

RESOLUTION NO. 2016-17

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

WHEREAS, staff has conducted an assessment of its hiring needs and determined that in order to effectively maintain department operations, it requires the ability to efficiently hire and manage the Planner position at the appropriate level, and

WHEREAS, staff recommends that the existing Planner III position be modified to create an alternate job classification of Planner I/II to attract a greater variety of candidates, provide the flexibility to hire the appropriate skill set for the department, and allow the department to efficiently promote incumbents at the lower level to the higher level as needed, and

WHEREAS, staff developed a job description and consulted with the Rohnert Park Employees' Association (RPEA) regarding the creation of the alternate job class of Planner I/II to be placed in the RPEA unit and RPEA had no objection to the job description, and

WHEREAS, staff recommends placement of the Planner I/II position in the existing RPEA salary range 81 for the Planner I and the existing RPEA salary range 87 for the Planner II to be designated as Planner I/II – Level 1 and Level 2.

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 I/II, which is attached hereto as Exhibit "A" and incorporated by this reference.

DULY AND REGULARLY ADOPTED this 23 day of February, 2016.

CITY OF ROHNERT PARK



Gina Belforte, Mayor

ATTEST:


JoAnne M. Buerger, City Clerk

Attachment: Exhibit "A"

AHANOTU: Aye CALLINAN: Aye STAFFORD: Aye MACKENZIE: Absent BELFORTE: Aye
AYES: (4) NOES: (0) ABSENT: (1) ABSTAIN: (0)

City of Rohnert Park

PLANNER I/II

Level I: \$4,897 - \$5,952 monthly

Level II: \$5,669 - \$6,890 monthly

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 the responsibility for assignments in the fields of 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. However, as experience is acquired, the employee performs with increasing independence. 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 municipal 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.

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.

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 as directed
- Reviews development proposals and works with developers to reach agreement on acceptable site plans; reviews various development applications for compliance with appropriate regulations and policies, and prepares reports of recommendations
- 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 to governing bodies and various committees and boards
- 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 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
- A Master's Degree is desirable
- American Institute of Certified Planners (AICP) certification is desirable
- 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
- 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 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
- 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

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:
Date Approved: