

Civil Service Commission

1055 MONTEREY STREET, SUITE D250 ♦ SAN LUIS OBISPO, CALIFORNIA 93408 ♦ 805.781.5959

**San Luis Obispo County Civil Service Commission
Regular Session Meeting
Wednesday April 25, 2012 @ 1:00 p.m.
1055 Monterey Street, Suite D-271 San Luis Obispo, CA**



AGENDA

MEMBERS OF THE COMMISSION
Jeannie Nix, President
Jay Salter, Vice President
William Tappan
Robert Bergman
Arthur Chapman

1. **Call to Order / Flag Salute / Roll Call**
2. **Public Comment Period**
Members of the public wishing to address the Civil Service Commission on matters other than those scheduled below may do so when recognized by the President. Presentations are limited to three minutes per individual.
3. **Minutes**
The following minutes are submitted for approval:
 - a. January 19, 2012 – Regular
4. **Reports**
 - a. Commission President
 - b. Commission Counsel
 - c. Commission Subcommittees
 - d. Commission Secretary
5. **Open Session: Ad Hoc work group committee report (action)**
 - a. Staff Report
6. **Job Class Specifications – Revised**
 - a. Planner I, II, III, Senior
7. **Open Session: Civil Service Commission Procedural Guidelines: Revise and adopt procedural guidelines for the placement of items on the agenda (action)**
 - a. Updated Proposed Revision to Procedural Guidelines
8. **Adjournment**

The San Luis Obispo County Civil Service Commission
Regular Session Meeting
Wednesday January 19, 2012 @ 9:00 A.M.
1055 Monterey Street, Suite D-271, San Luis Obispo, CA



MEMBERS OF THE COMMISSION
Jeannie Nix, President
Jay Salter, Vice President
William Tappan
Robert Bergman
Arthur Chapman

MINUTES

Present: President Jeannie Nix, Vice President Bill Tappan, Commissioner Art Chapman, Commissioner Robert Bergman, Commissioner Jay Salter

Staff: Commission Secretary Tami Douglas-Schatz; Commission Clerk Robin Mason

Counsel: Rita Neal, Commission Counsel

1. Call to Order/ Flag Salute/ Roll Call

President Nix called the meeting to order at 9:02 A.M. and led the flag salute.

2. Election of Officers

Commissioner Chapman moved to nominate Bill Tappan as Civil Service Commission President. Commissioner Bergman seconded the motion. Commissioner Tappan declined the nomination and made a motion to nominate Jeannie Nix as CSC President and Jay Salter as CSC Vice President; Commissioner Bergman seconded the nominations. Discussion was opened for comment before conducting a roll call vote.

Commissioner Salter commented that the Commission had established protocol and should keep the rotation as noted in the CSC guidelines. Commissioner Bergman commented that in order to keep continuity in resolving existing issues, he stood behind the nomination of President Nix to serve another year and Commissioner Salter as Vice President which keeps with the existing rotation.

Commissioner Chapman expressed his respect for President Nix and commented that he preferred the current tenor of the guidelines.

Commissioner Tappan referred to the guidelines and explained that the operative word is, "may" in determining whether to go by rotation.

President Nix opened the meeting to public comment regarding the election of officers. Ken Tasseff, Personnel Analyst and Mark McKibben, Personnel Analyst, commented and recommended that the succession, as indicated in the CSC Guidelines, be maintained.

Commissioner Chapman agreed with staff regarding the election of officers as stated in the guidelines. However, Commissioner Bergman indicated that the succession wording is a guideline and not a policy. Further discussion occurred regarding this difference of interpretation among all of the commissioners. John Schwind, County Safety Officer, commented on the intent of the guidelines.

Chief Rob Reid, County Sheriff Department addressed the Commission and asked how the Commission would treat other rules and expressed concern regarding their interpretation of other CSC rules in the future.

The Commission replied to the comments made by the public regarding the election of officers and then President Nix called for a roll call vote. The motion carried 4-1-0.

Roll Call Vote:

Vice President Tappan	Yes
Commissioner Chapman	Yes
Commissioner Bergman	Yes
Commissioner Salter	No
President Nix	Yes

3. Public Comment Period

Members of the public wishing to address the Civil Service Commission on matters other than those scheduled below may do so when recognized by the President. Presentations are limited to three minutes per individual.

Ken Tasseff, Personnel Analyst, commented.

Being no further requests to speak, President Nix closed the public comment period.

4. Approval of Minutes

The Minutes for December 12, 2011 and December 13, 2011 Special CSC Meetings were reviewed by the Commission. Commissioner Chapman moved to approve both sets of Minutes as submitted; Commissioner Tappan seconded; the motion carried 5-0-0.

5. Reports

Commission President

President Nix addressed the group and requested the item regarding the election of the Commission President be added to the next regular meeting agenda for further discussion.

President Nix referred to the Brown Act Training at the December 21, 2011 meeting and requested Ms. Neal draft an opinion regarding the Commission's long standing practice of going to lunch together. Ms. Neal clarified that long standing practices do not override what the law requires and recommended against it but agreed to draft an opinion for the commission review at the next meeting.

Commission Subcommittees

President Nix reported that she and Commissioner Tappan have reviewed a confidential report authored by HR Director, Tami Douglas-Schatz with Commission Counsel Rita Neal. It was decided that the remaining Commissioners would make an appointment with Ms. Neal to review the report individually and discuss at a later date.

Commission Counsel

Rita Neal reported that she met with President Nix and Commissioner Tappan regarding the confidential report and invited all Commissioners to her office to review the report. Ms. Neal also stated that she was working on a written opinion regarding the Brown Act.

President Nix complimented Ms. Neal and thanked her for the time she spent answering her questions during their meeting and moved to secretary's time after stating that there was a meeting scheduled in the Human Resources Department at 4 p.m. regarding the RFP process.

Commission Secretary

Commission Calendar

Tami Douglas-Schatz stated that the next hearing is scheduled for February 6th and 8th and there were no other dates needed.

Draft Response Letter

Ms. Douglas-Schatz referred to item 5d(1) regarding the Draft Response Letter to Mr. Conger. She described how Mr. Conger had brought forth a letter at a previous meeting requesting a 20 day period for hearing appeals. She expressed her appreciation for the comment and stated that timeliness is a goal for HR and CSC and the issue was discussed as a group. Commissioner Chapman made a motion to approve the response letter regarding Mr. Conger's Public Comment as amended (Attachment A) and instruct President Nix to sign; Bob Bergman seconded; the motion carried 5-0-0.

Board of Supervisors' Response Letter

Ms. Douglas-Schatz referred to the signed letter regarding the Working Group that President Nix and Commissioner Tappan placed on the record at the December 21, 2011 Regular Meeting and distributed the response (Attachment B) per the Board of Supervisors' direction.

President Nix stated that she and Commissioner Tappan would be sending a letter back to the Board to correct some of the information. Commissioner Bergman expressed his appreciation to the Board of Supervisors for sending the letter to the Commission as requested.

Commissioner Tappan requested the Enabling Legislation section be printed with the CSC Rule book; Ms. Douglas-Schatz stated that the HR Department will print rule books with this section included.

