

Civil Service Commission



Jed Nicholson *Commission President, District 1*
Lesley Santos *District 2*
Erica Flores Baltodano *Commission Vice President, District 3*
David Warren *District 4*
Gere Sibbach *District 5*

Jamie L. Russell *Commission Secretary*

AGENDA

**County of San Luis Obispo Civil Service Commission
Regular Session Meeting**

Wednesday April 22, 2026 @ 9:00 a.m.

1055 Monterey Street, Suite D-271, San Luis Obispo, CA 93408

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. Reports

Commission President
Commission Counsel
Commission Outside Counsel
Commission Secretary

4. Resolution Recognizing Commission Vice President Erica Flores Baltodano

5. Request to Approve Revised Job Specification(s) and Abolish Obsolete Job Specification(s):

- a. Deputy Director – Planning & Building (Revised), Division Manager – Planning (Revised), and Environmental Coordinator (Obsolete)

6. Public Comment on Closed Session Items

Members of the public wishing to address the Civil Service Commission on Closed Session matters agendized here may do so when recognized by the President. Presentations are limited to three minutes per individual.

7. Closed Session - Conference with County Labor Negotiator regarding Civil Service Rule Update. (Gov Code Section 54957.6): Agency designated representative: Jamie L. Russell, or designee

Civil Service Commission

8. **Closed Session – Public Employee Discipline (per Government Code Section 54957(b)): Hearing and deliberations regarding Appeals #A26-02, #A26-03, #A26-04, #A26-05, #A26-06, and #A26-07**
9. **Closed Session – Public Employee Discipline (per Government Code Section 54957(b)): Hearing and deliberations regarding Appeal #A25-09**
10. **Adjournment**



TO: Civil Service Commission
FROM: Mackenzie Lawrie, Human Resources Analyst
DATE: April 22, 2026
SUBJECT: Revised Classifications: Deputy Director – Planning & Building
Division Manager - Planning
Department: Planning & Building
Appointing Authority: Trevor Keith, Director of Planning & Building

RECOMMENDATION

It is recommended that the Commission approve the revisions to Deputy Director – Planning & Building and the Division Manager – Planning specifications as proposed and designate the existing Environmental Coordinator specification as obsolete.

BACKGROUND

Under the California Environmental Quality Act (CEQA) (Public Resources Code §21000 et seq.), counties are required to conduct environmental review for discretionary projects and act as the lead agency responsible for evaluating environmental impacts, preparing appropriate documentation, and ensuring compliance with applicable laws and regulations.

Within the County of San Luis Obispo, environmental review functions are administered by the Planning & Building Department. These responsibilities include oversight of environmental documents, coordination with internal staff and external agencies, and ensuring that environmental determinations are legally adequate and defensible.

The County previously maintained an Environmental Coordinator classification, created in 1973, to perform these functions and oversee the Environmental Division. Following a reorganization

that led to the creation of a deputy director model in place of an assistant director and the departure of the incumbent in May 2019, the Planning & Building Department decided to reassign these responsibilities to existing management staff.

DISCUSSION

Alignment of Classifications with Current Responsibilities

Environmental review under CEQA is a core function of the Planning & Building Department. County Code also references the role of an “environmental coordinator” in various sections.

Management staff, including the Deputy Director – Planning & Building and Division Manager – Planning classifications, currently perform environmental coordination and oversight responsibilities as part of their assigned duties. However, these responsibilities are not explicitly reflected in the existing classification specifications.

Updating the specifications will align documented job expectations with current practice and ensure that environmental review functions are clearly incorporated into the scope of these classifications.

Operational Structure

Environmental coordination functions do not constitute a full-time assignment but include specific duties that require designated authority and oversight.

These responsibilities are currently assigned to a Division Manager – Planning position and may be reassigned as needed based on operational considerations. Incorporating environmental coordination duties into both the Division Manager – Planning and Deputy Director – Planning & Building classifications ensures that appropriate authority exists to assign, oversee, or perform this work.

RESULTS

The proposed updates to the Deputy Director – Planning & Building and Division Manager – Planning classification specifications incorporate environmental review and coordination responsibilities consistent with current departmental practices, CEQA requirements, and County Code.

Approval of these updates will align the specifications with existing duties performed by management staff, clarify the scope of responsibilities related to environmental review, and ensure appropriate authority for assignment and oversight of environmental coordination functions within the Planning & Building Department.

OTHER AGENCY INVOLVEMENT

The Planning & Building Department was involved in the revisions of these specifications and concurs with them as proposed.

