be considered for appointment.) - OR -
IV. Six months of experience in California state service as a Management Services Technician, Range B, working in the area of planning or regulating land or water uses.

CPA II: 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 Coastal Program Analyst I, Range C. -OR- II. Three years 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 substitution for experience may not exceed two years.) - AND - graduation from college.

CPA III: 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 II. - OR - II. Four years of experience (1) 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 (2) in 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 requirement. Both substitutions may be applied. Postgraduate educational substitution for experience may not exceed two years.) - AND - graduation from college.

Coastal Program Manager (CPM): 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 - OR - II. Two years in California state service performing coastal planning, managing or development studies in a class at a level of responsibility equivalent to Coastal Program Analyst II. - OR - III. Five years of experience, one year of which shall have been in 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 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 - graduation from college.

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TDD (415) 597-5885 is Telecommunications Device for the Deaf and is reachable only from phones equipped with a TDD device.

Written Test: All CPA I applicants are scheduled for the pass/fail test if they have not previously passed the test. CPA II applicants may be scheduled for a written test if it is so stated on the examination bulletin. No written test is given for CPA III and CPM.

The test is usually given in the Long Beach and/or San Francisco areas. You are notified by mail of the time and place.

Examination Interview: An examination interview is scheduled on all levels. For applicants requiring a written test, the interview is scheduled only for those who pass the written test. If you are successful in the interview, your name is placed on a list with others who are qualified. Names are in "best qualified" order according to a numeric score assigned during the interview. These results are mailed to you.

Job Interview: This does not take place until an actual vacancy occurs in one of the locations in which you are interested. If, at the time of the vacancy, your name is in one of the top three ranks, you will be eligible for consideration. (A rank includes all of the persons with the same examination score.) If you are interested but not selected, your name will remain on the list for consideration when the next vacancy occurs.

Q: What can I do to prepare for the examination?

A: The written test is multiple choice. The format includes reading comprehension and interpretation of charts, graphs, and other technical material. The subject matter may cover principles, practices, terms, concepts, law and legislation, as they pertain specifically to California coastal planning. Your education and/or experience should have prepared you for this examination which will take 3-4 hours. It is helpful to review the California Coastal Act (Public Resource Code, Division 20, Section 30000), the McAteer-Petris Act (Government Code Section 66600) and the Suisun Marsh Preservation Act (Public Resources Code 229000) available in libraries. A study guide will be sent to all those accepted for the written test.

The examination interview will cover your relevant education and experience. Be prepared for questions involving your approach to solving coastal planning problems and, as appropriate, supervisory problems. You can expect it to take no more than half an hour.

Q: Do the Commissions provide equal opportunity for minorities, women and disabled?

A: Definitely. The Commissions' Equal Employment Opportunity Plans are designed to promote consideration of all applicants and employees on the basis of ability to do the job. The Commissions operate within the Civil Service system of the State of California and offer excellent opportunities to minorities, women and the disabled.

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