

**City of San José  
CLASS SPECIFICATION**

**TITLE: Planning Technician (4111)  
Planning Technician PT (4112)**

<b>CLASS CODE:</b> 4111/4112		
<b>DEPARTMENT:</b>	<b>ACCOUNTABLE TO:</b>	<b>FLSA STATUS:</b> Non-exempt
<b>PBCE</b>	<b>Varies</b>	

**CLASS SUMMARY:**

Performs a variety of sub-professional field and office work of routine difficulty in the collection and presentation of planning data. May perform related work as required.

**DISTINGUISHING CHARACTERISTICS: (Level in the series and how distinguished from the other levels; other unique characteristics of the job such as a requirement to work weekends)**

Under close supervision, an incumbent of this class is responsible for providing skilled assistance to professional planning staff by participating in the field collection of factual information of existing conditions relating to land use and resources, and presenting that information in an organized form, and also participating in the preparation of reports, plans, maps, tables and similar materials. This is a single class series.

**QUALIFICATIONS**

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

**Education and Experience:**

Completion of high school, General Educational Development (G.E.D.) Certificate, or California Proficiency Certificate and either (1) two years of technical experience using a personal computer to create word processing documents, computer graphics, databases, spreadsheets and maps or (2) an Associate degree from an accredited college with an emphasis in a technical field such as computer science, geographic information systems, computer graphics, or architectural drafting with a completed coursework in each of the following software applications: word processing, computer graphics , databases, spreadsheets and maps.

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

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

**Minimum Knowledge, Skills and Abilities (position requirements at entry and depending on area of assignment):**

- Knowledge of a wide variety of professional graphic presentation techniques and layouts in the presentation of tables, charts, diagrams, and illustrations of statistical and written materials.
- Knowledge of cartography including map layout; ability to interpret maps.
- Ability to prepare professional quality maps and graphic presentations.
- Knowledge of fundamental mathematics; ability to perform simple mathematical computations.

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- Knowledge of the techniques of interpreting statistical data by charts and graphs.
- Ability to collect and organize data pertaining to land use and development.
- Ability to prepare simple reports.
- Ability to create word processing documents and computerized databases and spreadsheets.
- Ability to understand and carry out oral and written instructions.
- Ability to establish and maintain effective working relationships with others

**Desirable Knowledge, Skills and Abilities**

- Knowledge of the principles, practices and purposes of municipal planning.
- Ability to prepare a wide variety of graphic presentations of moderate difficulty, including tables, charts, diagrams and illustrations of statistical and written materials.
- Ability to create word processing documents, computerized databases and spreadsheets and maps of moderate difficulty.
- Ability to prepare legal descriptions.
- Knowledge of the techniques of interpreting statistical data by charts and graphs.

<b>DUTY NO.</b>	<b>TYPICAL CLASS ESSENTIAL DUTIES:</b> (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:	<b>FRE-QUENCY (%)</b>
1.	Creates maps, graphic illustrations, zoning and land use studies and other planning materials primarily using computers, but may include manual graphic and drafting techniques.	25
2.	Creates and maintains word processing documents, databases and spreadsheets, and geographically based information in map and database form.	20
3.	Gathers specified factual data in the field to ascertain the present use of the land and the location of structures in areas under study; submits data in organized form to professional staff members for review and analysis.	10
4.	Searches official records from other City Departments and outside agencies to obtain such information as the use of property, the location of street systems and property boundaries, population, and value of given land areas.	10

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5.	Works with Planners in analyzing and evaluating factual data, acquires familiarity with and an understanding of the basic principles and practices of municipal planning; assists in the processing of various permits.	10
6.	Indexes and files maps, plans and reports; hangs and arranges maps, diagrams and studies or displays at meetings and hearings.	5
7.	Provides general information to the public.	5
8.	Works with applicants of development permits including application intake, and providing fee information and general zoning and land use information.	5
9.	Assists with the presentation of graphic material at Planning Commission meetings, study sessions and a variety of other staff and public meetings.	5
10.	Assist in the general conduct of Planning Commission hearings and other meetings by providing technical support.	5
11.	Performs other duties of a similar nature or level.	As Required

**PHYSICAL REQUIREMENTS (Check all that apply to performance of the essential duties of the job)**

	Climbing		Kneeling		Crawling
	Balancing		Lifting	x	Reaching
x	Stooping	x	Fingering	x	Standing
x	Talking		Grasping	x	Walking
x	Hearing		Feeling		Pushing
	Crouching				

  x  Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

**CLASSIFICATION HISTORY**

Revised 11/03; s002