Attachments:

1. Proposed Deputy Director – Planning & Building Specification – Tracked Changes version
2. Proposed Deputy Director – Planning & Building Specification – Clean version
3. Proposed Division Manager - Planning Specification – Tracked Changes version
4. Proposed Division Manager - Planning Specification – Clean version
5. Environmental Coordinator Specification – Make Obsolete
6. Organizational Chart: Planning Division

1 **HUMAN RESOURCES DEPARTMENT**

2 **County of San Luis Obispo**

3

4 **DEPUTY DIRECTOR – PLANNING ~~AND~~ & BUILDING**

5

6 **DEFINITION:**

7 **DEFINITION:**

8 Under direction, plans, organizes, controls, and directs the operations, activities, and services of a major
9 organizational segment of the Planning ~~and~~ & Building Department; coordinates and directs
10 ~~personnel~~staff, resources, projects, and communications to meet County needs and ~~en~~assure smooth
11 and efficient organizational activities; and supervises and evaluates the performance of assigned
12 ~~personnel~~staff.

13

14 **DISTINGUISHING CHARACTERISTICS:**

15 The Deputy Director – Planning & Building is distinguished from the Division Manager – Planning in that
16 the latter manages and directs the operations and activities of an assigned division or major function
17 under executive direction, with responsibility for program implementation, direct supervision of staff,
18 and ensuring compliance with established laws, codes, and policies, while the Deputy Director – Planning
19 & Building directs a major organizational segment of the department with responsibility for department-
20 wide program oversight, policy development, organizational performance, and supervision of
21 management-level staff.

22

23 The Deputy Director overseeing the Building division(s) also serves as the County's Chief Building Officer.

24

25 **TYPICAL TASKS AND REPRESENTATIVE DUTIES:**

26

27 ~~(Not in order of importance)(Not in order of importance)~~

28 ~~Plan, organize, control and direct the operations, activities, and services of a major organizational~~
29 ~~segment of the Planning and Building Department such as administration, permitting or policy and~~
30 ~~program services.~~

~~Plan, organize, control and direct the operations, activities, and services of a major organizational segment of the Planning and Building Department such as administration, permitting or policy and program services.~~

~~May serve as the County Building Official: act as final arbiter for the County in rendering interpretations of construction codes; direct the resolution of conflicts and issues related to construction regulations; represent the County at the Construction and Accessibility Appeals Boards; represent the Department at various groups, boards, commissions and other functions as directed.~~

- ~~Plans, organizes, controls, and directs the operations, activities, and services of a major organizational segment of the Planning & Building Department, such as the Planning division or the Building division.~~

~~—Supervises, mentors, and evaluates the performance of assigned staff, including management-level staff; leads organizational planning related to staffing and workforce development; makes final decisions on personnel actions; ensures alignment of operations with strategic goals, regulatory requirements, and performance metrics.~~

~~permitted or policy and program services. Supervise and evaluate the performance of assigned personnel; interview and select employees; recommend transfers, reassignment, termination and disciplinary actions; coordinate subordinate work assignments and review work to assure compliance with established standards, requirements and procedures; assure employee understanding of established requirements.~~

~~•~~

- Maintains current updated knowledge of laws, codes, ordinances, regulations, and pending legislation related to assigned functions and activities; modifies programs, functions, and procedures to en assure compliance with local, state, and federal requirements as appropriate.
- Monitors s and analyzes s services, programs, activities, and functions for financial effectiveness and operational efficiency; responds s to administrative input concerning organizational needs; directs s the development and implementation of policies, procedures, and programs to enhance the financial effectiveness and operational efficiency of services, programs, activities, and functions.
- Participates s in the development, preparation, and presentation of annual budgets for assigned functions; analyzes s and reviews s budgetary and financial data; controls s and authorizes s

1 expenditures in accordance with established limitations; provides recommendations concerning
2 fees, taxes, and assessments as requested.

3 • Communicates with administrators, personnel staff, outside organizations, and advisory
4 committees to exchange information, coordinate activities and programs, and resolve issues or
5 concerns; meets with elected officials, individually or as a governing board, to review and discuss
6 issues and recommendations in a clear and organized manner; communicates with news media
7 concerning assigned division issues; attends and conducts a variety of meetings that may include
8 evening events and out-of-county locations as assigned.

9 • May serve as, or designate, the Environmental Coordinator; make environmental determinations
10 and recommendations; manage the environmental review process; and review environmental
11 documents submitted to and from local, county, state, and/or federal agencies.

12 • May serve as the County Building Official: acts as final arbiter for the County in rendering
13 interpretations of construction codes; directs the resolution of conflicts and issues related to
14 construction regulations; represents the County at the Construction and Accessibility Appeals
15 Boards; represents the Department of Planning & Building at various groups, boards,
16 commissions, and other functions as directed.

17 • May act for the Director in their absence or as directed.

18 • Performs other related work duties as required assigned.

