

RESOLUTION NO. 2018-019

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ROHNERT PARK
APPROVING THE POSITION TITLE, SALARY RANGE AND ASSOCIATED JOB
DESCRIPTION FOR A PLANNER III - HOUSING AND ECONOMIC DEVELOPMENT
AND A REVISED JOB DESCRIPTION FOR A PLANNER I/II IN THE
DEVELOPMENT SERVICES DEPARTMENT**

WHEREAS, the City retains \$3.4 million in former redevelopment low and moderate income housing set aside funds; and

WHEREAS, state law allows these funds to be used for several specific purposes including monitoring and preserving the long-term affordability of units subject to affordability restrictions or covenants entered into by the redevelopment agency; and

WHEREAS, state law also includes provisions whereby these funds must be transferred to the state after three years if they remain unspent; and

WHEREAS, staff as conducted an assessment of its current and anticipated affordable housing portfolio and the work associated with monitoring and preserving these units and concluded that the establishment of a new position "Planner III – Housing and Economic Development", within the Development Services Department provides the best means for complying with state law and preserving its affordable housing portfolio; and

WHEREAS, establishment of the new position provided staff with the opportunity to review an existing position "Planner I/II", also in the Development Services Department, and staff is recommending modifying the Planner I qualifications to allow relevant experience to substitute for education; and

WHEREAS, staff developed a new job description for the Planner III – Housing and Economic Development and a modified job description for the Planner I/II and consulted with the Rohnert Park Employees' Association (RPEA) regarding these positions which will be placed in the RPEA unit; and

WHEREAS, RPEA had no objection to the job description, and

WHEREAS, staff recommends placing the Planner III – Housing and Economic Development position in existing RPEA salary range 92; and

WHEREAS, staff recommends retaining the Planner I position in the RPEA salary range 81 and the retaining the Planner II position in the REPA salary range 87.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Rohnert Park that it does hereby approve the position title, salary ranges and associated job description for Planner III – Housing and Economic Development and Planner I/II, which are attached hereto as Exhibits "A" and "B" respectively and incorporated by this reference.

BE IT FURTHER RESOLVED, by the City Council of the City of Rohnert Park that the Finance Director is hereby authorized and directed to amend the Fiscal Year 2017-18 budget

and make appropriations as necessary in Fund 911 – Successor Agency Housing Fund for the Planner III – Housing and Economic Development.

DULY AND REGULARLY ADOPTED this 13th day of February, 2018.

CITY OF ROHNERT PARK

Pam Stafford
Pam Stafford, Mayor

ATTEST:

JoAnne M. Buergler
JoAnne M. Buergler, City Clerk

Attachments: Exhibit A and Exhibit B

AHANOTU: Aye BELFORTE: Aye MACKENZIE: Aye CALLINAN: Aye STAFFORD: Aye
AYES: (5) NOES: (0) ABSENT: (0) ABSTAIN: (0)

City of Rohnert Park

PLANNER III – Housing and Economic Development Specialist

DEFINITION

Performs a wide variety of functions necessary to design, develop, implement, evaluate, and otherwise administer activities relating to affordable housing and economic development. This position provides technical and administrative support Development Services Director and Planning Manager, performs studies and analyzes projects, assists in implementing housing projects, housing programs and economic development programs; budget preparation and monitoring and other duties as assigned. This position will also work closely with the City Manager's Office on economic development projects and initiatives.

DISTINGUISHING CHARACTERISTICS

The **Planner III** is the advanced journey-level classification in the professional planning series. The **Planner III** manages, performs and oversees complex professional land use and urban planning work as assigned for the City's planning and community development-related activities.

The successful applicant is expected to possess considerable planning, affordable housing, and economic development program knowledge and exercise initiative and independent judgment in the accomplishment of work, to include working with others to specify, assess and achieve program objectives and build consensus to common goals.

SUPERVISION RECEIVED/EXERCISED

Supervision is provided by the Planning Building Manager. The Planner III may also receive general direction from higher level staff in the Development Services Department.

ESSENTIAL JOB DUTIES

The duties described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. The duties fall broadly into three categories:

Economic Development:

- Assists with the development and implementation of City-wide economic development programs including efforts focused on retail attraction, promotional outreach efforts to bring in specific targeted businesses to the City, and identification of economic development priorities.
- Assists local organizations, businesses and individuals to take advantage of economic development opportunities.
- Analyzes and researches economic data and industries/sectors and develops programs and policies to spur industry growth, align resources and facilitate a positive business climate.

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Planner III – Housing and Economic Development Specialist
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- Plans, coordinates, analyzes and facilitates the development of affordable housing projects and projects which further the economic development objectives of the community.
- Serves as a liaison to business and developers to shepherd projects through the planning and entitlement process.
- Coordinates and facilitates City real estate transactions by processing relevant documents through appropriate procedures.

Housing:

- Maintains the inventory of inclusionary and affordable housing stock within the City and tracks and maintains ongoing affordability restrictions and reports.
- Coordinates and completes various housing and economic development tasks such as preparing staff reports, correspondence, notices, resolutions, ordinances and similar written materials.
- Assists with the development and implementation of immediate and long-term housing strategies, plans, and programs for the City's housing programs including the General Plan Housing Element and Housing Action Plan.
- Works with community organizations, public officials, consultants, non-profit groups, developers, real estate agents, and others to develop and implement housing and economic development projects and programs.
- Negotiates, prepares, and administers agreements and contracts associated with housing and economic development projects including development agreements and affordable housing agreements and monitors for compliance with adopted programs.
- Develop and oversee a program for homeless prevention and rapid rehousing in conjunction with community agencies.
- Analyzes, interprets and implements ordinance, laws, rules, regulations and legislation related to housing.
- Assists in the preparation and monitoring of the department budget, grants and loan applications.
- Compiles information, writes and presents technical and other reports and advises staff and decision-makers.
- Coordinates and reviews the work of consultants and clerical staff engaged in project activities.
- Serves as a liaison to various local organizations representing the City on affordable housing, residential development related matters and economic development programs.
- Collaborates with other City officials and staff; participates in coordinating affordable housing and economic development activities with other City functions including finance, engineering, building inspection, planning, and utilities.
- Attends and/or participates in public meetings, committees, and workshops including interdepartmental working groups.
- Creates and maintains minutes, agendas and supporting materials for public meetings, committees, or working groups and develops public information and responses to public issues.

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- Evaluates work processes and make recommendations for streamlining program operations.

Planning:

- Provides courteous, high quality service to members of the public by personally responding to requests for service or making appropriate referral via telephone, in-person and online.
- Collaborates across departments to assist in the development of a thriving downtown.
- Reads and interprets detailed project plans and specifications to determine compliance with applicable codes and ordinances.
- Develops, reviews, updates and implements the General Plan, Zoning Ordinance, specific plans, other planning documents, and City Council policies.
- Reviews and makes recommendations on zoning and permit applications, site plans, and architectural designs, including the processing of current and advanced planning projects from submittal through environmental review, public hearing, plan check, and final inspection.
- Assists property owners, developers, builders, attorneys, engineers and architects with processing applications and meeting planning requirements; responding through written correspondence and with phone calls.
- Coordinates, organizes, manages and performs work in planning, zoning, community development, housing activities, programs and projects.

In performing the duties described above, the incumbent is expected to:

- Provide outstanding and friendly customer service
- Create and maintain a respectful and collaborative working environment
- Communicate honestly and behave in a manner that is ethical, legal and fiscally responsible
- Demonstrate care for the organization, customers and coworkers
- Practice and encourage initiative and innovation to improve the workplace

QUALIFICATIONS

Education/Training/Experience/Licenses:

Sufficient experience and education in planning that provides the required knowledge and abilities would be qualifying. A typical way of obtaining the required qualifications is:

- Possession of a Bachelor's Degree from an accredited educational institution with a major in urban or regional planning or other closely-related field
- A Master's Degree is desirable
- American Institute of Certified Planners (AICP) certification is desirable
- A minimum of five (5) years of professional work experience in the fields of government planning, housing, economic development, law and/or similar fields.
- Possession of a Class C California driver's license by date of appointment

Knowledge of:

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Planner III – Housing and Economic Development Specialist
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- The principles and practices of affordable housing, real estate, community development, planning, and economic development including land use, regulatory planning, and affordable housing policies and programs.
- California planning and housing laws and policies
- Site planning and architectural design
- Research methods and sources of information related to urban growth and development, recent developments, current literature and sources of information related to municipal planning and community development administration
- Pertinent federal, state, and local laws, codes and regulations.
- Budget development and implementation, program management, technical report preparation and presentation, and office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.
- Current trends and approaches to economic development and affordable housing development

Ability to:

- Review and implement affordable housing and economic development projects and programs.
- Analyze facts, technical reports and policies and draw logical conclusions and recommendations
- Review and analyze documents to determine the feasibility of proposed projects.
- Interpret and apply a variety of government rules, laws and policies while performing a variety of administrative assignments.
- Independently perform specialized studies associated with housing and economic development projects.
- Take responsibility and exercise good judgment in recognizing scope of authority.
- Create and maintain records.
- Write clear and concise correspondence and reports.
- Clearly and accurately communicate in a professional manner in both oral and written form.
- Coordinates work of professional and technical consultants.
- Manage work priorities and achieve deadlines.
- Work with moderate supervision and direction in the accomplishment of assigned duties.
- Work with the public in a courteous, responsive, efficient and effective manner.
- Follow oral and written directions.
- Establish and maintain a cooperative working relationship with the public, representatives from public and private organizations, co-workers and supervisors and be a part of a positive work environment.

