

City of San José
CLASS SPECIFICATION

TITLE: PLANNER I/II/III FT (4121/4122/4125)
PLANNER II PT (4123)

DEPARTMENT:	ACCOUNTABLE TO:	FLSA STATUS:
PBCE, PRNS, Airport	Planner IV	Non-exempt

CLASS SUMMARY

Performs beginning and journey-level professional planning duties in the fields of long-range planning, current planning, data analysis and related work as required.

DISTINGUISHING CHARACTERISTICS

This is a three-level flexibly staffed class which is the first in the professional planning series. Planner III incumbents may provide training and lead direction to Planner I/II. These flexibly staffed classes differ from that of Planner IV in that an incumbent of the latter class is the full supervisory level manager and has responsibility for formulating and administering City policies or programs relative to the team, program or function to which they are assigned.

QUALIFICATIONS

(These qualifications are typically required. An equivalent combination of education and experience sufficient to satisfactorily perform the duties of the job may be substituted.)

Minimum Qualifications

Education and Experience

- **Planner I:** Bachelor's Degree from an accredited college or university in urban or regional planning, urban design, urban studies, architecture, landscape architecture, urban geography, or environmental studies or a closely related field.
- **Planner II:** Bachelor's Degree from an accredited college or university in urban or regional planning, urban design, urban studies, architecture, landscape architecture, urban geography, or environmental studies or a closely related field and two (2) years of entry-level professional planning experience.
- **Planner III:** Bachelor's Degree from an accredited college or university in urban or regional planning, urban design, urban studies, architecture, landscape architecture, urban geography, or environmental studies or a closely related field and four (4) years of professional planning experience including two (2) years of experience at the City of San Jose Planner II level or equivalent.
 - **Acceptable Substitution (for Planner III):** Master's Degree or sixty (60) semester units of graduate course work from an accredited college or university in urban or regional planning, urban design, urban studies, architecture, landscape architecture, urban geography, or environmental studies or a closely related field can substitute for the two years of professional planning experience equivalent to Planner II.

Licensing Requirements (such as driver's license, certifications, etc.)

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Possession of a valid California driver's license may be required for some assignments.

Other Qualifications

(Incumbents may be required to have different combinations of the listed qualifications, or more specific job-related qualifications depending on the position.)

Minimum Knowledge, Skills and Abilities (Needed at entry into the job in order to perform the essential duties.)

Knowledge of:

- Principles, practices, and purposes of City Planning and current trends in Federal, State, and local planning.
- Nomenclature, symbols, methods, practices, techniques, and instruments used in planning, drafting, mapping, and statistical analysis as applied to land use, transportation and circulation.
- Zoning, subdivisions, planning law, CEQA/NEPA, and general plan studies.
- Organization of local government and concepts of public administration.
- Team leadership, presentation, and project management principles. (at the Planner III level)

Ability to:

- Use computers and software such as Microsoft Office Suite, GIS, graphics/presentation programs, database management programs, and other comparable programs.
- Collect, analyze and interpret data pertaining to planning and zoning projects.
- Carry out complex oral and written instructions and prepare comprehensive and precise oral and written reports.
- Establish and maintain effective working relationships with others.
- Read, interpret and analyze architectural and landscape plans. (at the Planner III level)
- Interpret maps and legal descriptions (at the Planner III level)

Desirable Qualifications (likely to contribute to more successful job performance; can often be learned on the job):

Knowledge of:

- Principles and techniques involved in the development and maintenance of a comprehensive general plan, specific plans, and community plans.
- Accepted practices of local and state laws and regulations relating to municipal planning and zoning.
- Statistics and statistical analysis as applied to land use.
- Team leadership and project management principles.

Ability to:

- Read, interpret and analyze architectural and landscape plans.
- Prepare and interpret maps and legal descriptions.
- Analyze and interpret statistical, economic, and highly technical data pertaining to City planning.
- Speak clearly and effectively before professional, governmental, civic, and business groups.
- Represent the City's interest and coordinate programs with local and regional agencies.

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DUTY NO.	TYPICAL CLASS ESSENTIAL DUTIES: (These duties and estimated frequency are a representative sample; position assignments may vary depending on the business needs of the department.) Duties may include, but are not limited to, the following:	FRE-QUENCY*
1.	Oversees and coordinates land use entitlements including zonings, development permits, administrative permits and other procedures by analysis of projects for conformance with City Policy and Ordinance, meeting and conferring with applicants, preparation of written correspondence, reports and legal documents, oral presentations at community meetings and public hearings and coordination with representatives of other City Departments and outside agencies.	Continuous
2.	Provides information and direction to professionals, developers and the general public concerning the General Plan, Planning related code interpretations such as but not limited to Zoning, Sign, CEQA, Historic Preservation, Planning development policies and guidelines, and status of land development projects.	Frequent
3.	Participates in the review of the General Plan, analyzing land use compatibility issues, economic implications and consistency with other City policies for possible changes to the City's General Plan initiated by staff, the City Council or private individuals.	Frequent
4.	Participates in the preparation of Specific Plans, special studies, land use policies and updates to the City's Planning development codes including the Zoning Ordinance and Sign Ordinance.	Frequent
5.	Conducts research, data management, analysis and reporting in support of other Planning activities. Typical areas addressed include population characteristics, land development patterns, and maintenance of GIS layers and relational databases.	Frequent
6.	Reviews and prepares environmental documents to meet the requirements of the California Environmental Quality Act (CEQA) or other governing environmental regulations. Includes the analysis of potential environmental impacts associated with a project, review of technical reports prepared by environmental consultants, research of regulatory and technical issues and other analytical work.	Occasional
7.	Prepares and delivers oral and written reports and recommendations on land use decisions at staff meetings, community meetings and public hearings. Prepares supporting visual presentation materials utilizing a variety of computerized and non-computerized presentation techniques.	Occasional
8.	Performs record keeping activities including the creation and maintenance of computerized tracking databases such as the Application Management and Data Automation (AMANDA) system.	Occasional
9.	Performs other duties of a similar nature or level.	As Required

*Frequency defined as %, (totaling 100%) *or* "Continuous" (daily or approximately 20%+), "Frequent"(weekly or approximately 15%+), "Occasional"(monthly or approximately 10%+), "As Required"(Intermittent or 5% or less)

CLASSIFICATION HISTORY Created 2/80; Rev 7/80, 1/89, 8/90, 11/03, 11/14; s003