20 EMPLOYMENT STANDARDS:

21 Knowledge of:

22 • Modern office practices and procedures

23 • Planning, organization, and direction of the operations, activities, and services of a major
24 organizational segment of a planning and/or building department

25 • Terminology, concepts, methods, and procedures involved in the management of planning or
26 building functions

27 •

28 • Applicable local, State, and Federal laws, codes, ordinances, regulations, policies, and
29 procedures

30 • Principles and best practices of governmental budget preparation and control

~~Budget preparation and control~~

- ~~• Effective verbal and written communication and interpersonal skills~~
- ~~• Applicable local, state, and federal rules, regulations, and laws~~
- ~~• Principles, practices, and procedures of supervision, leadership, mentoring, training, team dynamics, and team building~~

~~Principles and practices of administration, supervision and training~~

~~Budget preparation and control~~

~~Effective oral and written communication skills~~

~~Interpersonal skills using tact, patience and courtesy~~

Ability to:

- Plan, organize, control, and direct the operations, activities, and services of a major organizational segment of the Planning and Building Department

~~Supervise and evaluate the performance of assigned personnel~~

- Monitor, analyze, and modify policies, procedures, and programs to enhance the financial effectiveness and operational efficiency of services, programs, activities, and functions
- Provide consultation and technical expertise concerning the operations, activities, and services of assigned organizational segment
- Direct the maintenance of a variety of reports, records, and files related to assigned activities
- Represent the Planning & Building Department with integrity and professionalism in all public interactions
- Collaborate effectively with community partners, government agencies, and other stakeholders
- Understand, evaluate, and apply laws, codes, rules, regulations, policies, and procedures
- Utilize computer software including those applications specific to the department, division, and/or program
- Promote an organized, professional, and safety-conscious work environment
- Communicate effectively verbally and in writing to a diverse population of individuals and groups

- Foster effective and positive working relationships with individuals from diverse perspectives by demonstrating strong interpersonal skills, including active listening, effective communication, advisory expertise, mediation, conflict resolution, and consensus building

~~Communicate effectively both orally and in writing~~

~~Interpret, apply and explain laws, codes, ordinances, regulations, policies and procedures~~

~~Establish and maintain cooperative and effective working relationships with others~~

~~Operate a computer, assigned software and office equipment~~

~~Analyze situations accurately and adopt an effective course of action~~

~~Direct the maintenance of a variety of reports, records and files related to assigned activities~~

EDUCATION AND EXPERIENCE:

~~Graduation Possession of a bachelor's degree~~ from an accredited four-year college or university ~~with a bachelor's degree. A bachelor's degree~~ in urban and regional planning, architecture, landscape architecture, geography, natural resources management, environmental, physical or life science, engineering, architecture, construction management, or a closely related field ~~is preferred.~~

In addition, six years of ~~increasingly progressively~~ responsible experience in the development and implementation of planning or building programs, projects, and services, including two years in a supervisory position.

LICENSES AND CERTIFICATES:

Certain positions within this classification may require driving. Positions that require driving as an essential job function will be communicated in the job posting. When driving is an essential function of the position, a valid California driver's license will be required at the time of appointment and must be maintained throughout employment.

~~A valid driver license is required at the time of application. A valid CALIFORNIA driver license is required at the time of appointment and must be maintained throughout employment.~~

Additional Requirements for positions serving as the County's Chief Building Official:

1 Possession of a valid Certificate as a Certified Building Inspector, Plans Examiner, or Building Official; or
2 State registration as an architect or civil or structural engineer; or a contractor's license is required at
3 the time of application and must be maintained throughout employment.
4

5 **SPECIAL SUBCLASS RECRUITMENT:**
6

7 ~~Recruitments for this classification may be conducted according to the special divisions or~~
8 ~~programs in which the vacancy exists and the requirements of the position.~~

9 This class specification generally describes the duties and responsibilities characteristic of the position(s)
10 within this class. -The duties of a particular position within a multi-position class may vary from the
11 duties of other positions within the class.- Accordingly, the essential functions of a particular position
12 (whether it be a multi-position class or a single-position class) will be identified and used by medical
13 examiners and hiring authorities in the selection process.- If you have any questions regarding the duties
14 or the working conditions of the position, please contact the Human Resources Department at
15 805.781.5959.
16

17 ~~This class specification generally describes the duties and responsibilities characteristic of the~~
18 ~~position(s) within this class. The duties of a particular position within a multi position class may vary~~
19 ~~from the duties of other positions within the class. Accordingly, the essential functions of a particular~~
20 ~~position (whether it be a multi position class or a single position class) will be identified and used by~~
21 ~~medical examiners and hiring authorities in the selection process. If you have any questions regarding~~
22 ~~the duties or the working conditions of the position, please contact the Human Resources Department~~
23 ~~at 805.781.5959.~~
24

25 Adopted: 04-01-15
26 BOS Approved: 04-07-15
27 Revised: 04-02-18
28 07-24-24

1 **HUMAN RESOURCES DEPARTMENT**

2 **County of San Luis Obispo**

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DEPUTY DIRECTOR – PLANNING & BUILDING

5

6 **DEFINITION:**

7 Under direction, plans, organizes, controls, and directs the operations, activities, and services of a major
8 organizational segment of the Planning & Building Department; coordinates and directs staff, resources,
9 projects, and communications to meet County needs and ensure smooth and efficient organizational
10 activities; and supervises and evaluates the performance of assigned staff.