6. Closed Session (per government Code Section 54957): Continued Hearing and Deliberations regarding Appeal #A10-010

7. Adjournment

President Nix reported out of closed session deliberations; no decision was made, guidance was given to counsel regarding the Findings and Decision regarding appeal #A10-010. Being no further business, the meeting was adjourned by President Nix at 2:49 P.M.

** Note: These minutes reflect official action of the Civil Service Commission. A digital record exists and will remain as the official, complete record of all proceedings by the Civil Service Commission.*

ATTACHMENT 'A'

COPY

Civil Service Commission

COUNTY GOVERNMENT CENTER • 1055 MONTEREY STREET, SUITE D-250 • SAN LUIS OBISPO, CALIFORNIA 93408 • 805.781.5959



January 19, 2012

MEMBERS OF THE COMMISSION

Jeannie Nix, President
Jay Salter, Vice President
William Tappan
Robert Bergman
Art Chapman

Michael Conger

Mr. Conger:

Thank you for your recent letter requesting that the Civil Service Commission consider adopting a "measure for the number of days it takes an appeal to reach hearing after being filed." The Commission shares your interest in conducting timely hearings for employees who have appealed a personnel action. We must balance the need to conduct timely hearings with the need to provide all parties the opportunity to coordinate their schedules and have sufficient time to prepare their cases.

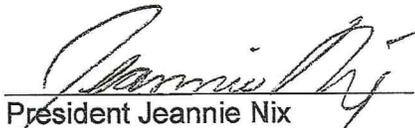
Neither Government Code, Section 31108 nor the County Ordinance prescribe an absolute time frame for when hearings must be heard. County Ordinance, Section 2.40.120 (4) states that a hearing shall commence within 20 days from the filing of the appeal "whenever possible". Civil Service Rule 4.04(c) and Rule 4.05(a) support the 20 day goal, and gives latitude for extending the time to go to hearing. The Rule requires that the parties "promptly confirm" their availability with the Human Resource Director for a hearing. It also seeks to promote cooperation between the parties to select "mutually agreeable" alternative dates. The reasons for extensions of time beyond the 20 day goal are varied and are generally due to the appellant and respondent mutually agreeing on an extension. Other less common reasons for extensions of time include the appellant not being medically able to attend a hearing, or due to conflicts with other hearings that have been previously scheduled.

COPY

Civil Service Commission

Both the Commission and County Human Resources staff are committed to providing timely due process to employees who are appealing an employment action. The Commission is provided a copy of the initial appeal at every hearing and is aware of the time it takes each appeal to come before the Commission along with the reasons for any time extensions. We will continue to monitor these timeframes on an ongoing basis so that employees are afforded timely due process.

Sincerely,



President Jeannie Nix

ATTACHMENT 'B'

BOARD OF SUPERVISORS

1055 MONTEREY, ROOM D430 • SAN LUIS OBISPO, CALIFORNIA 93408-1003 • 805.781.5450



December 14, 2011

Jeannie Nix
193 Wave Street
Pismo Beach, CA 93449

William Tappan
278 Canyon Way
Arroyo Grande, CA 93420

FRANK R. MECHAM, Supervisor District One
BRUCE GIBSON, Supervisor District Two
ADAM HILL, Supervisor District Three
PAUL TEIXEIRA, Supervisor District Four
JAMES R. PATTERSON, Supervisor District Five

Dear Commissioners Nix and Tappan,

We were disappointed to receive your letter of November 14, 2011 and learn that you are no longer interested in participating in the working group.

You may recall that the Board of Supervisors requested this working group to allow an ad hoc group (two members of the Civil Service Commission, two members of the Board of Supervisors and relevant County staff) an opportunity to collaborate and problem-solve prior to taking any recommendations back to the full Board and Commission. The purpose and scope of the group was to discuss four main topics:

1. The Commission's Brown Act violation and its subsequent handling by the Civil Service Commission (CSC)
2. Roles and Responsibilities and interaction between the CSC and the HR Director
3. Budget
4. Witness complaints/how hearings are conducted

After two meetings, we believe we are making progress regarding each of these topics, but do not agree that the work has been completed to the point which would warrant disbanding the working group. Our notes indicate the following status regarding each of the four topics:

1. The Commission's Brown Act violation and its subsequent handling by the CSC

We have had considerable discussion about this topic and appear to have agreement about the liability such actions have on the County and the common desire to avoid such violations in the future. As a result of our discussions, a Brown Act training plan is now in place for the Commission. At least one remaining discussion point is how to avoid a similar situation in the future. We want the Commission to advise County staff of this or similar issues in a timely fashion to receive advice on proper handling and to minimize negative impacts to the County and the Commission.

2. Roles and Responsibilities and interaction between the CSC and the HR Director

This topic has also received considerable discussion. We have discussed current ordinance language that may need adjusting regarding reporting relationships. We have discussed how to balance the Commissions' independent decision-making regarding findings and decisions with the HR Director's role to advise the Commission on County policy and practice to make the findings and decisions as solid as possible. One solution which seemed reasonable to all participants regarding hearing findings, was a suggestion for the Commission to issue tentative rulings to the parties and the HR Director for comment prior to the issuance of a final decision. Another suggestion that also seemed to gain some consideration was for the HR Director to enter into closed session with the Commission pre- or post- deliberations to discuss policy issues.

While the Commission's intent to work cooperatively, effectively, and efficiently with the HR Director is appreciated, the changes under discussion and consideration have not yet been finalized into any sort of recommendation that could be presented to the Board of Supervisors or the Civil Service Commission.

3. Budget

This issue seems to have been resolved with the Commission's new practice of obtaining authorization from the HR Director prior to obtaining work from outside counsel. The Commission's actions in this regard are appreciated.

4. Witness complaints/how hearings are conducted

You have indicated that the verbal summary of the witness complaints were inadequate and did not provide the detail you had hoped. We expected to discuss a remedy for this in our November 17, 2011 meeting. County staff all agreed that it would be useful for the Commissioners to read a report rather than simply hear an account. Tami Douglas-Schatz has provided the report to County Counsel, which is immediately available for each Commissioner to review by making an appointment with Warren Jensen or Rita Neal.

In the past when sensitive and confidential reports are necessary for the Board to review, we have utilized this mechanism in order to allow each member of the Board to review the report and still maintain the confidentiality of the report.

Based on the statements in your letter about your confidence in the Commission's recent findings and decisions, it appears we have a misunderstanding about the purpose of the working group discussing how hearings are conducted. Neither the Board nor county staff are interested in examining the outcome of any particular hearing. On the contrary, we all agree that determining outcomes on the matters before the Commission is the key component of the Commission's role which requires independence. The reason this topic is on the working group agenda is because, based on feedback from some witnesses and advocates, the Commission's work and contribution to the citizens of the County could be improved by focusing on neutral hearing procedures and practices. Considering that the purpose of this topic has not been clearly understood, it seems ill-advised to discontinue work on this issue.

In your letter, you indicated a desire to improve your work on the Commission. This desire is appreciated and is consistent with the County's value of being responsive to feedback for constant improvement. Given that the County remains committed to training and development, even in these difficult economic times, we believe a development opportunity exists that may contribute to improving the Commission's hearing procedures and practices. We will be working on identifying a training program on contemporary best practices for conducting neutral hearings for the Commission members, interested county staff and members of the public.

