



Date: November 18, 2020
To: Civil Service Commission
From: Sylvana Tamura, Personnel Analyst
Subject: REQUEST TO APPROVE REVISED CLASSIFICATION SPECIFICATION -
PLANNER I-V

On November 5, 2020, correspondence was received from Fred Verdugo, Acting Director of Human Resources Department requesting the Civil Service Commission approval of the revised classification specification for Planner I-V. Staff has reviewed this request and recommends the approval of the revisions to the classification specification, in accordance with Article XI, Section 1101 (d) of the City Charter.

Facts for Consideration:

- The classification of Planner I-V can be found solely in the Development Services Department. In addition this classification has not been revised since the consolidation of the Assistant Planner and Planner classifications into the current Planner I-V classification specification Adopted on October 31, 2001.
- The proposed changes to the Planner I-V class specification are as follows:
 - **Distinguished Characteristics:** Updated with current range of duties and responsibilities in conjunction with industry standards and in connection with the career ladder to the Planner series. Removed outdated references that have since been automated and streamlined with core duties of entry level planning.
 - **Minimum Qualifications (Requirements to file) Section:** Removed the language to substitute experience for education on a year for year basis. Based on the discussions with International Association of Machinists and Aerospace Workers (IAMAW), Human Resources Department, and the Civil Service staff as well as the review of our benchmark agencies, it was determined that the minimum qualifications for the Planner classification is a Bachelor's degree from an accredited college or university. Hence, we removed the substitution to remain competitive and attract talent.

- Removed the requirement to have a motor vehicle operator's license. This position does not require the ability to drive while performing duties of the classification.
- Staff worked with the Development Services Department and Human Resources Department on the proposed changes to the Planner I-V specification.

- Staff completed its meet and confer obligation on October 23, 2020 with International Association of Machinists and Aerospace Workers (IAMAW) regarding the proposed changes.

Development Services Department, International Association of Machinists and Aerospace Workers (IAMAW) Representatives, and the Human Resources Department have been informed that this request is on the Civil Service Commission Agenda this week. Representatives from the Development Services Department and the Human Resources Department will be present to respond to any questions from the Civil Service Commission.

Date: November 5, 2020

To: Civil Service Commission

From: Fred Verdugo, Acting Director of Human Resources



Subject: **CLASSIFICATION SPECIFICATION UPDATE – PLANNER I - V**

Attached for your consideration is an update to the Planner I - V Classification Specification. The Development Services department identified a need to update the classification specification to maintain consistency with recent Civil Service job bulletins. The requirement for years of experience in professional or paraprofessional planning was added to correlate with the grade level of Planner II - V. In addition, Planner II – IV require an AICP (American Institute of Certified Planners) certification, or Master's degree in Urban Planning or closely related field from an accredited institution, may be substituted for one (1) year of required experience.

Human Resources staff worked with Civil Service and the Development Services department to complete the meet and confer process. Having completed the meet and confer obligation with the pertinent association, we are now requesting that the Commission adopt the Planner I - V classification specification changes as outlined for your review and approval.

Should you have any questions regarding this item, please contact Khristina Coston, Human Resources Officer at (562) 570-6440.

FV:KC:VK

Attachments

Planner I - V Classification Specification.

cc: Dana Anderson, Acting Deputy Human Resources Director
Khristina Coston, Human Resources Officer

TITLE: PLANNER I - V

DEFINITION: Under supervision, performs increasingly complex and responsible specialized, professional and technical planning work in the development and implementation of current, long range, community and environmental goals as governed by planning ordinances and development relating to municipal planning, environmental review, and redevelopment and housing.

DISTINGUISHING CHARACTERISTICS:

Grade Level I - Under immediate supervision, performs entry level planning work and develops solutions to problems. Trains with senior planning staff and answers routine technical questions

Grade Level II - Under general supervision, performs technical planning work which may include: participating in land use studies; garnering public input and working with community groups; reviewing moderately complicated development plans and proposals; authoring moderately complicated environmental documents; and participating in the development of land use plans and regulations.

Requires two (2) years of experience in professional or paraprofessional planning. An AICP (American Institute of Certified Planners) certification, or Master's degree in Urban Planning or closely related field from an accredited institution, may be substituted for one (1) year of required experience.

Grade Level III - Under general direction, performs specialized technical planning work which may include: performing land use studies; garnering public input and working with community groups; reviewing development plans and proposals; serving as a project manager; authoring environmental documents; and developing land use plans and regulations.

Requires a minimum of three (3) years of experience in professional planning. An AICP (American Institute of Certified Planners) certification, or Master's degree in Urban Planning or closely related field from an accredited institution, may be substituted for one (1) year of required experience.