11

12 **DISTINGUISHING CHARACTERISTICS:**

13 The Deputy Director – Planning & Building is distinguished from the Division Manager – Planning in that
14 the latter manages and directs the operations and activities of an assigned division or major function
15 under executive direction, with responsibility for program implementation, direct supervision of staff,
16 and ensuring compliance with established laws, codes, and policies, while the Deputy Director – Planning
17 & Building directs a major organizational segment of the department with responsibility for department-
18 wide program oversight, policy development, organizational performance, and supervision of
19 management-level staff.

20

21 The Deputy Director overseeing the Building division(s) also serves as the County’s Chief Building Officer.

22

23 **TYPICAL TASKS AND REPRESENTATIVE DUTIES:**

24 (Not in order of importance)

- 25 • Plans, organizes, controls, and directs the operations, activities, and services of a major
26 organizational segment of the Planning & Building Department, such as the Planning division or
27 the Building division.
- 28 • Supervises, mentors, and evaluates the performance of assigned staff, including management-
29 level staff; leads organizational planning related to staffing and workforce development; makes

1 final decisions on personnel actions; ensures alignment of operations with strategic goals,
2 regulatory requirements, and performance metrics.

- 3 • Maintains updated knowledge of laws, codes, ordinances, regulations, and pending legislation
4 related to assigned functions and activities; modifies programs, functions, and procedures to
5 ensure compliance with local, state, and federal requirements as appropriate.
- 6 • Monitors and analyzes services, programs, activities, and functions for financial effectiveness and
7 operational efficiency; responds to administrative input concerning organizational needs; directs
8 the development and implementation of policies, procedures, and programs to enhance the
9 financial effectiveness and operational efficiency of services, programs, activities, and functions.
- 10 • Participates in the development, preparation, and presentation of annual budgets for assigned
11 functions; analyzes and reviews budgetary and financial data; controls and authorizes
12 expenditures in accordance with established limitations; provides recommendations concerning
13 fees, taxes, and assessments as requested.
- 14 • Communicates with administrators, staff, outside organizations, and advisory committees to
15 exchange information, coordinate activities and programs, and resolve issues or concerns; meets
16 with elected officials, individually or as a governing board, to review and discuss issues and
17 recommendations in a clear and organized manner; communicates with news media concerning
18 assigned division issues; attends and conducts a variety of meetings that may include evening
19 events and out-of-county locations as assigned.
- 20 • May serve as, or designate, the Environmental Coordinator; make environmental determinations
21 and recommendations; manage the environmental review process; and review environmental
22 documents submitted to and from local, county, state, and/or federal agencies.
- 23 • May serve as the County Building Official: acts as final arbiter for the County in rendering
24 interpretations of construction codes; directs the resolution of conflicts and issues related to
25 construction regulations; represents the County at the Construction and Accessibility Appeals
26 Boards; represents the Department of Planning & Building at various groups, boards,
27 commissions, and other functions as directed.
- 28 • May act for the Director in their absence or as directed.
- 29 • Performs other related duties as assigned.

1 **EMPLOYMENT STANDARDS:**

2 **Knowledge of:**

- 3 • Modern office practices and procedures
- 4 • Planning, organization, and direction of the operations, activities, and services of a major
5 organizational segment of a planning and/or building department
- 6 • Terminology, concepts, methods, and procedures involved in the management of planning or
7 building functions
- 8 • Applicable local, state, and federal laws, codes, ordinances, regulations, policies, and procedures
- 9 • Principles and best practices of governmental budget preparation and control
- 10 • Effective verbal and written communication and interpersonal skills
- 11 • Applicable local, state, and federal rules, regulations, and laws
- 12 • Principles, practices, and procedures of supervision, leadership, mentoring, training, team
13 dynamics, and team building

14

15 **Ability to:**

- 16 • Plan, organize, control, and direct the operations, activities, and services of a major
17 organizational segment of the Planning & Building Department
- 18 • Monitor, analyze, and modify policies, procedures, and programs to enhance the financial
19 effectiveness and operational efficiency of services, programs, activities, and functions
- 20 • Provide consultation and technical expertise concerning the operations, activities, and services
21 of assigned organizational segment
- 22 • Direct the maintenance of a variety of reports, records, and files related to assigned activities
- 23 • Represent the Planning & Building Department with integrity and professionalism in all public
24 interactions
- 25 • Collaborate effectively with community partners, government agencies, and other stakeholders
- 26 • Understand, evaluate, and apply laws, codes, rules, regulations, policies, and procedures
- 27 • Utilize computer software including those applications specific to the department, division,
28 and/or program
- 29 • Promote an organized, professional, and safety-conscious work environment
- 30 • Communicate effectively verbally and in writing to a diverse population of individuals and groups

- Foster effective and positive working relationships with individuals from diverse perspectives by demonstrating strong interpersonal skills, including active listening, effective communication, advisory expertise, mediation, conflict resolution, and consensus building

EDUCATION AND EXPERIENCE:

Possession of a bachelor's degree from an accredited four-year college or university in urban and regional planning, architecture, landscape architecture, geography, natural resources management, environmental, physical or life science, engineering, architecture, construction management, or a closely related field. In addition, six years of progressively responsible experience in the development and implementation of planning or building programs, projects, and services, including two years in a supervisory position.

LICENSES AND CERTIFICATES:

Certain positions within this classification may require driving. Positions that require driving as an essential job function will be communicated in the job posting. When driving is an essential function of the position, a valid California driver's license will be required at the time of appointment and must be maintained throughout employment.

Additional Requirements for positions serving as the County's Chief Building Official:

Possession of a valid Certificate as a Certified Building Inspector, Plans Examiner, or Building Official; or state registration as an architect or civil or structural engineer; or a contractor's license is required at the time of application and must be maintained throughout employment.

SPECIAL SUBCLASS RECRUITMENT:

This class specification generally describes the duties and responsibilities characteristic of the position(s) within this class. The duties of a particular position within a multi-position class may vary from the duties of other positions within the class. Accordingly, the essential functions of a particular position (whether it be a multi-position class or a single-position class) will be identified and used by medical examiners

1 and hiring authorities in the selection process. If you have any questions regarding the duties or the
2 working conditions of the position, please contact the Human Resources Department at 805.781.5959.

3

4 Adopted: 04-01-15

5 BOS Approved: 04-07-15

6 Revised: 04-02-18

7 07-24-24

DRAFT

1 **HUMAN RESOURCES DEPARTMENT**

2 **San Luis Obispo County**

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4
5 **DIVISION MANAGER - PLANNING**

6
7 **DEFINITION:**

8 Under direction, plans, organizes, and directs the operations and activities of an assigned division or major
9 function; coordinates and directs communications, information, and personnel to meet County needs and
10 ~~en~~assure smooth and efficient division or function activities; ~~and~~ supervises and evaluates the
11 performance of assigned ~~personnel~~staff; ~~and does other related work as required.~~

12
13 **DISTINGUISHING CHARACTERSTICS:**

14 ~~The Division Manager – Planning is distinguished from the Deputy Director – Planning & Building in that~~
15 ~~the latter directs a major organizational segment of the department with responsibility for department-~~
16 ~~wide program oversight, policy development, organizational performance, and supervision of~~
17 ~~management-level staff, while the Division Manager – Planning manages and directs the operations and~~
18 ~~activities of an assigned division or major function under executive direction, with responsibility for~~
19 ~~program implementation, direct supervision of staff, and ensuring compliance with established laws,~~
20 ~~codes, and policies.~~

21
22 **TYPICAL TASKS AND REPRESENTATIVE DUTIES:**

23 (Not in order of importance)

- 24
25 • ~~Plans, organizes, and directs~~ the operations and activities of an assigned division or major function
26 ~~within the Department of Planning & Building, such as current planning, public information and~~
27 ~~technology and or~~ long-range planning; ~~en~~assure programs, projects, and activities comply with
28 established laws, codes, ordinances, regulations, policies, and procedures.

29 •

- 1 • Supervises, mentors, and evaluates the performance of assigned staff; interviews and selects
2 employees; recommends appointments, reassignments, and disciplinary actions; assigns and
3 reviews work for accuracy, completeness, and compliance with policies and performance standards.
- 4 ~~• Supervise and evaluate the performance of assigned personnel; interview and select employees;~~
5 ~~recommend transfers, reassignment, termination and disciplinary actions; coordinate subordinate~~
6 ~~work assignments and review work to assure compliance with established standards, requirements~~
7 ~~and procedures; oversee the development and implementation of training functions.~~
- 8
- 9 • Establishes and maintains a division's or major function's, program and/or project timelines and
10 priorities as assigned; estimates time, ~~staff, personnel~~ and resource requirements for projects,
11 operations, and activities; calculates and prepares cost estimates; monitors progress of projects
12 and modifies activities to meet established objectives and timelines as appropriate; reviews
13 completed projects to en assure proper quality control.
- 14 •
- 15 • Provides consultation to County ~~personnel~~ staff, outside agencies, and the public concerning
16 assigned division or function operations and activities; responds to inquiries and, resolves issues
17 and conflicts related to assigned area; ~~and~~ provides detailed and technical information concerning
18 related laws, codes, plans, ordinances, regulations, policies, and proceduress.
- 19 ~~• ; a~~ Assists in the formulation and development of policies, procedures, strategic plans, and
20 programs; participates in the preparation and administration of adopted County plans and
21 ordinances relevant to assigned area.
- 22 •
- 23 • Directs the preparation and distribution of correspondence, staff reports, and informational
24 materials related to assigned area functions; reviews and evaluates documents submitted by
25 governmental agencies and outside organizations concerning compliance requirements; oversees
26 permit processing and issuing related to assigned division or function as directed.
- 27 •
- 28 • Participates in the development, preparation, and monitoring of the annual budget for assigned
29 division or function; analyzes and reviews budgetary and financial data; controls and authorizes
30 expenditures in accordance with established limitations.
- 31 •

- Attends and conducts a variety of meetings as assigned; represents the Department at various groups, commissions, boards, committees, hearings, conferences, and other outside functions as directed; prepares and delivers ~~oral~~ presentations; serves as Hearing Officer for Planning Department hearings or on the Subdivision Review Board for items such as minor use permits, lot-line adjustments, road names, and administrative fine appeals.
- May serve as the Environmental Coordinator as directed; make environmental determinations and recommendations; manage the environmental review process; and review environmental documents submitted to and from local, county, state, and/or federal agencies.
- Performs other related duties as assigned.

