STATE OF CALIFORNIA

DELTA STEWARDSHIP COUNCIL

JOB DESCRIPTION AND POSITION CLASSIFICATION

DSC 525 (3-PAGE) (REV. 01/10)

CLASSIFICATION	POSITION NUMBER	MCR	RPA #
Coastal Program Analyst III	530-001-4762-xxx	1	DSC 16-010

APPOINTEE	EFFECTIVE DATE	DIVISION/SECTION
Vacant		Delta Stewardship Council/Planning Division

COLLECTIVE BARGAINING IDENTIFIER

Management Related BU:	Supervisory Related BU:	Confidential Related BU:	Rank and File BU:
☐	☑ S01(Specialist)	☐	☐

RESPONSIBILITIES EXERCISED	IMMEDIATE SUPERVISOR (Print)	SUPERVISOR'S CLASSIFICATION
☐ Supervisory ☑ Lead Person	Cindy Messer	Deputy Executive Officer (CEA)

APPROVED BY (Personnel Analyst's Name)	DATE
Lynn Borja	10/21/15

ALL EMPLOYEES ARE EXPECTED TO WORK COOPERATIVELY WITH OTHERS; MAINTAIN REGULAR, CONSISTENT, PREDICTABLE ATTENDANCE; POSSESS INTEGRITY, INITIATIVE, DEPENDABILITY, AND GOOD JUDGMENT.

POSITION SUMMARY

Briefly (1-3 sentences) describe the main purpose and function of the position, including the organizational setting:

Under the direction of the Deputy Executive Officer and working closely with the Chief Deputy Executive Officer, the incumbent serves as a nonsupervisory staff specialist and lead for coordinating with state and federal agencies that are part of California's Coastal Zone Management Program to amend the Program to include the Delta Plan and secure federal approval of this amendment. This position serves as liaison with coastal zone management agencies for areas where dual jurisdiction exists (e.g. Suisun Marsh), works with the Delta Plan Interagency Implementation Committee Coordinator to ensure federal agency participation for Delta Plan implementation and tracks federal activities within the Delta and Suisun Marsh that intersect with Delta Plan policies and recommendations.

DESCRIPTION OF DUTIES

Percent of Time (E) and (M)	Indicate the duties of the position and the percentage of time spent on each. Group related tasks under the same percentage. Percentages should be in increments of 5% with the highest percentage first. Identify essential functions with an (E) and marginal functions with an (M) in the percentage column. "Other duties as required" cannot be used as a task statement.
35% (E)	Serves as staff specialist and lead for coordinating with the San Francisco Bay Conservation and Development Commission (BCDC), Coastal Commission and Coastal Conservancy, that are part of California's Coastal Zone Management Plan, in amending the coastal management plan to include the Delta Plan. Coordinates with the federal Office of Coastal Resource Management to secure federal approval of the amended coastal program. Serves as liaison with state and federal agencies listed above to ensure coordination on actions that are covered under the coastal management plan, after federal approval of the Delta Plan is secured. Coordinates and oversees work of small consulting team hired to assist with this task.
30% (E)	Works closely with the Delta Plan Interagency Implementation Committee (DPIIC) Coordinator, serving as liaison with federal agencies conducting actions in the Delta and Suisun Marsh and that serve on the DPIIC to ensure Delta Plan implementation. Advises executive management, briefs Delta Stewardship Council (Council) members, coordinates with the Delta Science Program, and consults with affected agency staff and stakeholders regarding federal actions in the Delta and Suisun Marsh that are related to the Coastal Zone Management Program and Delta Plan implementation. Provides proponents of federal actions that are covered actions with technical advice on consistency with Delta Plan policies, after successful incorporation of the Delta Plan into the Coastal Zone Management Program. Assists legal staff in preparing briefings and recommendations for the Council and executive management in response to appeals on covered actions.
10% (E)	Works with Chief Deputy Executive Officer, legal, and technical Council staff to propose amendments to the Delta Plan and its regulations that would address federal actions and proposed activities within the Delta and Suisun Marsh. Develops proposed amendments, including performance measures and adaptive management elements, to improve accountability for achieving the coequal goals.
10% (E)	Supports a team in tracking performance measures in the Delta Plan that are linked to federal actions in the Delta and Suisun Marsh. Coordinate with key agencies to collect information and report progress to the Council and the Delta Plan Interagency Implementation Committee. Further refines existing performance measures to improve tracking progress toward Delta Plan implementation.

SUPERVISOR'S STATEMENT: **I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE.**

SUPERVISOR'S NAME (Print)	SUPERVISOR'S SIGNATURE	DATE
Cindy Messer	➢	

EMPLOYEE'S STATEMENT: **I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT.**

EMPLOYEE'S NAME (Print)	EMPLOYEE'S SIGNATURE	DATE
Vacant	➢	

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10% (E)	Interprets, summarizes, and communicates complex information through staff reports, technical papers, comment letters, and presentations. Researches and writes policy reports with supporting maps and graphics for specialized plans, policies, and projects related to federal agency actions in the Delta and Suisun Marsh. Works with colleagues to provide integrated analysis of multi-objective projects and programs that address habitat restoration, flood management, water supply reliability and/or economic sustainability.
5% (M)	Participates in and presents at technical and policy workshops to develop high level understanding of the information needed to support policy and management decisions.

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DESIRABLE ATTRIBUTES, EXPERIENCE, AND QUALIFICATIONS

Knowledge Skills and Abilities
- Knowledge of Coastal Zone Management Act and California's Coastal Zone Management Program highly desirable
- Ability to analyze data, draw sound conclusions, and present ideas and information effectively is required.
- Skill in writing clear, accurate, and concise policy or planning-related articles, reports or papers for a variety of audiences, including the public and policymakers is required.
- Critical reasoning skills and sound judgment is required.
- A bachelors or advanced degree with a major in a urban, regional or environmental planning, ecology, marine biology, geology, geography, coastal management, environmental science, natural resource management, public policy or a related field discipline is required.
- Ability to collaborate with experts in water management, land use planning, ecosystem management and flood management to provide integrated analysis is highly desirable.
- Knowledge of environmental regulatory processes such as National Environmental Policy Act (NEPA) and California Environmental Quality Act (CEQA) analysis is highly desirable.
- Experience working in or with federal agencies is desirable.
- Knowledge of the environmental laws, policies and programs of the state is desirable.
- Leadership and staff specialist skills.

Special Personal Characteristics
- Strong organizational skills.
- Proactive approach to problem-solving, including outreach to key agency and stakeholder representatives.
- Confidence in recommending courses of action based on evidence and good judgment.
- High ethical standards.
- Willingness to conform to work standards set by supervisor.
- Willingness and ability to accept increasing responsibility and demonstrate capacity for development.

Interpersonal Skills:
- Ability to work well independently and as a team member.
- Ability to gain and maintain the confidence and cooperation of those contacted during the course of work.
- Ability to interact with various levels of staff, management, stakeholders and implementing agencies in a professional and courteous manner.

WORK ENVIRONMENT, PHYSICAL OR MENTAL ABILITIES
- Appropriate attire for professional office environment.
- Ability to sit in a normal seated position for extended periods of time.
- Manage multiple priorities effectively and meet deadlines.
- Meet short processing timelines when necessary.
- Handle varying and sometimes large workload volumes.
- Ability to remain calm during stressful situations.
- Ability to effectively handle multiple tasks and changing priorities.

PERSONAL CONTACTS
- Liaison with Resources Agency and state and federal implementing agency staff, including program managers and directors.
- Other local, state and federal governmental agencies, stakeholders, legislators, and the public.

SUPERVISION EXERCISED
None - may be assigned lead responsibility for a specific project or program function.