Finally, we were puzzled by the concerns you presented in your letter suggesting that the existence of the working group was somehow contrary to the Brown Act. We understand that you presented these same concerns to your regular counsel, Rita Neal, in your Commission meeting of October 26, 2011. Ms. Neal explained, in open session, that the working group was established and functioning properly and in compliance with the Brown Act. We are confident with the advice of our County Counsel in this matter.

Our interests lie in working for the betterment of the County. As such, we will continue to work with staff on remaining working group items. Please advise if you reconsider your participation.

Sincerely,



Bruce Gibson



Frank Mecham

CC: Jim Grant
Dan Buckshi
Warren Jensen
Rita Neal
Tami Douglas-Schatz



Human Resources Department

SAN LUIS OBISPO COUNTY

Tami Douglas-Schatz,
Director

County Government Center, 1055 Monterey Street • Suite D-250, San Luis Obispo, CA 93408-2110 • Telephone 805.781.5959
• Fax 805.781.1044

To: Civil Service Commission

From: Tami Douglas-Schatz *TDS*
Human Resources Director/Civil Service Commission Secretary

Date: April 25, 2012

Subject: Update on the Ad Hoc Working Group Committee

Background:

Upon approval by the Civil Service Commission, Commission President Jeannie Nix and Commissioner Bill Tappan attended the Ad Hoc Working Group Committee meeting on March 28, 2012. Jim Grant, County Administrator, and Tami Douglas-Schatz, HR Director and Commission Secretary, were also in attendance.

The purpose of the working group is to discuss and improve four key items:

1. Brown Act violation and subsequent handling
2. Roles and Responsibilities and interaction between the CSC and the HR Director
3. Budget
4. Witness complaints and how hearings are conducted

Recommendations:

The working group meeting was productive and every item was discussed in detail. The working group members agreed to the following resolutions, which are now before the Commission for consideration and approval:

1. Brown Act violation and subsequent handling (action)

It is recommended that the Commission adopt the following summary of the issue and course of action for the future:

One member of the Civil Service Commission violated the Brown Act by discussing closed session deliberations to a party to two appeals before the commission. The Commission requested and followed legal advice from outside counsel. The Commission affirms that any future situation that comes before the commission that carries potential liability to the County must be reported to the Human Resources Director and County Counsel for review.

2. Roles, responsibilities and interactions between the CSC and HR Director

This topic was discussed and all parties to the working group agreed to continue discussions on this item to the next meeting.

3. Budget

All parties to the working group agree that this issue has been resolved. Upon being advised, the Commission previously agreed to consult with the HR Director prior to requesting work from outside counsel beyond findings & decisions associated with hearings. No further discussion or action is required.

4. Witness complaints and how hearings are conducted (action)

This topic contains several components and discussions will continue in the working group committee. The working group reached agreement on two issues:

- 1) Changing one component of how hearings are conducted, specifically the ability of the parties to ask follow-up questions after the CSC completes its questioning. This topic was also discussed at a previous Commission meeting where the concept was positively reviewed by the Commissioners. Consequently, the following additions (in red) to the Procedural Guidelines (Section VI.B., subsections d. and e.) are recommended for adoption:

VI. Hearings of Grievances, Appeals and Petitions

B. COMMISSION HEARINGS:

d. Presentation of case by party with initial burden of proof under Civil Service Commission Rule 4.05 (h). (09/28/11)

- (1) Cross-Examination
- (2) Questions from Commissioners
- (3) **Follow-up questions by both parties**

e. Presentation of case by party not having the initial burden of proof.

- (1) Cross-Examination
- (2) Questions from Commissioners
- (3) **Follow-up questions by both parties**

- 2) Engage in training by having new outside counsel, Steve Simas, conduct training on hearing procedures for quasi-judicial bodies. The Commission, Department Heads, County staff and interested members of the public will be invited to participate. Human Resources included funds for this training in its proposed FY 2012-13 budget. It is recommended that the Commission approve and adopt this course of action.

Results:

Upon approval, partial completion of the items identified by the Board of Supervisors, and approved by the Commission, requiring collaboration and improvement will be achieved.



Human Resources Department

SAN LUIS OBISPO COUNTY

Tami Douglas-Schatz,
Director

County Government Center, 1055 Monterey Street • Ste. D-250, San Luis Obispo, CA 93408

• Telephone: 805.781.5959 • Fax: 805.781.1044 • Email: hr@co.slo.ca.us

TO: Civil Service Commission

DATE: April 25, 2012

FROM: Ken Tasseff, Personnel Analyst 

SUBJECT: Updated Class Specification – Planner I, II, III, Senior

RECOMMENDATION:

It is recommended that your Commission approve the updated Planner I,II,III, Senior job specification as proposed.

DISCUSSION:

During the past year, the Planning and Building Department has been developing and implementing organizational changes that will streamline operations in anticipation of future needs. These include succession planning to address a wave of anticipated retirements, consolidation of divisions into inter-disciplinary teams that leverage diverse talent, support cross-training, and balance resources to address customer expectations in an era of fewer resources. On February 14, 2012, the Board of Supervisors accepted a report from the department detailing their organizational and workforce planning strategies. In support of the organizational changes, County Human Resources, along with the Planning and Building Department is conducting a broad review of class specifications used in the department.

The Planner I, II, III, Senior Planner specification was last updated in 2003. The specification is being updated for three primary reasons: 1) Update the representative duties, knowledge and skills sections to reflect the most current processes and standards in the field, 2) Support the distinguishing characteristics by listing the career series levels in the representative duties, 3) Update format to be consistent with the current standard.

OTHER AGENCY INVOLVEMENT:

The department has been involved in the development of these specifications and concurs with the specifications as proposed. The County Administrative Office and SLOCEA have reviewed and commented on the proposed specifications.

Attachments:

Planner I, II, III, Senior - Original Version
Planner I, II, III, Senior - Track Change Version
Planner I, II, III, Senior - Final Version
Planning Division Organizational Chart

6a
1

1 **HUMAN RESOURCES DEPARTMENT**
2 **SAN LUIS OBISPO COUNTY**

3
4
5
6 **PLANNER I, II, III AND SENIOR (Original)**
7

8
9 **DEFINITION:**

10
11 Classes in this series perform a variety of tasks in support of programs assigned to the
12 Department of Planning and Building or Department of General Services including:
13 community planning, development review, environmental review, energy and natural
14 resources management, airport planning, park planning, housing and economic
15 development and other related work as required.
16

17
18 **DISTINGUISHING CHARACTERISTICS:**
19

20 Planner I: Under supervision, learns departmental procedures, policies and regulations;
21 supports department programs by performing a variety of tasks, including: gathering
22 research data; preparing maps and graphic displays; writing staff reports; processing of
23 routine land use permits, land divisions and environmental determinations and assisting in
24 the processing of more complex land use permits, land divisions and environmental
25 determinations; assisting the public by providing information about department procedures;
26 and conducting field investigations and information surveys.
27

28 Planner II: Under supervision, does professional planning and environmental work in all
29 program areas; processes routine and complex land use permit and land division
30 applications, including environmental reviews; meets with the public to advise of the effect
31 of county regulations and policies on proposed projects and presents reports at public
32 hearings.
33