EMPLOYMENT STANDARDS:

Knowledge of:

- Modern office practices and procedures
- Management of operations and activities of ~~an~~ assigned division or major function
- Current legislation affecting assigned division
- Applicable codes, ordinances, requirements, regulations, and safety precautions affecting assigned division area
- Current County requirements for assigned division, functions, programs, and projects
- Practices, procedures, standards, and techniques involved in ensuring County compliance with established requirements
- Scheduling and quality control for inspection activities
- ~~Current applicable County and State laws, codes, regulations, policies and procedures affecting assigned division~~
- Practices and procedures involved in the investigation and resolution of issues and disputes related to planning, land-use, inspection, environmental, construction, enforcement, and /or ~~permits issues and disputes~~
- Principles and best practices of governmental budget preparation and control
- ~~Principles and practices of administration, supervision and training~~ Effective verbal and written communication and interpersonal skills
- Applicable local, state, and federal rules, regulations, and laws

- Principles, practices, and procedures of supervision, leadership, mentoring, training, team dynamics, and team building
- ~~—~~
- ~~Oral and written communication skills~~
- ~~Interpersonal skills using tact, patience and courtesy~~
- ~~Technical aspects of field of specialty~~
- ~~Basic public relations techniques~~

Ability to:

- Plan, organize, and direct the operations and activities of an assigned division or major function
- ~~Direct~~ Oversee the maintenance of a variety of reports, records, and files related to assigned activities
- ~~—~~
- Coordinate and direct communications, information, and personnel staff to meet County needs and assure smooth and efficient division or function activities
- ~~Supervise and evaluate the performance of assigned personnel~~
- ~~Interpret~~ Understand, evaluate, and apply, ~~explain and assure compliance with applicable~~ laws, codes, ordinances, rules, regulations, policies, and procedures
- Collaborate and consult with others in the development and implementation of division or function programs, projects, policies, procedures, goals, and objectives
- Oversee the investigation and timely resolution of planning, land-use, environmental, construction, inspection, enforcement, and permit issues and disputes as directed
- Utilize computer software including those applications specific to the department, division, and/or program
- Promote an organized, professional, and safety-conscious work environment
- Communicate effectively verbally and in writing to a diverse population of individuals and groups
- Foster effective and positive working relationships with individuals from diverse perspectives by demonstrating strong interpersonal skills, including active listening, effective communication, advisory expertise, mediation, conflict resolution, and consensus building

~~Communicate effectively both orally and in writing~~

- ~~Establish and maintain cooperative and effective working relationships with others~~

- ~~• Operate a computer and assigned office equipment~~
- ~~• Analyze situations accurately and adopt an effective course of action~~
- ~~• Direct the maintenance of a variety of reports, records and files related to assigned activities~~

EDUCATION AND EXPERIENCE:

A combination of education, training, and experience resulting in the required knowledge, skills, and abilities. An example of qualifying education and experience includes:

~~Graduation Possession of a bachelor's degree~~ from an accredited four-year college or university ~~with a bachelor's degree~~ in urban and regional planning, architecture, landscape architecture, geography, natural resources management, environmental, physical, or life science, or a closely related field. In addition, five years of progressively responsible experience in urban and regional planning or environmental review and analysis, including two years ~~of which were~~ in a supervisory position.

LICENSES AND CERTIFICATES:

~~Certain positions within this classification may require driving. Positions that require driving as an essential job function will be communicated in the job posting. When driving is an essential function of the position, a valid California driver's license will be required at the time of appointment and must be maintained throughout employment.~~

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

SPECIAL SUBCLASS RECRUITMENT:

This class specification generally describes the duties and responsibilities characteristic of the position(s) within this class. The duties of a particular position within a multi-position class may vary from the duties of other positions within the class. Accordingly, the essential functions of a particular position (whether it be a multi-position class or a single-position class) will be identified and used by medical examiners and hiring authorities in the selection process. If you have any questions regarding the duties or the working conditions of the position, please contact the Human Resources Personnel Department at (805) 781-5959.

1 BOS Approved: 06-22-04

2 Revised: 07-24-24

DRAFT

1 **HUMAN RESOURCES DEPARTMENT**

2 **San Luis Obispo County**

3
4
5 **DIVISION MANAGER - PLANNING**

6
7 **DEFINITION:**

8 Under direction, plans, organizes, and directs the operations and activities of an assigned division or major
9 function; coordinates and directs communications, information, and personnel to meet County needs and
10 ensure smooth and efficient division or function activities; and supervises and evaluates the performance
11 of assigned staff.

