

PLANNER

Definition:

Under direction, to perform a variety of professional duties in support of current and advanced planning and to provide assistance to developers, business owners and the general public on planning related matters.

Distinguishing Characteristics

This is the second, third and fourth level of the five level planner series. The Planner is a broad class that encompasses planners from entry-level to the full journey level planner. Promotion between levels I, II and III is considered on a merit basis and is subject to recommendation of the Department Head and approval by the Director of Personnel.

Planner I: This is the entry level of the Planner series. The Planner I is distinguished from the Planner II and its responsibility for performing professional planning activities. Incumbents are not expected to perform at the same skill level as the Planner II and work with less independence and discretion. Incumbents typically provide front counter assistance, research and prepare minor reports, complete worksheets and perform site reviews. As this is a training level, incumbents typically are mentored by higher-level planners.

Planner II: This is the experienced level in the Planner series. The Planner II is distinguished from the Planner I in that incumbents perform professional level planning activities with less supervision than the Planner I. Incumbents begin working more independently and begin working on cases requiring higher-level detail and analysis.

Planner III: This is the full journey level Planner. The Planner III is distinguished from the Planner II in that incumbents handle more complex and controversial cases and work with greater independence and discretion. Incumbents may serve as a lead to lower level planners.

ESSENTIAL FUNCTIONS:

- Prepares plans by gathering information, soliciting public comments, determining issues and goals, preparing plans and drafting land use maps. Designs, develops and coordinates projects; reviews project budgets and specifications.
- Researches a variety of records, files and documents.
- Reviews and comments on environmental documents; prepares CEQA documents.
- Prepares and gives presentations.
- Prepares, maintains and updates General Plans.
- Prepares plan amendments, zone changes and conditional use permits.
- Prepares initial studies and negative declarations and drafts mitigation monitoring programs and findings.
- Researches, analyzes and prepares reports for land development requests.
- Reviews and signs off on a variety of maps, licenses and permits.
- Provides counter assistance to include providing planning information and documents and interpreting ordinances and general plans.
- Reviews and processes a variety of applications and prepares written responses.
- Prepares projects for hearings before the governing board.

- Prepares grant applications.
- Conducts public meetings to listen to and address concerns.
- Researches and analyzes legislation.
- Performs other duties of similar nature or level as required.

Employment Standards:

Bachelor's Degree in Planning or a related field.

OR an equivalent combination of education and experience sufficient to obtain the knowledge and skill to successfully perform the essential duties of the job.

Knowledge of: planning principles and theory; applicable planning and zoning laws, ordinances and regulations; surveying; research methodologies; and, report writing techniques.

Skill in: interpreting laws, ordinances and regulations; preparing legal descriptions; researching; preparing technical reports and documentation; designing and drafting plans; managing projects; preparing and giving presentations; and, communicating both orally and in writing sufficient to exchange or convey information and to receive work direction.

A background check may be conducted for this classification.

All Kern County employees are designated "Disaster Service Workers" through state and local laws (CA Government Code Sec. 3100-3109 and Ordinance Code Title 2-Administration, Ch. 2.66 Emergency Services.) As Disaster Service Workers, all County employees are expected to remain at work, or to report for work as soon as practicable following a significant emergency or disaster.

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(former titles Junior/Assistant/Associate Planner, Park Planner I/II, Senior Planner, Transit Specialist)