34 Planner III: This is the fully qualified journey worker level in the series. Under general
35 supervision, conducts and processes the full range of discretionary land use permit and land
36 division applications, including environmental reviews up to and including the preparation or
37 review of an Environmental Impact Report; makes regular presentations at committee
38 meetings and public hearings.
39

40 Senior Planner: Under direction, works independently and with minimum supervision at an
41 advanced journey level on complex and specialized assignments which may include serving
42 as a project manager or as the departmental liaison at advisory committee meetings or
43 directly supervising project staff, which can include consultant and contract staff. Duties
44 may also include managing long-term planning programs such as updating or preparing new
45 general plan policy documents or the review of large projects with environmental review.
46
47

48 **REPRESENTATIVE DUTIES:**

49 (Not in order of importance)

- 50
51 • Assists the general public in interpreting planning and environmental regulations and
52 policies
53 • Collects and summarizes planning and environmental data

- 54 • Prepares technical reports, maps, charts and other graphic displays to illustrate research
55 findings
56 • Evaluates development projects to determine compliance with land use and
57 environmental regulations and policies
58 • May obtain funding and permits for county projects; prepares and presents staff reports
59 at public meetings and hearings and completes application processing
60 • Prepares, maintains and updates general plan and policy related documents including
61 airport land use plans
62 • Prepares and administers grant and related entitlement programs.
63
64

65 **EMPLOYMENT STANDARDS:**
66

67 Knowledge of:
68

- 69 • General land use and environmental planning principles
70 • Airport planning, park planning, county permits
71 • Basic writing, drafting, mathematics and computer applications and techniques
72

73 In Addition, Planner II:

- 74 • Principles of land use planning, physical and life sciences
75 • Basic principles and practices pertinent to environmental review
76 • General understanding of local, state and federal laws, regulations and policies that
77 relate to land use planning, environmental review, airport planning and park planning
78 • Technical report writing skills
79 • Basic drafting and graphic techniques
80 • Basic mathematics and statistics skills
81 • Office procedures and policies
82 • Applications and use of personal computers
83

84 In Addition, Planner III
85

- 86 • A more thorough understanding of the principles, practices and regulations that are
87 pertinent to airport planning, park planning or land use planning and environmental
88 review
89 • Contract management to monitor completion of work specified and expenditures
90 • Effective conflict resolution techniques
91

92 In Addition, Senior Planner:
93

- 94 • Basic techniques of personnel supervision
95 • Project budgeting principles
96 • Precedent setting court cases relating to land use and environmental law
97

98 Ability to:
99

- 100 • Compile, organize and summarize information accurately in graphic and written form
101 • Learn departmental procedures; follow oral and written directions
102 • Assist in the review of project proposals against predetermined standards
103 • Work with the public courteously and tactfully
104

105 In Addition, Planner II:
106

- 107 • Compile, organize, and summarize information accurately in graphic and written form
- 108 • Read and understand site plans, architectural drawings, and topographical maps
- 109 • Review and evaluate project proposals against predetermined definitive standards and
- 110 general performance objectives
- 111 • Implement departmental policies and procedures in all program areas
- 112 • Prepare concise and accurate staff reports and presentations at public meetings
- 113 • Work effectively and tactfully with other staff, public agencies, the general public and
- 114 advisory committees
- 115 • Develop, prepare, and present comprehensive reports that deal with land use planning,
- 116 airport planning, park planning and environmental issues
- 117 • Administer land use policies and regulations with good judgment, firmness, and
- 118 impartiality

119
120 In Addition, Planner III

- 121
- 122 • Use software and other automation related techniques for personal and mainframe
- 123 computers to maximize staff efficiency
- 124 • Make concise and persuasive formal and informal presentations of technical material
- 125 • Complete the processing of large or moderately complex projects

126
127 In Addition, Senior Planner:

- 128
- 129 • Being able to manage the most controversial and technically complex development and
- 130 policy projects
- 131 • Effectively conduct and facilitate public meetings
- 132 • Assist in orientation, training and evaluation of staff

133
134
135 **EDUCATION/EXPERIENCE:**

136
137 Planner I: Graduation from an accredited institution with either a Bachelor's degree in urban
138 and regional planning, architecture, landscape architecture, geography, natural resources
139 management, environmental, physical or life science, or a closely related field. No
140 experience required, but job related experience may substitute for the required education
141 on a year-for-year basis.

142
143 Planner II: Graduation from an accredited institution with either a Bachelor's degree in
144 urban and regional planning, architecture, landscape architecture, geography, natural
145 resources management, environmental, physical or life science, or a closely related field,
146 plus one year of professional experience in urban and regional planning or environmental
147 review and analysis. (A master's degree or bachelor degrees in two fields such as in life
148 science and planning is desirable and may substitute for the year of experience. Job related
149 experience may substitute for the required education on a year-for-year basis.)

150
151 Planner III: Graduation from an accredited institution with either a Bachelor's degree in
152 urban and regional planning, architecture, landscape architecture, geography, natural
153 resources management, environmental, physical or life science, or a closely related field,
154 plus two years of professional experience in urban and regional planning or environmental
155 review and analysis. (A master's degree or bachelor degrees in two fields such as in life
156 science and planning is desirable and may be substituted for one year of experience. Job
157 related experience may substitute for the required education on a year-for-year basis.)

158
159 Senior Planner: Graduation from an accredited institution with either a Bachelor's degree in

160 urban and regional planning, architecture, landscape architecture, geography, natural
161 resources management, environmental, physical or life science, or a closely related field,
162 plus four years of professional experience in urban and regional planning or environmental
163 review and analysis. (A master's degree or bachelor degrees in two fields such as in life
164 science and planning is desirable and may substitute for one year of experience. Job
165 related experience may substitute for the required education on a year-for-year basis.)
166

167
168 **LICENSE:**

169
170 A valid driver's license is required at the time of application. A valid CALIFORNIA driver's
171 license is required at the time of appointment and must be maintained throughout
172 employment.
173

174 **SPECIAL SUBCLASS RECRUITMENT:**

175
176 Recruitment for the positions in this series may be conducted according to the special
177 requirements for each position. Requirements may be broadened to include experience
178 more specific to the particular vacancy.
179

180 This class specification generally describes the duties and responsibilities characteristic of
181 the position(s) within this class. The duties of a particular position within a multi-position
182 class may vary from the duties of other positions within the class. Accordingly, the
183 essential duties of a particular position (whether it be a multi-position class or a single-
184 position class) will be identified and used by medical examiners and hiring authorities in the
185 selection process. This information will also be made available for review at the time of any
186 recruitment for that position and at such other times as reasonably required.
187

188
189 Adopted: 11-18-81
190 Revised: 04-28-99
191 Revised: 02-19-03
192

69
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1 **HUMAN RESOURCES DEPARTMENT**
2 **SAN LUIS OBISPO COUNTY**

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4
5
6 | **PLANNER I, II, III AND SENIOR**
7

8
9 **DEFINITION:**

10
11 Classes in this series perform a variety of tasks in support of programs assigned to the
12 | Department of Planning and Building or ~~Department of General Services Agency~~ including:
13 community planning, development review, environmental review, energy and natural
14 resources management, airport planning, park planning, housing and economic
15 development and other related work as required.
16