12
13 **DISTINGUISHING CHARACTERSTICS:**

14 The Division Manager – Planning is distinguished from the Deputy Director – Planning & Building in that
15 the latter directs a major organizational segment of the department with responsibility for department-
16 wide program oversight, policy development, organizational performance, and supervision of
17 management-level staff, while the Division Manager – Planning manages and directs the operations and
18 activities of an assigned division or major function under executive direction, with responsibility for
19 program implementation, direct supervision of staff, and ensuring compliance with established laws,
20 codes, and policies.

21
22 **TYPICAL TASKS AND REPRESENTATIVE DUTIES:**

23 (Not in order of importance)

- 24
- 25 • Plans, organizes, and directs the operations and activities of an assigned division or major function
26 within the Department of Planning & Building, such as current planning or long-range planning;
27 ensure programs, projects, and activities comply with established laws, codes, ordinances,
28 regulations, policies, and procedures.
 - 29 • Supervises, mentors, and evaluates the performance of assigned staff; interviews and selects
30 employees; recommends appointments, reassignments, and disciplinary actions; assigns and
reviews work for accuracy, completeness, and compliance with policies and performance standards.

- 1 • Establishes and maintains a division's or major function's program and/or project timelines and
2 priorities as assigned; estimates time, staff, and resource requirements for projects, operations, and
3 activities; calculates and prepares cost estimates; monitors progress of projects and modifies
4 activities to meet established objectives and timelines as appropriate; reviews completed projects
5 to ensure proper quality control.
- 6 • Provides consultation to County staff, outside agencies, and the public concerning assigned division
7 or function operations and activities; responds to inquiries and resolves issues and conflicts related
8 to assigned area; provides detailed and technical information concerning related laws, codes, plans,
9 ordinances, regulations, policies, and procedures.
- 10 • Assists in the formulation and development of policies, procedures, strategic plans, and programs;
11 participates in the preparation and administration of adopted County plans and ordinances relevant
12 to assigned area.
- 13 • Directs the preparation and distribution of correspondence, staff reports, and informational
14 materials related to assigned area; reviews and evaluates documents submitted by governmental
15 agencies and outside organizations concerning compliance requirements; oversees permit
16 processing and issuing related to assigned division or function as directed.
- 17 • Participates in the development, preparation, and monitoring of the annual budget for assigned
18 division or function; analyzes and reviews budgetary and financial data; controls and authorizes
19 expenditures in accordance with established limitations.
- 20 • Attends and conducts a variety of meetings as assigned; represents the Department at various
21 groups, commissions, boards, committees, hearings, conferences, and other outside functions as
22 directed; prepares and delivers presentations; serves as Hearing Officer for Planning Department
23 hearings or on the Subdivision Review Board for items such as minor use permits, lot-line
24 adjustments, road names, and administrative fine appeals.
- 25 • May serve as the Environmental Coordinator as directed; make environmental determinations and
26 recommendations; manage the environmental review process; and review environmental
27 documents submitted to and from local, county, state, and/or federal agencies.
- 28 • Performs other related duties as assigned.

29
30 **EMPLOYMENT STANDARDS:**

31 **Knowledge of:**

- 32 • Modern office practices and procedures

- 1 • Management of operations and activities of assigned division or major function
- 2 • Current legislation affecting assigned division
- 3 • Applicable codes, ordinances, requirements, regulations, and safety precautions affecting assigned
- 4 area
- 5 • Current County requirements for assigned division, functions, programs, and projects
- 6 • Practices, procedures, standards, and techniques involved in ensuring County compliance with
- 7 established requirements
- 8 • Scheduling and quality control for inspection activities
- 9 • Practices and procedures involved in the investigation and resolution of issues and disputes related
- 10 to planning, land-use, inspection, environmental, construction, enforcement, and/or permits
- 11 • Principles and best practices of governmental budget preparation and control
- 12 • Effective verbal and written communication and interpersonal skills
- 13 • Applicable local, state, and federal rules, regulations, and laws
- 14 • Principles, practices, and procedures of supervision, leadership, mentoring, training, team
- 15 dynamics, and team building

16
17 **Ability to:**

- 18 • Plan, organize, and direct the operations and activities of an assigned division or major function
- 19 • Oversee the maintenance of a variety of reports, records, and files related to assigned activities
- 20 • Coordinate and direct communications, information, and staff to meet County needs and assure
- 21 smooth and efficient division or function activities
- 22 • Understand, evaluate, and apply laws, codes, ordinances, rules, regulations, policies, and
- 23 procedures
- 24 • Collaborate and consult with others in the development and implementation of division or function
- 25 programs, projects, policies, procedures, goals, and objectives
- 26 • Oversee the investigation and timely resolution of planning, land-use, environmental, construction,
- 27 inspection, enforcement, and permit issues and disputes as directed
- 28 • Utilize computer software including those applications specific to the department, division, and/or
- 29 program
- 30 • Promote an organized, professional, and safety-conscious work environment
- 31 • Communicate effectively verbally and in writing to a diverse population of individuals and groups

