

DEPARTMENT: Personnel

BY: Richard J. Benson

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RECOMMENDED ACTION AND JUSTIFICATION:

Approve the elimination of the two 50% permanent part-time Planning Technician allocations, add one full-time Planning Technician allocation in the Planning Department, and amend the minimum qualifications to the Planning Technician job description. Your Board recently approved the two 50% permanent part-time allocations because the incumbent Planning Technician had a medical condition that would only allow her to work no more than 20 hours per week. Shortly thereafter, it was determined that the incumbent could not work that number of hours and was only available on an extra-help basis. It is the desire of the Planning Director to return this Planning Technician allocation to one full-time position and begin the recruitment process to fill it.

To ensure that we attract a larger qualified candidate pool when the position is open for recruitment, a minor change to the minimum qualifications is being recommended. Currently, it appears that the number of candidates in our area that have experience in a planning related field or have general cartographic drafting experience is very small. Adding language that an individual can also have experience in a high public contact setting involving the explanation of procedures and/or regulations to qualify would assure a larger candidate pool.

BACKGROUND AND HISTORY OF BOARD ACTIONS:

In February 2007, the Board approved eliminating one of the full-time Planning Technician allocations, adding two 50% permanent part-time positions, and amending the job description to reflect a substitution clause (experience substituted for the college education).

ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:

If this action is not approved, Personnel will begin recruitment for two 50% permanent part-time positions with the existing minimum qualifications.

Financial Impact? () Yes () No	Current FY Cost: \$	Annual Recurring Cost: \$
Budgeted In Current FY? () Yes () No () Partially Funded		
Amount in Budget: \$ _____		List Attachments, number pages consecutively _____
Additional Funding Needed: \$ _____		Job Description. _____
Source:		
Internal Transfer _____		
Unanticipated Revenue _____ 4/5's vote		
Transfer Between Funds _____ 4/5's vote		
Contingency _____ 4/5's vote		
() General () Other		

CLERK'S USE ONLY:

Res. No.: 07-334 Ord. No. _____
Vote - Ayes: 5 Noes: _____
Absent: _____
Approved
() Minute Order Attached () No Action Necessary

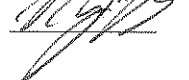
The foregoing instrument is a correct copy of the original on file in this office.

Date: _____
Attest: MARGIE WILLIAMS, Clerk of the Board
County of Mariposa, State of California

By: _____
Deputy

COUNTY ADMINISTRATIVE OFFICER:

Requested Action Recommended
 No Opinion
Comments:

CAO: 

PLANNING TECHNICIAN

DEFINITION

To provide technical staff support of planning, zoning and land use projects; to prepare and maintain cartographic materials; to prepare reports and meeting packets on routine planning applications; and to perform related duties and responsibilities as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Deputy Planning Director and Planning Director.

EXAMPLES OF ESSENTIAL FUNCTIONS

Collects, researches, reviews and organizes field and office data for the development of staff reports, analysis of planning elements, and/or development or modification of current land use policies.

Conducts project site visits to collect pertinent information regarding site conditions.

Performs general cartographic work, including preparing new maps, revising existing maps, and preparing maps and graphics for presentations.

Reviews project plans for completeness, accuracy and compliance with pertinent laws, regulations, codes and ordinances.

Prepares fee estimates for projects.

Reviews building permit applications for completeness, accuracy and compliance with regulations, policies and procedures.

Reviews legal descriptions of properties for accuracy.

Assists in the preparation of Planning Commission packets.

Assists Planners in processing and maintaining project records and reports, and in completing minor projects as assigned.

Receives and responds to public inquiries and requests for assistance at the front counter and over the telephone.

Duplicates maps and other documents for staff and the public as requested; collects and receipts related fees.

Performs general planning support work as required, including preparing reports and correspondence, copying and filing documents, entering and retrieving computer data, sending and receiving faxes, answering the telephone, etc.

Attends training, meetings and workshops as necessary to enhance job knowledge and skills.

EMPLOYMENT STANDARDS

Knowledge of:

Pertinent state and local laws, regulations, codes and ordinances.

County and department policies and procedures.

Basic principles of planning and land use.

Nomenclature, symbols, methods and instruments used in map and drafting work.

Legal documents, property descriptions, deeds, survey data and other source materials pertaining to the preparation and maintenance of maps.

Techniques of graphic illustration.

Computerized drafting software, applications and techniques.

Principles and practices of record-keeping.

Modern office practices and technology, including the use of computers for data and word processing.

English usage, spelling, grammar and punctuation.

Safe work practices.

Ability to:

Understand, interpret and apply local laws, ordinances, requirements and regulations related to planning and mapping activities.

Understand and carry out written and oral instructions.

Demonstrate meticulous drafting skill; prepare and interpret detailed maps, drawings, charts and plans.

Analyze and interpret related legal documents. Locate and read property descriptions.

Compute areas and closures from property descriptions and maps. Make required mathematical calculations rapidly and accurately.

Establish and maintain cooperative working relationships with those contacted in the course of work..

Communicate clearly and concisely, both orally and in writing. Prepare and maintain accurate work records and reports.

Meet the physical requirements necessary to safely and effectively perform assigned duties.

TYPICAL WORKING CONDITIONS

Work is performed in an office and field environment. Incumbent drives on surface streets and may be exposed to traffic and construction hazards, air contaminants, adverse weather conditions, temperature and noise extremes, wetness, fumes, dusts, skin irritants, working at heights.

TYPICAL PHYSICAL REQUIREMENTS

Requires the mobility to work in an office and field environment. Requires the ability to sit at desk for long periods of time and intermittently walk, stand, climb, balance, stoop, kneel, crouch, crawl and reach while performing office duties and/or field work; traverse uneven terrain; lift and/or move objects and materials of up to 25 pounds in weight; perform simple grasping and fine manipulation. Must be able to maintain effective audio-visual discrimination and perception needed for making observations, communicating with others, reading and writing, and operating office and specialized equipment. Must be able to use a telephone to communicate verbally and a keyboard to communicate through written means, to review information and enter/retrieve data, to see and read characters on a computer screen.

MINIMUM QUALIFICATIONS

Experience:

Two years of experience in a planning-related field and/or general cartographic drafting or experience in a high public contact setting involving the explanation of procedures and/or regulations.

Education:

High school diploma or GED equivalency is required. Completion of two years of college with major course work in planning, geography, architecture, economics, environmental studies or a related field.

Substitution:

Additional qualifying experience may be substituted for the college education on a year-for-year basis.

Additional Requirements:

Possession of a valid California driver's license. Under certain circumstances, the Personnel Director may accept a valid driver's license if applicant acknowledges his/her intent to acquire a California driver's license within three months by signing an acknowledgement form.

This class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbents may be expected to perform job-related duties other than those contained in this document.