17
18 **DISTINGUISHING CHARACTERISTICS:**
19

20 The Planner I: classification is the entry level position in the series. Under supervision,
21 learns departmental procedures, policies and regulations; independently performs routine
22 tasks after demonstrating proficiency; develops skills and supports department programs by
23 performing a variety of tasks, including: gathering research data; preparing maps and
24 graphic displays; writing staff reports; processing of routine land use permits, land divisions
25 and environmental determinations and assisting in the processing of other Planners with
26 more complex land use permits, land divisions and environmental determinations; assisting
27 the public by providing information about department procedures; and conducting field
28 investigations and information survey tasks and projects as assigned.
29

30 The Planner II: Under classification is the journey worker level in the series. Under general
31 supervision, does professional planning and environmental work in all program areas;
32 processes routine and, including long range planning, housing and economic development,
33 current planning. Planner II is expected to perform complex land use permit and land
34 division applications, including environmental reviews; meets with the public to advise of
35 the effect of county regulations and policies on proposed projects and presents reports at
36 public hearings Planner assignments in a majority of program areas.
37

38 The Planner III: This classification is the fully qualified full range journey worker level in the
39 series. Under general supervision, conducts and processes the full range of discretionary
40 land use permit and land division applications, including environmental reviews up to and
41 including the preparation or review of an Environmental Impact Report; makes regular
42 presentations at committee meetings and public hearings. may review work of other staff;
43 may train staff as assigned; acts as leadworker when assigned. Planner III is expected to
44 perform the full range of complex Planner assignments in all program areas.
45

46 The Senior Planner: classification is the advanced journey worker level in the series. Under
47 direction, works independently and with minimum supervision at an advanced journey level
48 or; performs complex and specialized assignments which may include serving as a project
49 manager or as the departmental liaison at advisory committee meetings and directly
50 supervising project staff, which can include including consultant and contract staff. Duties;
51 may also include managing long term planning programs such as updating or preparing new
52 general plan policy documents or the review work of large projects with environmental
53 review other staff; trains subordinate staff; supervises subordinate staff as assigned.

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REPRESENTATIVE DUTIES:

(Not in order of importance)

All Levels:

- Assists the general public in interpreting planning and environmental regulations and policies
- Collects and summarizes planning and environmental data including provision of specialized assistance related to environmental issues (e.g. biology, archaeology, geology)
- Develops, compiles and indexes inventories of a wide variety of environmental resource data from existing records and field surveys; conducts field investigations and information surveys
- Prepares technical reports, maps, charts and other graphic displays to illustrate research findings, project review and environmental issues; writes staff reports
- Processes routine land use permits, land divisions and environmental determinations and assistings in the processing of more complex land use permits, land divisions and environmental determinations
- Assists in the preparation of long range planning documents and grant administration
- May be assigned specialized projects such as serving as a department liaison at advisory committee meetings

In Addition, Planner II:

- Processes complex land use permits and land use applications including complete environmental review.
- Meets and confers with a wide variety of individuals organizations and agencies in the public and private sectors, including applicants, general public, consultants and representatives of federal, state and local agencies
- Reviews and/or prepares Environmental Impact Reports
- Completes application processing including making recommendations to the Planning and Building Director or General Services Agency Director on the disposition of cases
- Meets with the public to advise of the effect of county regulations and policies on proposed projects and presents reports at public hearings
- Evaluates development projects to determine compliance with federal, state and local land use and environmental laws, regulations and policies (including compliance with the California Environmental Quality Act)
- Prepares Desk Manual procedures
- May obtain funding and permits for county projects; prepares and presents staff reports at public meetings and hearings and completes application processing
- Prepares and presents staff reports at public meetings and hearings

In Addition, Planner III:

- Completes application processing including making recommendations to the Planning and Building Director or General Services Agency Director on the disposition of cases
- Makes regular presentations at committee meetings and public hearings
- Prepares, maintains and updates general plan and policy related documents including airport and park land use plans;
- Develops land use and environmental language to ensure clarity, standardization, and conformity to policy guidelines for the use in reports, specifications and manuals

- 107 • Recommend needed changes to land use codes/ordinances
- 108 • Amends planning documents and policy
- 109 • Administers grants

110
111 In Addition, Senior Planner:

- 112
- 113 • Manages long term planning programs such as updating or preparing new general plan
- 114 policy documents and the review of large projects with environmental review
- 115 • Prepares and administers grant and related entitlement programs; represents the
- 116 Planning and Building Director and the Environmental Coordinator, or General Services
- 117 Agency Director as directed.

118 119 120 **EMPLOYMENT STANDARDS:**

121
122 Knowledge of:

- 123
- 124 • ~~General land use and, environmental planning principles~~
- 125 • Airport planning, , airport and park planning, county permits principles
- 126 • ~~Basic writing, drafting, mathematics and computer applications and techniques~~

127
128 In Addition, Planner II:

- 129 • ~~Principles of land use planning, physical and life sciences~~
- 130 • Basic Engineering principles and practices pertinent to land use planning and
- 131 environmental review impact determination
- 132 • ~~General understanding of local, Federal state and federal local laws, and regulations and~~
- 133 ~~policies that relate related to the environmental and land use planning, environmental~~
- 134 ~~review, airport planning with special emphasis on Subdivision Map Act, Zoning and~~
- 135 ~~Planning Law (Government Code) and park planning the California Environmental Quality~~
- 136 ~~Act (CEQA).~~
- 137 • Technical Physical and life sciences
- 138 • Basic drafting and drawing techniques
- 139 • Principles of technical report writing skills
- 140 • ~~Basic drafting Statistical computation and graphic techniques~~
- 141 • ~~Basic mathematics and statistics skills~~
- 142 • Computer applications and techniques such as Geographic Information Systems
- 143 • Planning and Building Department or General Services Agency office organization,
- 144 procedures and standards as well as strategic direction and goals
- 145 • Office procedures and policies
- 146 • ~~Applications and use of personal computers~~
- 147 • Effective oral and written communication skills
- 148 • Interpersonal skills using tact, patience and courtesy

149
150 In Addition, Planner III:

- 151
- 152 • ~~A more thorough understanding of the principles Principles, practices and regulations that~~
- 153 ~~are pertinent to airport planning, park planning or land use planning and, environmental~~
- 154 ~~review, airport planning, and park planning or~~
- 155 • Principles of land use modeling, air quality modeling, transportation modeling and
- 156 acoustical modeling

157
158 In Addition, Planner III:

159

- 160 • Contract management to monitor completion of work specified and expenditures
161 • ~~Effective conflict resolution techniques~~

162
163 In Addition, Senior Planner:

- 164
165 • ~~Basic techniques of personnel supervision~~
166 • ~~Project budgeting principles~~
167 • Precedent setting court cases relating to land use and environmental law
168 • Effective conflict resolution techniques

169
170 In Addition, Senior Planner:

- 171
172 • Basic supervisory techniques
173 • Project budgeting principles

174
175 Ability to:

- 176
177 • Compile, organize and summarize information accurately in graphic and written form
178 • Learn, interpret, apply and explain departmental policies and procedures; follow, rules,
179 laws and regulations
180 • Use sound judgment in researching, interpreting, applying, and explaining appropriate
181 laws, codes, ordinances, regulations, policies, procedures and guidelines
182 • Follow oral and written directions/instructions
183 • Administer land use policies and regulations with good judgment, firmness and
184 impartiality
185 • Assist in the review of project proposals against predetermined standards
186 • Work effectively in an environment includes pressure to meet time sensitive deadlines
187 and critical review of work product.
188 • Support and follow department policies, goals, guiding principles, and Mission-Vision-
189 Values Statement
190 • Foster a spirit of teamwork and support when interacting with staff and others
191 • Work effectively and tactfully with other staff, public agencies, the general public and
192 advisory committees
193 • ~~Work with the public courteously and tactfully~~
194 • Operate standard office equipment including a computer and assigned software.
195 • Maintain a safe and orderly work area

196
197 In Addition, Planner II:

- 198
199 • ~~Compile, organize, and summarize information accurately in graphic and written form~~
200 • Read and understand site plans, architectural drawings, and topographical maps
201 • Review and evaluate project proposals against predetermined definitive standards and
202 general performance objectives
203 • Implement departmental policies and procedures in all program areas
204 • Prepare concise and accurate staff reports and ~~presentations~~presentation at public
205 meetings
206 • ~~Work effectively and tactfully with other staff, public agencies, the general public and~~
207 ~~advisory committees~~
208 • Develop, prepare, and present comprehensive reports that deal with land use planning,
209 airport planning, park planning and environmental issues
210 • ~~Administer land use policies and regulations with good judgment, firmness, and~~
211 ~~impartiality~~
212 • Use organizational acumen when dealing with the public, media, and various committees

213 | and boards

214

215 | In Addition, Planner III:

216

217 | • Use software and other automation related techniques for personal and mainframe
218 | computers to maximize staff efficiency

219 | • Make concise and ~~persuasive~~professional formal and informal presentations of technical
220 | material

221 | • Complete the processing of large or moderately complex projects

222 | • Orient and train staff

223 | • Act as a leadworker; plan own work and work of others for successful results

224

225 | In Addition, Senior Planner:

226

227 | • ~~Being able to manage~~Manage the most controversial and ~~technically complex~~
228 | development and policy projects

229 | • Effectively conduct and facilitate public meetings

230 | • ~~Assist in orientation, training~~Supervise and evaluate the performance of
231 | assigned staff

232

233

234 | **EDUCATION/EXPERIENCE:**

235

236 | ~~Planner I~~All Levels: Graduation from an accredited institution with either a Bachelor's or
237 | Master's degree in urban and regional planning, architecture, landscape architecture,
238 | geography, natural resources management, environmental, physical or life science, or a
239 | closely related field. ~~No experience required, but~~(Para-professional or higher level job
240 | related experience may substitute for the required education on a year-for-year basis..)

241

242 | IN ADDITION:

243

244 | Planner I: No additional experience required.

245

246 | ~~Planner II: Graduation from an accredited institution with either a Bachelor's degree in~~
247 | ~~urban and regional planning, architecture, landscape architecture, geography, natural~~
248 | ~~resources management, environmental, physical or life science, or a closely related field,~~
249 | ~~plus one~~One year of professional level experience in urban and regional planning or
250 | environmental review and analysis. ~~(A master's degree or bachelor degrees in two fields~~
251 | such as in life science and planning is desirable and may substitute for the year of
252 | experience. ~~Job-related experience may substitute for the required education on a year for-~~
253 | year basis.)

254

255 | ~~Planner III: Graduation from an accredited institution with either a Bachelor's degree in~~
256 | ~~urban and regional planning, architecture, landscape architecture, geography, natural~~
257 | ~~resources management, environmental, physical or life science, or a closely related field,~~
258 | ~~plus two~~Two years of professional level experience in urban and regional planning or
259 | environmental review and analysis. ~~(A master's degree or bachelor degrees in two fields~~
260 | such as in life science and planning is desirable and may be substituted for one year of
261 | experience. ~~Job-related experience may substitute for the required education on a year for-~~
262 | year basis.)

263

264 | Senior Planner: Graduation from an accredited institution with either a Bachelor's degree in

265 | ~~urban and regional planning, architecture, landscape architecture, geography, natural~~
266 | ~~resources management, environmental, physical or life science, or a closely related field,~~
267 | ~~plus four~~Four years of professional level experience in urban and regional planning and
268 | environmental review/analysis or environmental review and analysis. (A master's degree or
269 | ~~bachelor degrees in two fields such as in life science and planning is desirable and may~~
270 | ~~substitute for one year of experience. Job related experience may substitute for the~~
271 | ~~required education on a year for year basis.) impact assessment work which requires a~~
272 | state approved specialized professional license or certification.
273 |
274 |

275 | **LICENSE:**

276 |
277 | A valid driver's license is required at the time of application. A valid CALIFORNIA driver's
278 | license is required at the time of appointment and must be maintained throughout
279 | employment.
280 |

281 | **SPECIAL SUBCLASS RECRUITMENT:**

282 |
283 | Recruitment for the positions in this series may be conducted according to the special
284 | requirements for each position. Requirements may be broadened to include experience
285 | more specific to the particular vacancy.
286 |

287 | This class specification generally describes the duties and responsibilities characteristic of
288 | the position(s) within this class. The duties of a particular position within a multi-position
289 | class may vary from the duties of other positions within the class. Accordingly, the
290 | essential duties of a particular position (whether it be a multi-position class or a single-
291 | position class) will be identified and used by medical examiners and hiring authorities in the
292 | selection process. This information will also be made available for review at the time of any
293 | recruitment for that position and at such other times as reasonably required.
294 |

295 |
296 | Adopted: 11-18-81
297 | Revised: 04-28-99
298 | Revised: 02-19-03
299 | Revised: 04-25-12
300 |
301 |

1 **HUMAN RESOURCES DEPARTMENT**
2 **SAN LUIS OBISPO COUNTY**
3
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5
6 **PLANNER I, II, III AND SENIOR (UPDATED)**
7

8
9 **DEFINITION:**

10
11 Classes in this series perform a variety of tasks in support of programs assigned to the
12 Department of Planning and Building or General Services Agency including: community
13 planning, development review, environmental review, energy and natural resources
14 management, airport planning, park planning, housing and economic development and
15 other related work as required.
16

17
18 **DISTINGUISHING CHARACTERISTICS:**
19

20 The Planner I classification is the entry level position in the series. Under supervision,
21 learns departmental procedures, policies and regulations; independently performs routine
22 tasks after demonstrating proficiency; develops skills and supports department programs by
23 assisting other Planners with more complex tasks and projects as assigned.
24

25 The Planner II classification is the journey worker level in the series. Under general
26 supervision, does professional planning and environmental work in all program areas,
27 including long range planning, housing and economic development, current planning.
28 Planner II is expected to perform complex Planner assignments in a majority of program
29 areas.
30

