

## CLASS SPECIFICATION



**CLASS:** Planner I/II/III  
**ALLOCATION:** Community Development & Services Agency  
**FLSA STATUS:** Non-exempt  
**UNION AFFILIATION:** YCEA

**ESTABLISHED:** March 2014  
**REVISED:** April 2018

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### **JOB SUMMARY:**

Perform professional current and/or long-range planning assignments, including processing and management of various land use applications, general plan amendments, and land divisions, including lot line adjustments; conduct planning, land use and environmental review studies; collect, analyze and present data and prepare reports, including graphic presentations; implement a variety of State-mandated programs and ensure that State and local laws and regulations are followed; provide information and advice to the public, in person and over the telephone; and perform related work as assigned. Positions in this class are flexibly staffed and are normally filled by advancement from the lower levels if incumbents have met the minimum qualifications and have demonstrated the ability to perform the responsibilities required at the higher performance level.

#### **Planner I:**

Initially under close supervision, incumbents are responsible for research, data collection and preparation of reports for the Planning Department. Assignments are intended to provide background in the working application of the principles and practices of urban planning. As experience is gained, assignments become more complex and are performed under general supervision. The Planner I is distinguished from the II level by the performance of less than the full range of duties assigned to the II level. This is the entry level in the planner series.

#### **Planner II:**

Under general supervision, incumbents conduct research and analyzes for varied current and long-range planning, land use and environmental review projects and functions, as well as providing professional assistance to other County departments in planning matters. Positions at this level receive occasional instruction or assistance as new or unusual situations arise and are fully aware of the operation procedures and policies of the Planning Department and Community Development and Services Agency. The Planner II is distinguished from the III level in that the latter performs the more specialized, diverse and complex assignments. This is the journey level in the planner series.

#### **Planner III:**

Under limited supervision, incumbents perform a broad range of the more difficult and complex professional planning assignments, including acting as project lead and the administration of consultant contracts, and may provide work direction to internal and consultant technical support staff. The Planner III is distinguished from the Principal Planner in that the latter has management responsibilities over a broad range of complex land use and zoning projects. This is the lead or advanced-journey level in the planner series.

### **CLASS CHARACTERISTICS:**

This position reports directly to Director of Planning and may receive management direction from Principal Planner.

### **EXAMPLES OF DUTIES:**

#### **Essential:**

#### **Planner I:**

- Receive and process current land-use applications such as lot line adjustments, subdivision maps, use permits, variances and related zoning/planning and regulation items; prepare notices, collect fees and arrange for required hearings.
- Interpret and enforce provisions of County, state and city laws and regulations, and other policies and standards to potential applicants and the public; answer telephone and office inquiries regarding the County and local governmental ordinances and requirements.
- Provide professional support for various commissions or committees such as Planning Commission meetings, including conducting such meetings, preparing and presenting reports and preparing legal and participant notices.
- Monitor status of development applications from acceptance to issuance of final permit.
- Perform plan checking and site inspections for code compliance with County and local ordinances and regulations.

- Conduct research studies regarding laws, regulations, legal documents such as deeds; prepare reports and recommendations regarding land use, zoning, population trends, transportation, housing, redevelopment, mining claims and community service needs.
- Make oral and graphic presentations or prepare material for presentation to Boards and commissions and community groups.
- Prepare a variety of written communications, including analytical reports and correspondence; prepare and direct the preparation of graphic materials.

**Planner II (in addition to the above):**

- Receive and process the full range of land use applications including general plan amendments, specific plan amendments, change of zone, annexations, and long range planning projects.
- Independently conduct CEQA review and prepare exemptions, initial studies and mitigated negative declarations.
- Administer consultant projects for the preparation of environmental documents.
- Conduct field investigations related to environmental impacts and/or zoning violations; conduct surveys, impact studies, or other research to compile and analyze data on economic, social, regulatory, or physical factors affecting land use.
- Hold public meetings with governmental officials, technical experts (scientists, architects, engineers, etc.), lawyers, developers, the public, or special interest groups to formulate, develop, or address issues regarding land use issues.

**Planner III (in addition to the above):**

- Serve as senior staff and project consultant, including performing the more difficult aspects of a development project; plan, implement, coordinate and assume responsibility for analysis, final recommendations and project presentation.
- Prepare CEQA review and analysis for more complex projects which may include the preparation of focused EIRs and Supplemental EIRs and addendums.
- Assist other County departments in obtaining state and federal environmental permits and clearances, including but not limited to preparation of NEPA documents, 1600 Lake and Streambed Alteration Agreements, 401 Water Quality Certifications, and Section 404 (Discharge of Dredged and Fill Material) permits.
- Provide lead direction, training and work review to internal and consultant professional and technical staff; set priorities and follow-up to ensure coordination and completion of assigned work.
- Review and investigate requests for general plan amendments, zoning changes, subdivision plans and other discretionary actions involving difficult or complex planning problems.
- Assist with preparing and updating various planning documents including the General Plan, area and specific plans, ordinances, resolutions, codes and related planning studies and reports.
- Administer consultant contracts.

**Important:**

- Comply with all County equipment and safety policies and procedures, and California Occupational Safety and Health Administration (CalOSHA) rules and regulations.
- Recommend ordinance and procedural changes for the department.
- Assist with the review and modification of the General Plan and site specific plans; assist with various grant-funded, redevelopment and other projects.
- May provide work direction and instruction to technical or support office staff; may assist in instructing less experienced professional staff.
- Use computer and software programs for various technical planning projects and studies.

**EMPLOYMENT STANDARDS:**

**Knowledge of:**

**Planner I:**

- Objectives, principles, procedures, standards, practices, information sources and trends of municipal, urban and rural planning.
- Planning research and report preparation methods.
- Statistical analysis and research methods as applied to the collection, tabulation and analysis of data affecting public planning.
- Terminology, symbols, methods, techniques and instruments used in planning graphics and map drafting.
- Techniques, symbols, and instruments used in preparing planning graphics and maps.
- Computer applications related to the work.
- Record keeping principles and practices.

- Structure and content of the English language, including the meaning and correct spelling of words, rules of composition and grammar.
- Principles and processes for providing customer and personal services, including customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.
- Techniques for dealing with a variety of individuals from various socio-economic, ethnic and cultural backgrounds, in person and over the telephone.

**Planner II (in addition to the above):**

- Application of land use, physical design, economic, environmental, and/or social concepts for the planning process.
- Laws, ordinances, rules and regulations affecting the General Plan, zoning, subdivisions, environmental review and land use.
- Customer service techniques and public speaking.

**Planner III (in addition to the above):**

- Principles of community and public relations.
- Environmental impacts of changes in land use and land development.
- Trends, market analyses techniques, programs and financing mechanisms and revitalization techniques.
- Planning, directing and reviewing the work of others on a project or day-to-day basis.

**Skill in:**

**Planner I:**

- Researching, analyzing and summarizing planning data both manually and with computer technology.
- Interpreting maps, site and building plans and specifications, graphs and statistical data.
- Preparing, clear, concise and complete technical documents, reports, correspondence, and other written materials.
- Exercising sound independent judgment within established guidelines.
- Making accurate arithmetic and statistical calculations.
- Establishing and maintaining effective working relationships with those contacted in the course of the work.

**Planner II (in addition to the above):**

- Interpreting, applying and explaining federal, state and local laws, codes, regulations, policies, procedures and standards pertaining to the planning process.
- Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.  
Performing detailed, technical planning, demographic and related research.
- Organizing own work, performing independent project tasks and meeting critical deadlines.
- Making persuasive oral presentations of ideas and recommendations.
- Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- Working without close supervision in standard work situations.

**Planner III (in addition to the above):**

- Acting as a project lead and contract service administrator.
- Monitoring and assessing the performance of one's self, other individuals, or processes to make improvements or take corrective action.
- Assisting in planning, organizing and reviewing the work of others.
- Providing lead direction, training staff in work procedures.
- Organizing and conducting research studies.
- Analyzing data and making recommendations based on findings.
- Communicating complex planning principles and regulations effectively both orally and in writing.

**Ability to:**

**Planner I:**

- Listen carefully to what other people are saying, take time to understand the points being made, and ask questions as appropriate for clarification.
- Establish and maintain effective working relationships with those contacted in the course of the work.

- Process a high volume of work amid interruptions.
- Organize, plan and prioritize work, developing specific goals and plans to accomplish work in a timely manner as established by regulations and local policy.
- Communicate competently and effectively in writing and verbally as appropriate for the needs of the audience.
- Read and interpret maps and graphical data.

**Planner II/III (in addition to the above):**

- Make decisions under broad guidelines
- Initiate project tasks with minimal direction.
- Work effectively on several projects concurrently.
- Define problems, establish facts, and draw valid conclusions; apply common sense understanding to solve practical problems and deal with a variety of variables in situations where only limited standardization exists.
- Speak effectively and present information before groups of managers, officials, shareholders, contractors and the public.
- Prepare comprehensive reports of project findings, using graphic aids.

**Physical Demands:** The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential function of the job, with or without accommodation. Prospective employees must complete a pre-employment medical exam (Occupational Group IV) which will measure the ability to:

- See well enough to read fine print and view a computer screen; speak and hear well enough to understand, respond, and communicate clearly in person and on the telephone; independent body mobility sufficient to stand, sit, walk, stoop and bend to access the work environment and a standard office environment; manual dexterity and sufficient use of hands, arms and shoulders to repetitively operate a keyboard and to write; and the ability to sit or walk for prolonged periods of time.

Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

**Work Environment:**

- Generally a typical office environment; occasional field work.

**QUALIFICATIONS:**

The minimum and preferred requirements are listed below. While the following requirements outline the minimum qualifications, Human Resources reserves the right to select applicants for further consideration who demonstrate the best qualifications match for the job. Meeting the minimum qualifications does not guarantee further participation in selection procedures.

**Licenses and Certification:**

- The ability to obtain a valid California Class C driver's license within ten (10) days of employment; maintain throughout employment.

**Special Requirements:**

- Must successfully complete an extensive and thorough background investigation which may include Live Scan fingerprinting prior to hire.
- Attend meetings outside of normal working hours.
- Must file statements of economic interest with the Yuba County Clerk/Recorder.
- Will be required to perform disaster service activities pursuant to Government Code 3100-3109.

**Education and Experience:**

**PLANNER I:**

**MINIMUM:** Bachelor's Degree from an accredited four year college or university in a field related to the work, including but not limited to, city, regional or urban planning, architecture, environmental engineering and geography, or other related field.

**PREFERRED:** In addition to the minimum, experience in a public or private land use environment performing planning related duties.

**PLANNER II:**

**MINIMUM:** In addition to the requirements for the I-level, two years of experience at a level equivalent to the County's class of Planner I. A Master's degree in a related field may substitute for up to one year of the required experience.

**PREFERRED:** In addition to the minimum, additional years of experience in a public or private land use environment performing planning related duties up to and including at a level equivalent to the County's class of Planner I.

**PLANNER III:**

**MINIMUM:** In addition to the requirements for the II-level, two years of experience at a level equivalent to the County's class of Planner II. A Master's degree in a related field may substitute for up to one year of the required experience.

**PREFERRED:** In addition to the minimum, additional years of experience in a public or private land use environment performing planning related duties up to and including at a level equivalent to the County's class of Planner II and certification(s) from the American Institute of Certified Planners (AICP).

**This class specification lists the major duties and requirements of the job. Incumbent may be expected to perform job-related duties other than those contained in this document.**

Dept Approval:  
Date:

EEOC: B  
WC: 9410

Human Resources Approval:  
Date:

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_