Grade Level IV- Under minimal supervision, performs technical planning work which may include: developing and performing land use studies; garnering public input and working with community groups; reviewing complex development plans and proposals; serving as a project manager;

authoring and explaining more complex environmental documents; developing land use plans and regulations; providing technical advice to management; and acting as lead on special planning projects. May train junior planning staff and supervise the work of consultants.

Requires a minimum of four (4) years of experience in professional planning. An AICP (American Institute of Certified Planners) certification, or Master's degree in Urban Planning or closely related field from an accredited institution, may be substituted for one (1) year of required experience.

Grade Level V - Under broad guidelines, provides highly specialized technical advice and makes recommendations to management and City officers on interpretation of and changes to planning policies, procedures, guidelines and regulations. In addition to the duties described for Grade IV, a Grade V will represent management in an official planning capacity (e.g., act as a hearing officer), supervise other planners, review and edit the work of other planners and consultants, on a regular basis. Grade V designs, administers and evaluates public engagement efforts consistent with the broad policy direction provided by management.

Requires a minimum of six (6) years of experience in professional planning.

EXAMPLES OF DUTIES:

- May review complex applications and development plans for compliance with applicable guidelines and regulations;
- May work with other departments, agencies, and the public to formulate and implement the City plan;
- May make findings and recommendations on - municipal planning, environmental review, and redevelopment and housing;
- May conduct code enforcement field studies, investigations, and compliance actions;
- May answer technical planning questions from the public and other governmental agencies;
- May interpret and explain City policies, plans, procedures, and regulations to the public;
- May research, collect and analyze demographic, social, economic, geographic, and environmental data and write reports making recommendations to management;
- May organize and conduct community meetings;
- May formulate and participate in community outreach efforts;

- May make presentations to the Planning Commission, City Council and other agencies, commissions, and groups;
- May represent the Planning Bureau before outside agencies and groups;
- May prepare additions and amendments to Master Plans (i.e. Long Beach General Plan and Port Master Plan), and ordinances and resolutions implementing those plan;
- May prepare and circulate environmental documents in conformance with State and Federal statutes;
- May act as Zoning Administrative Hearing Officer or management representative at various staff/management meetings;
- May act in lead or supervisory capacity;
- Performs other related duties as assigned.

MINIMUM QUALIFICATIONS:

Graduation from an accredited four-year college or university with a bachelor's degree in Urban Planning, Architecture, Landscape Architecture, Geography, Civil Engineering, Public Administration or closely related field.

- Ability to work evenings, weekends, and holidays as needed.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of principles, practices and trends of public planning or in the specialty area to which assigned to;
- Knowledge of research methods, practices, and procedures of data collection and analyzing data;
- Knowledge of office procedures, methods, equipment
- Knowledge of English usage, grammar and punctuation;
- Knowledge of federal, state, local laws, codes, and regulations, including the California Redevelopment & Zoning law and California Environmental Quality Act (CEQA);
- Knowledge and understanding of California planning regulations and laws including general planning, zoning, subdivisions, environmental and costal regulations.
- Ability to read, comprehend, interpret, and apply laws, rules, codes, regulations and ordinances;
- Ability to collect, analyze, compile, and arrange technical, statistical, and related information for planning and zoning research;
- Ability to develop clear, concise, and comprehensive studies, reports, and agenda items;
- Ability to present planning studies analyses and reports to boards, commissions and committees;

- Ability to lead, organize, and review the work of professional and technical staff;
- Ability to organize work assignments, set priorities, and meet critical time deadlines;
- Ability to read and understand technical drawings and specifications;
- Ability to understand and follow oral and written instructions;
- Ability to use tact, initiative, prudence, and good judgment within general policies, procedures, and legal guidelines;
- Ability to establish and maintain effective working relationships with a variety of people including City personnel, state, and federal agencies, private organizations and businesses, commissions/committees, members of the public, elected officials, and through effective interpersonal, written, and oral communication skills.

HISTORY:

Assistant Planner ~ Established – 09/01/64

Revised – 08/31/76, 06/18/81, 03/06/84 Grade Level III established 12/24/83 Grade Level III retitled Planner I 07/01/87

Approval/Adoption Dates: 05/10/88 – Human Resources Department
06/15/88 – Civil Service Commission

Planner ~

Established 07/01/87 (Previously Planning Assistant III, Planning Associate and Senior Planner) Approval/Adoption Dates: 05/10/88 – Human Resources Department
06/15/88 – Civil Service Commission

Consolidation of Assistant Planner and Planner ~

Approval/ Adoption Dates: 09/24/01 – Human Resources Department
10/31/01 – Civil Service Commission

Revised: