



# MARIPOSA COUNTY

Human Resources · (209) 742-1379



## **RESOLUTION - ACTION REQUESTED 2018-590**

MEETING: December 11, 2018  
TO: The Board of Supervisors  
FROM: Kimberly Williams, Human Resources Director  
RE: Approve Amendments to Planning Technician Job Description

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### **RECOMMENDATION AND JUSTIFICATION:**

Approve amendments to the Planning Technician job description effective immediately.

The Planning Technician position is currently vacant in the Planning Department and before filling the vacancy, a few changes to the job description are needed. The proposed amendments include removing all reference to performing GIS tasks as well as preparing maps and performing work relating to Williamson Act contracts. GIS tasks are now being performed by staff in GIS Specialist classifications and Planner staff is responsible for preparing maps and working with Williamson Act contracts.

The significant duties of the Planning Technician will be processing transient occupancy facility (vacation rental) permits, a permitting process that has increased significantly over the last two years. The proposed job description reflects this change as well as other changes that were needed because the position has evolved since the job description was last amended in 2008. The minimum qualifications were also amended to remove the reference to cartographic drafting and the requirement to have GIS experience if an incumbent was assigned this work.

### **BACKGROUND AND HISTORY OF BOARD ACTIONS:**

At their meeting of June 17, 2008, the Board of Supervisors approved amendments to the Planning Technician job description to add language that the position will be working with Williamson Act contracts and performing GIS work. From time to time, the Board approves amendments to job descriptions when needed.

### **ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:**

Do not approve as proposed; amend this request as the Board desires and adopt.

### **FINANCIAL IMPACT:**

N/A.

### **ATTACHMENTS:**

**Planning Technician (PDF)**

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**RESULT:** ADOPTED BY CONSENT VOTE [UNANIMOUS]

**MOVER:** Marshall Long, District III Supervisor

**SECONDER:** Merlin Jones, District II Supervisor

**AYES:** Rosemarie Smallcombe, Merlin Jones, Marshall Long, Miles Menetrey

**EXCUSED:** Kevin Cann

## **PLANNING TECHNICIAN**

### **DEFINITION**

Provides technical staff support of planning, zoning and land use projects; prepares reports and meeting packets on routine planning applications; performs research; updates department's website as assigned; and performs related duties and responsibilities as required.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from the Senior Planner, Deputy Planning Director and/or Planning Director.

### **EXAMPLES OF ESSENTIAL FUNCTIONS**

Greets customers at the front counter; conducts initial assessment of customer needs; answers questions and provides direction regarding requirements and procedures.

Receives and responds to public inquiries and requests for assistance via e-mail and over the telephone.

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.

May complete annual transient occupancy facility self-monitoring requirement process.

Prepares fee estimates for projects; collects and receipts fees.

May review applications, including building permit applications, for completeness, accuracy and compliance with regulations, policies and procedures; prepares written correspondence regarding findings of review.

Assists in the preparation of Planning Commission packets and may prepare agendas and minutes for Planning Advisory Committees; may participate in meetings as Planning support staff.

Assists Planners in processing and maintaining project records and reports.

Reviews applications and projects plans for completeness and accuracy, and processes minor projects as assigned (which may include, but not limited to, applications for Transient Occupancy Facilities, Lot Line Adjustments, Certificates of Compliance, Certificates of Development, Amended Conditions, Time Extensions, Minor Design Reviews, and Road Names).

Duplicates maps and other documents for staff and the public as requested.

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.

May update the department's website as assigned.

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.

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

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 State laws, and local ordinances, requirements and regulations related to planning.

Understand and carry out written and oral instructions.

Respond appropriately, effectively, politely, and promptly to the needs of internal and external customers.

Work effectively with and take direction from a variety of technical and/or professional staff.

Analyze and interpret related Planning legal documents; locate and read property descriptions.

May 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.

Display a helpful and courteous attitude while working with customers.

Work effectively despite frequent interruptions and distractions.

Use initiative and sound, independent judgment within established guidelines.

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 or planning-related field (such as building, environmental health, public works, private construction, real estate, resource conservation, title company, or engineering) or two years of experience in a high public contact setting involving the explanation of procedures and/or regulations. An understanding of Geographic Information Systems (GIS) and mapping applications is desirable.

##### **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 Human Resources Director may accept a valid driver's license from another State 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.**

Creation Date: 12/04 (B/S 04-545, 546)

Revision Dates: 02/06 (B/S Res. 06-73); 02/07 (B/S Res. 07-34); 06/08 (B/S Res. 08-261); 12/18 (B/S Res. 18-590)