Working Conditions

Position requires prolonged sitting, standing, walking on level, rough and slippery surfaces, reaching, twisting, turning, kneeling, bending and squatting in the performance of daily activities. The position requires grasping, repetitive hand movement, and fine

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Planner III – Housing and Economic Development Specialist
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coordination in reading maps, writing reports, and using a computer key board. Additionally, the position requires near, far and color vision in reading maps, reports, using a computer, and looking at property; and hearing and speaking is required in communicating with individuals and groups. The need to lift, carry and push plans and file boxes weighing up to 25 pounds is required. The nature of the work requires the incumbent to visit properties and make site reviews in all weather conditions including wet, hot, and cold; and exposes the incumbent to fumes, dust, contaminants, and above-average noise. The incumbent also must be available to be called for local emergencies, attend meetings in various other towns and cities, work irregular or extended hours to attend various committee meetings.

FLSA Status: Exempt
Employee Unit: Rohnert Park Employees' Association (RPEA)
Approved By:
Date Approved:

City of Rohnert Park

PLANNER I/II

DEFINITION

Coordinates, organizes, manages, and performs work in current and/or advanced planning or environmental analysis; helps manage the portfolio of affordable housing assets and conducts housing policy analysis; provides staff support to the City's Planning Commission and the City Council; and provides information and assistance to developers, the business community and the public. May review the work of technical staff including consultants in the functional areas of planning; performs all other related duties as required.

DISTINGUISHING CHARACTERISTICS

Planner I--This is the entry level class in the professional planning series. Work activities involve assignments in current or advance planning or environmental analysis which require the application of fundamental planning principles. Assignments are generally limited in scope and within the design and procedural framework established by higher level employees. Planner I positions are normally considered to be training positions. As assigned responsibilities and breadth of knowledge increase with experience, incumbents are expected to be performing at a journey level and may be eligible to advance to the next higher class of Planner II.

Planner II--This is the journey level class in the professional planning series. Positions in this class are flexibly staffed and are normally filled by advancement from the lower class of Planner I, or when filled from the outside, require prior professional planning work experience. Work involves responsibility for the application of professional knowledge and skills to various planning problems and projects. Responsibilities include the preparation of specific reports and plans with opportunity for independent judgment in planning work details and making technical determinations. Work in this class is distinguished from that of the Planner I class by the greater complexity of the assignments received and by the greater independence with which the incumbent is expected to operate and the responsibility of managing consultant contracts.

SUPERVISION RECEIVED/EXERCISED

Supervision is provided by the Planning Manager. The positions may also receive general direction from higher level staff in the Development Services Department. May exercise functional and technical supervision over technical and clerical staff as well as consultants for special projects.

ESSENTIAL JOB DUTIES

(These duties are a representative sample; position assignments may vary)

- Compiles information and makes recommendations on special studies
- Under direction, drafts planning reports and agenda reports for the Planning Commission and City Council and various advisory boards
- Reviews development proposals and works with developers to reach agreement on acceptable site plans; reviews development applications for compliance with appropriate regulations and policies, and prepares reports

- Responds to and resolves difficult citizen inquiries and complaints regarding the City's planning function
- Coordinates, organizes, manages and performs work in planning, zoning, community development, housing activities, programs and projects
- Develops, reviews, updates and implements the General Plan, Zoning Ordinance, specific plans, other planning documents, and City Council policies
- Processes a wide variety of applications, including current and long-range planning, reviews project plans for accuracy and completeness; prepares and develops published notices, develops and monitors schedules for development applications
- Assures project compliance with Federal, State and local laws, codes, plans, policies and regulations, including preparation of Initial Studies and evaluations of technical environmental studies such as California Environmental Quality Act (CEQA)
- Helps manage the City's portfolio of affordable housing assets and implement the inclusionary housing program.
- Reviews and makes recommendations on zoning and permit applications, site plans, and architectural designs, including the processing of current and advanced planning projects from submittal through environmental review, public hearing, plan check and final inspection
- Ensures that development proposals conform to the City General Plan, Zoning Ordinance and other applicable plans and regulations
- Prepares reports for decision-making bodies, including formulation of recommendations, preparation of well organized technical reports that incorporate graphic products (maps, diagrams, drawings, etc.) and findings, and conditions of approval, and makes presentations
- Assists property owners, developers, builders, attorneys, engineers and architects with processing applications and meeting planning requirements; responding through written correspondence and with phone calls
- Provides public information and responds to customer requests at the public counter
- Checks commercial, industrial and residential development plans for issuance of zone clearance; processes permit applications; reviews permit applications, business licenses and home occupation permits
- Inspects properties and structures for compliance with current City zoning codes and regulations; recommends improvements; identifies corrective actions to be taken by owner
- May act as a disaster service worker in the event of a disaster or emergency

In performing the duties described above, the incumbent is expected to:

- Provide outstanding and friendly customer service
- Create and maintain a respectful and collaborative working environment
- Communicate honestly and behave in a manner that is ethical, legal and fiscally responsible
- Demonstrate care for the organization, customers and coworkers
- Practice and encourage initiative and innovation to improve the workplace

QUALIFICATIONS

Education/Training/Experience/Licenses:

Sufficient combination of experience and education in planning that provides the required knowledge and abilities would be qualifying. A typical way of obtaining the required qualifications is:

- Possession of a Bachelor's Degree or equivalent from an accredited educational institution with a major in urban or regional planning or other closely-related field
- Relevant work experience in government planning may substitute for the educational requirement above
- American Institute of Certified Planners (AICP) certification is desirable
- A minimum of one (1) year of experience for the Planner I position and three (3) years of progressively responsible experience for the Planner II position in the field of government planning
- Evidence of strong technical writing skills
- Possession of a Class C California driver's license by date of appointment

Knowledge of:

- Modern principles, practices, techniques and laws related to urban planning, of California planning, zoning and development laws, the California Environmental Quality Act (CEQA), the State Subdivision Map Act, housing and community development
- Methods and techniques of effective technical report preparation and presentation
- Research methods and sources of information related to urban growth and development, recent developments, current literature and sources of information related to municipal planning and community development administration
- Site planning and architectural design
- California housing laws and policies
- Building codes, including CalGreen
- Principles and techniques of providing effective customer service
- Code compliance
- Modern office methods, practices, procedures and computer equipment

Additional Knowledge for the Planner II position:

- Comprehensive knowledge of planning, housing and environmental law

Ability to:

- Help determine program compliance with Federal, State and local rules, laws, ordinances and regulations
- Learn to interpret and apply pertinent laws, rules, and regulations
- Learn laws underlying general plans, zoning and land divisions
- Learn applicable environmental laws and regulations, and methods of assessment
- Learn and interpret planning and zoning programs to the general public

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Planner I/II

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- Analyze and compile statistical and technical information, including recommendations regarding the use of property
- Prepare a variety of planning reports
- Understand and carry out oral and written directions
- Communicate clearly and concisely, both orally and in writing
- Establish and maintain effective working relationships with those contacted in the course of work
- Research, prepare and analyze technical and administrative reports
- Read, analyze and evaluate architectural and site plans, technical statements and correspondence related to development projects
- Learn and utilize new technology
- Establish and maintain cooperative working relationships with those contacted in the course of work
- Speak before the public
- Communicate clearly and concisely, both orally and in writing, sometimes in adversarial situations
- Work with constant interruptions

Additional Abilities for the Planner II position:

- Interpret planning and zoning programs to the general public
- Perform professional planning work with a minimum of supervision
- Supervise the work of consultants on long-range planning and special projects

Working Conditions

Position requires prolonged sitting, standing, walking on level, rough and slippery surfaces, reaching, twisting, turning, kneeling, bending and squatting in the performance of daily activities. The position requires grasping, repetitive hand movement, and fine coordination in reading maps, writing reports, and using a computer key board. Additionally, the position requires near, far and color vision in reading maps, reports, using a computer, and looking at property; and hearing and speaking is required in communicating with individuals and groups. The need to lift, carry and push plans and file boxes weighing up to 25 pounds is required. The nature of the work requires the incumbent to visit properties and make site reviews in all weather conditions including wet, hot, and cold; and exposes the incumbent to fumes, dust, contaminants, and above-average noise. The incumbent also must be available to be called for local emergencies, attend meetings in various other towns and cities, work irregular or extended hours to attend various committee meetings.

FLSA Status:	Non-Exempt
Employee Unit:	Rohnert Park Employees' Association (RPEA)
Approved By:	City Council Resolution No. 2018-xyz
Date Approved:	