31 The Planner III classification is the full range journey worker level in the series. Under
32 general supervision, conducts and processes the full range of discretionary land use permit
33 and land division applications, including environmental reviews up to and including the
34 preparation or review of an Environmental Impact Report; may review work of other staff;
35 may train staff as assigned; acts as leadworker when assigned. Planner III is expected to
36 perform the full range of complex Planner assignments in all program areas.
37

38 The Senior Planner classification is the advanced journey worker level in the series. Under
39 direction, works independently and with minimum supervision; performs complex and
40 specialized assignments which may include serving as a project manager and directly
41 supervising project staff, including consultant and contract staff; may review work of other
42 staff; trains subordinate staff; supervises subordinate staff as assigned.
43

44
45 **REPRESENTATIVE DUTIES:**

46 (Not in order of importance)

47
48 All Levels:
49

- 50
- 51 • Assists the general public in interpreting planning and environmental regulations and policies
 - 52 • Collects and summarizes planning and environmental data including provision of specialized assistance related to environmental issues (e.g. biology, archaeology,
 - 53

- 54 geology)
- 55 • Develops, compiles and indexes inventories of a wide variety of environmental resource
 - 56 data from existing records and field surveys; conducts field investigations and
 - 57 information surveys
 - 58 • Prepares technical reports maps, charts and other graphic displays to illustrate research
 - 59 findings, project review and environmental issues; writes staff reports
 - 60 • Processes routine land use permits, land divisions and environmental determinations and
 - 61 assists in the processing of more complex land use permits, land divisions and
 - 62 environmental determinations
 - 63 • Assists in the preparation of long range planning documents and grant administration
 - 64 • May be assigned specialized projects such as serving as a department liaison at advisory
 - 65 committee meetings

66

67 In Addition, Planner II:

68

- 69 • Processes complex land use permits and land use applications including complete
- 70 environmental review.
- 71 • Meets and confers with a wide variety of individuals organizations and agencies in the
- 72 public and private sectors, including applicants, general public, consultants and
- 73 representatives of federal, state and local agencies
- 74 • Reviews and/or prepares Environmental Impact Reports
- 75 • Completes application processing including making recommendations to the Planning
- 76 and Building Director or General Services Agency Director on the disposition of cases
- 77 • Meets with the public to advise of the effect of county regulations and policies on
- 78 proposed projects and presents reports at public hearings
- 79 • Evaluates development projects to determine compliance with federal, state and local
- 80 land use and environmental laws, regulations and policies (including compliance with the
- 81 California Environmental Quality Act)
- 82 • Prepares Desk Manual procedures
- 83 • May obtain funding and permits for county projects
- 84 • Prepares and presents staff reports at public meetings and hearings

85

86 In Addition, Planner III:

87

- 88 • Completes application processing including making recommendations to the Planning
- 89 and Building Director or General Services Agency Director on the disposition of cases
- 90 • Makes regular presentations at committee meetings and public hearings
- 91 • Prepares, maintains and updates general plan and policy related documents including
- 92 airport and park land use plans;
- 93 • Develops land use and environmental language to ensure clarity, standardization, and
- 94 conformity to policy guidelines for the use in reports, specifications and manuals
- 95 • Recommend needed changes to land use codes/ordinances
- 96 • Amends planning documents and policy
- 97 • Administers grants

98

99 In Addition, Senior Planner:

100

- 101 • Manages long term planning programs such as updating or preparing new general plan
 - 102 policy documents and the review of large projects with environmental review
 - 103 • Prepares and administers grant and related entitlement programs; represents the
 - 104 Planning and Building Director and the Environmental Coordinator, or General Services
 - 105 Agency Director as directed.
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159

EMPLOYMENT STANDARDS:

Knowledge of:

- General land use, environmental, airport and park planning principles
- Engineering principles and practices pertinent to land use planning and environmental impact determination
- Federal state and local laws and regulations related to the environmental and land use planning with special emphasis on Subdivision Map Act, Zoning and Planning Law (Government Code) and the California Environmental Quality Act (CEQA).
- Physical and life sciences
- Basic drafting and drawing techniques
- Principles of technical report writing
- Statistical computation and mathematics
- Computer applications and techniques such as Geographic Information Systems
- Planning and Building Department or General Services Agency office organization, procedures and standards as well as strategic direction and goals
- Office procedures and policies
- Effective oral and written communication skills
- Interpersonal skills using tact, patience and courtesy

In Addition, Planner II:

- Principles, practices and regulations that are pertinent to land use planning, environmental review, airport planning, and park planning or
- Principles of land use modeling, air quality modeling, transportation modeling and acoustical modeling

In Addition, Planner III:

- Contract management to monitor completion of work specified and expenditures
- Precedent setting court cases relating to land use and environmental law
- Effective conflict resolution techniques

In Addition, Senior Planner:

- Basic supervisory techniques
- Project budgeting principles

Ability to:

- Compile, organize and summarize information accurately in graphic and written form
- Learn, interpret, apply and explain departmental policies and procedures, rules, laws and regulations
- Use sound judgment in researching, interpreting, applying, and explaining appropriate laws, codes, ordinances, regulations, policies, procedures and guidelines
- Follow oral and written instructions
- Administer land use policies and regulations with good judgment, firmness and impartiality
- Assist in the review of project proposals against predetermined standards
- Work effectively in an environment that includes pressure to meet time sensitive deadlines and critical review of work product.

- 160 • Support and follow department policies, goals, guiding principles, and Mission-Vision-
161 Values Statement
162 • Foster a spirit of teamwork and support when interacting with staff and others
163 • Work effectively and tactfully with other staff, public agencies, the general public and
164 advisory committees
165 • Operate standard office equipment including a computer and assigned software.
166 • Maintain a safe and orderly work area
167

168 In Addition, Planner II:
169

- 170 • Read and understand site plans, architectural drawings and topographical maps
171 • Review and evaluate project proposals against predetermined definitive standards and
172 general performance objectives
173 • Implement departmental policies and procedures in all program areas
174 • Prepare concise and accurate staff reports and presentation at public meetings
175 • Develop, prepare and present comprehensive reports that deal with land use planning,
176 airport planning, park planning and environmental issues
177 • Use organizational acumen when dealing with the public, media, and various committees
178 and boards
179

180 In Addition, Planner III:
181

- 182 • Use software and other automation related techniques for personal and mainframe
183 computers to maximize staff efficiency
184 • Make concise and professional formal and informal presentations of technical material
185 • Complete the processing of large or moderately complex projects
186 • Orient and train staff
187 • Act as a leadworker; plan own work and work of others for successful results
188

189 In Addition, Senior Planner:
190

- 191 • Manage the most controversial development and policy projects
192 • Effectively conduct and facilitate public meetings
193 • Supervise and evaluate the performance of assigned staff

194 **EDUCATION/EXPERIENCE:**
195

196 All Levels: Graduation from an accredited institution with either a Bachelor's or Master's
197 degree in urban and regional planning, architecture, landscape architecture, geography,
198 natural resources management, environmental, physical or life science, or a closely related
199 field. (Para-professional or higher level job related experience may substitute for the
200 required education on a year-for-year basis.)
201

202 IN ADDITION:
203

204 Planner I: No additional experience required.
205

206 Planner II: One year of professional level experience in urban and regional planning or
207 environmental review and analysis.
208

