

CLASSIFICATION SPECIFICATION



CLASSIFICATION: Planning Technician
ALLOCATION: Community Development & Services Agency
FLSA STATUS: Non-Exempt
UNION AFFILIATION: YCEA

ESTABLISHED: July 2014
REVISED:

JOB SUMMARY:

Under general supervision, assist planning staff and the public by providing routine and technical information related to the current planning or environmental review processes; prepare applications and other forms; perform technical work involved with the administration and development of community and general plans, land use and zoning ordinances and regulations; perform a variety of clerical and technical tasks; and other duties as assigned.

This is the technical level in the planning series.

CLASS CHARACTERISTICS:

This position reports directly to Director of Planning. This class is distinguished from Planner I/II/III in that the latter performs analysis, interpretation of ordinances, public presentations, staff reports and environmental documents for discretionary permits and complex projects.

EXAMPLES OF DUTIES:

Essential:

- Assist professional planners in the collection and tabulation of data for specific planning cases; read legal descriptions; gather background information from assessor's maps and various computer databases; research information on property ownership and boundaries; compile land use data from existing property descriptions, maps, reports and field surveys; contact and coordinate with other County departments and public agencies to gather pertinent data for cases.
- Assist Community Development and Services Agency professional staff with special projects that require Planning technical assistance.
- Receive and review applications and supporting documents for zoning, land use, subdivision, and other land development requests for the purpose of verifying that all required information is stated correctly; analyze applications and recommend revisions to land use, zoning and other maps; communicate with applicants regarding their applications and any further materials or fees which are needed to continue processing; process routine planning applications.
- Prepare reports as required including tracking receipt of special studies from biological and archeological consultants, verifying zoning data, completing various surveys received by the department and conducting research and preliminary preparation for amendments to the zoning ordinance.
- Assist Planners in processing and maintaining project records and reports, and in completing minor projects as assigned, including but not limited to: Lot Line Adjustments, Certificates of Compliance, Sign Permits, Minor Design Review Permits, residential building permits, final map review and applications for amended conditions of approval and time extensions.
- Receive and respond to public inquiries and requests for assistance at the front counter, via correspondence and over the telephone.
- Investigate complaints of alleged violations of land use and zoning ordinance and regulations.
- Conduct monitoring of developments to determine compliance with conditions of approval.
- Draft, review and correct documents for grammar, spelling and sentence structure; types letters, reports, statistical data, and memoranda; screen incoming correspondence and arrange items by priority for prompt response or action.
- Independently compose letters from marginal notes or oral directions regarding matters requiring higher-level planning staff attention.
- Perform technical tasks such as preparation of vicinity maps, radius lists, visual materials, and webpage updates.

Important:

- Comply with all County equipment and safety policies and procedures, and California Occupational Safety and Health Administration (CalOSHA) rules and regulations.
- Perform various clerical duties including typing and record-keeping.

EMPLOYMENT STANDARDS:

Knowledge of:

- Planning research and report preparation methods.
- General purposes and techniques of planning and zoning.
- County zoning and environmental information sources.
- 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.

Skill in:

- Researching 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.
- Effectively using tact, patience, courtesy, discretion and prudence in dealing with those contacted in the course of the work.
- Communicating clear and accurate information regarding regulations and processes.
- Obtaining necessary information from individuals in stressful situations.
- Making accurate arithmetic and statistical calculations.
- Using computer technology and applications in the performance of the work.

Ability to:

- 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.
- Learn Zoning and Planning ordinances and regulations enforced by the County.
- Learn permit application procedures and review process.

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:

MINIMUM: An Associate's degree from an accredited college or university and one year of administrative or technical experience processing public noticing for land use staff reports, permitting for land use development or similar experience in an environmental, planning, mapping, civil engineering or community development agency.

PREFERRED: In addition to the minimum, 6 semester units in urban and regional planning or environmental studies, a certificate in Land Use Planning and additional years of experience providing technical support to professional planning or engineering staff.

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.

Planning Approval: Wendy Hartman
Date:

EEOC: C
WC: 9410

Human Resources Approval: Iva Seaberg
Date:

Signature: _____

Signature: _____