- Foster effective and positive working relationships with individuals from diverse perspectives by demonstrating strong interpersonal skills, including active listening, effective communication, advisory expertise, mediation, conflict resolution, and consensus building

EDUCATION AND EXPERIENCE:

A combination of education, training, and experience resulting in the required knowledge, skills, and abilities. An example of qualifying education and experience includes:

Possession of a bachelor's degree from an accredited four-year college or university in urban and regional planning, architecture, landscape architecture, geography, natural resources management, environmental, physical, or life science, or a closely related field. In addition, five years of progressively responsible experience in urban and regional planning or environmental review and analysis, including two years in a supervisory position.

LICENSES AND CERTIFICATES:

Certain positions within this classification may require driving. Positions that require driving as an essential job function will be communicated in the job posting. When driving is an essential function of the position, a valid California driver's license will be required at the time of appointment and must be maintained throughout employment.

SPECIAL SUBCLASS RECRUITMENT:

This class specification generally describes the duties and responsibilities characteristic of the position(s) within this class. The duties of a particular position within a multi-position class may vary from the duties of other positions within the class. Accordingly, the essential functions of a particular position (whether it be a multi-position class or a single-position class) will be identified and used by medical examiners and hiring authorities in the selection process. If you have any questions regarding the duties or the working conditions of the position, please contact the Human Resources Department at (805) 781-5959.

Adopted: 04-28-04

BOS Approved: 06-22-04

Revised: 07-24-24

HUMAN RESOURCES DEPARTMENT
San Luis Obispo County

ENVIRONMENTAL COORDINATOR

DEFINITION:

Subject to administrative direction, plans, manages and coordinates the Environmental Division of the Department of Planning and Building; and does other related work as required. This position is at a similar organizational level as the Assistant Planning Director and performs and manages a variety of programs in the Environmental Division of the Department; assists in the overall administration of the Department, coordinates Division activities, acts for the Director of Planning and Building as assigned, and does other related work as required.

TYPICAL TASKS:

Coordinates the environmental and land use review process for categorically exempt, ministerial, emergency and discretionary projects, and works with a variety of expert consultants in specialized environmental disciplines; reviews proposed public and private projects including land use, subdivision, zoning, and energy projects, and makes recommendations as to whether or not they may have significant effect on the environment; prepares and files Negative Declarations with the County Clerk; works with applicants and consultants; comment on other agencies environmental documents; coordinates the hiring of consultants and the preparation of EIRs; determines fees according to estimated costs sufficient to defray the expenses of preparing an EIR; reviews draft reports and adds comments and rebuttals received in the review and hearing process; files notices of completion of draft EIRs with the State Secretary of Resources; makes copies of draft reports available to the public, and gives notice of completion and availability by press release to the media within the county; presents final EIRs to decision-making groups at public hearings; files final decisions as to approval or denial of projects with the County Clerk; implements federal and state and local environmental laws and policies; trains, directs and evaluates staff; prepares and monitors budgets and work programs; resolves difficult environmental and planning problems.

EMPLOYMENT STANDARDS:

Knowledge of:

Principles and practices of environmental planning and public administration with special reference to program management; federal, state and county policies, regulations and laws concerned with environmental quality and protection (including CEQA); broad familiarity with the fundamental concepts of the physical and natural sciences as they interact with public decision-making.

Ability to:

Collect, interpret and evaluate environmental data from a variety of sources; develop sound recommendations; coordinate and participate effectively with groups and agencies to gain cooperation in managing an environmental review process; speak and write effectively; establish and maintain effective relations with professionals of various disciplines, applicants for proposed projects, and the general public; supervise the work of others; maintain records and prepare budget; maintain a current knowledge of environmental law and understand its effect on local government.

EDUCATION/EXPERIENCE:

Graduation from an accredited institution with a bachelor's degree in either environmental, physical or life science, natural resources management or a closely related field. (Job related experience may substitute for the required education on a year-for-year basis.) AND Six years of professional experience in environmental planning, review and analysis. Three of the years shall have been directly related to environmental analysis and a minimum of two shall have been in a supervisory capacity. (A state approved specialized professional license or certification OR master's degree or bachelor degrees in two fields such as in life science and

environmental planning is desirable and may substitute for one year of experience.

LICENSE:

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

This class specification generally describes the duties and responsibilities characteristic of the position(s) within this class. The duties of a particular position within a multi-position class may vary from the duties of other positions within the class. Accordingly, the essential functions of a particular position (whether it be a multi-position class or a single-position class) will be identified and used by medical examiners and hiring authorities in the selection process. If you have any questions regarding the duties or the working conditions of the position, please contact the Personnel Department at (805) 781-5959.

Adopted: 07-18-73
Revised: 04-28-99

Planning & Building Department Organizational Chart: Planning Division