209 Planner III: Two years of professional level experience in urban and regional planning or
210 environmental review and analysis.
211

212
213 Senior Planner: Four years of professional level experience in urban and regional planning
214 and environmental review/analysis or environmental impact assessment work which
215 requires a state approved specialized professional license or certification.
216

217
218 **LICENSES/CERTIFICATES:**
219

220 A valid driver's license is required at the time of application. A valid CALIFORNIA driver's
221 license is required at the time of appointment and must be maintained throughout
222 employment.
223

224 **SPECIAL SUBCLASS RECRUITMENT:**
225

226 Recruitment for the positions in this series may be conducted according to the special
227 requirements for each position. Requirements may be broadened to include experience
228 more specific to the particular vacancy.
229

230 This class specification generally describes the duties and responsibilities characteristic of
231 the position(s) within this class. The duties of a particular position within a multi-position
232 class may vary from the duties of other positions within the class. Accordingly, the
233 essential duties of a particular position (whether it be a multi-position class or a single-
234 position class) will be identified and used by medical examiners and hiring authorities in the
235 selection process. This information will also be made available for review at the time of any
236 recruitment for that position and at such other times as reasonably required.
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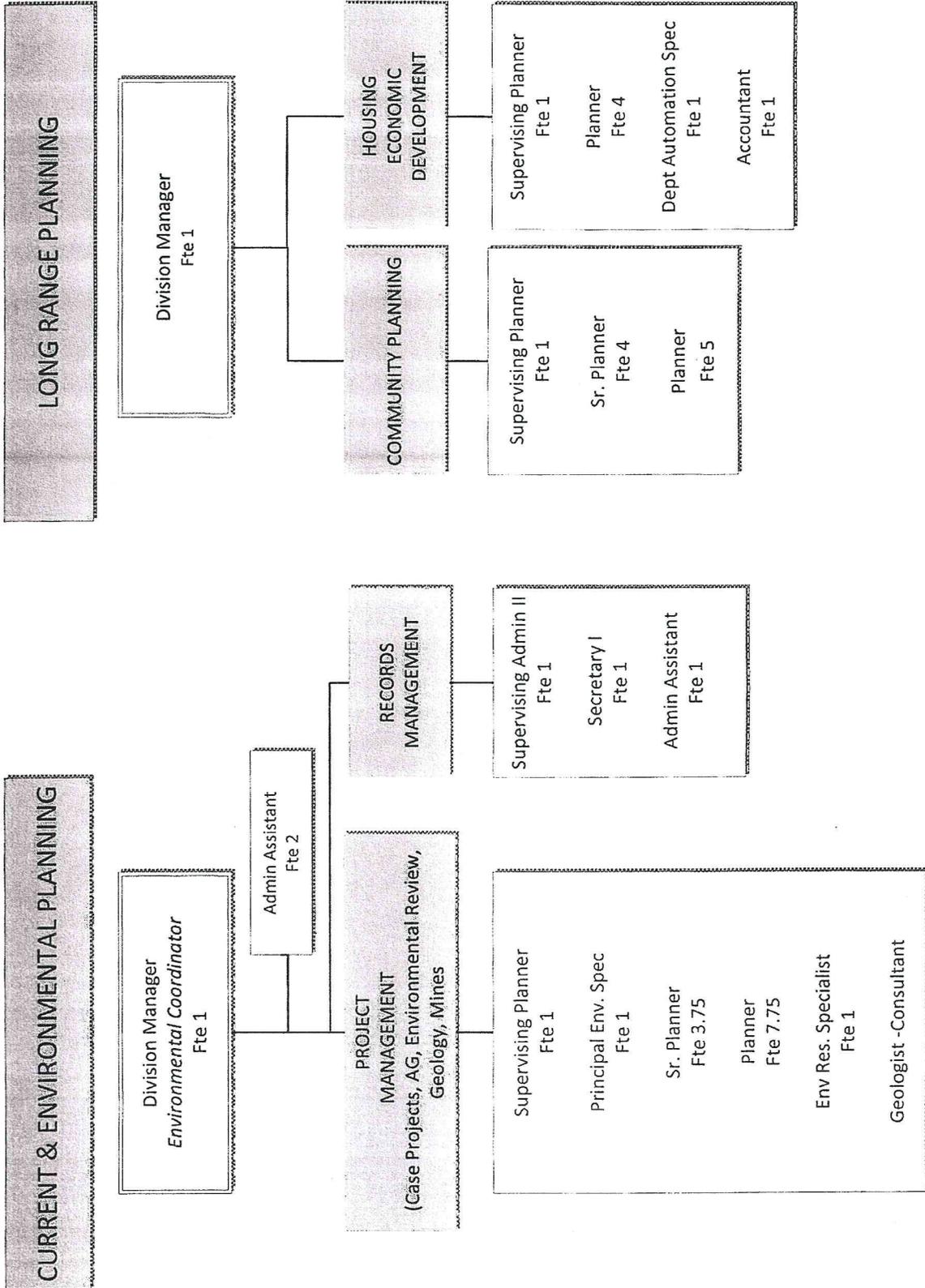
Adopted: 11-18-81
Revised: 04-28-99
Revised: 02-19-03
Revised: 04-25-12



PLANNING DIVISION

Organizational Chart by Position

Division Manager – 3 (1 vacant)
 Principal Env Specialist – 1
 Supervising Planner – 3
 Sr. Planner – 7.75
 Planner – 16.75
 ERS – 1
 DAS -1
 Accountant -1
 Supv Admin II – 1
 Secretary – 1
 AAILI – 2
 Total 38.5



~~Please replace Pages 9(1) and 9(2) with this page. I make track changes and the message to Tami is not included. When copying my email, odd spacing and changes occurred. This will be easier to read than the pages copied from my email. Jeannie Nix~~

PROCEDURAL GUIDELINES

Proposed Revision

Section IV Agenda

Purpose of the revision to clarify the exception(s) to paragraph A

- A. Agendas for the Commission will be prepared by the Secretary of the Commission, ~~with the Human Resources Director having who has~~ discretion as to when and what items ~~shall~~ will be included, except matters set at a specific time by the Commission; matters submitted by the President of the Commission; matters submitted by a majority of the members of the Commission; or matters submitted by less than a majority of the Commission upon approval of the President of the Commission.
- B. Items to be included on the agenda of a regular meeting shall be submitted to the Human Resources Director by 5:00 p.m., no later than eight (8) business days prior to the regular meeting, except, matters submitted by the President of the Commission or by a majority of the members of the Commission shall be submitted no later than 1:00 p.m., four (4) business days prior to the regular meeting.

NEW WORDING:

- A. Agendas for the Commission will be prepared by the Secretary of the Commission, who has discretion as to when and what items will be included, except matters set at a specific time by the Commission; matters submitted by the President of the Commission; matters submitted by a majority of the members of the Commission; or matters submitted by less than a majority of the Commission upon approval of the President of the Commission.
- B. Items to be included on the agenda of a regular meeting shall be submitted to the Human Resources Director by 5:00 p.m., no later than eight (8) business days prior to the regular meeting, except, matters submitted by the President of the Commission or by a majority of the members of the Commission shall be submitted no later than 1:00 p.m., four (4) business days prior to the regular meeting.