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**Title:** Action to Modify Assistant Planner and Associate Planner Job Specifications and to Approve New Job Specification of Senior Planner

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**Attachments:** 1. Rough and Clean Job Specifications for Assistant Planner, 2. Rough and Clean Job Specification for Associate Planner, 3. Job Specification for Senior Planner, 4. Community Development Department Memorandum

Date	Ver.	Action By	Action	Result
5/13/2019	1	Civil Service Commission		

**REPORT TO CIVIL SERVICE COMMISSION**

**SUBJECT**

Action to Modify Assistant Planner and Associate Planner Job Specifications and to Approve New Job Specification of Senior Planner

**BACKGROUND**

The Community Development Department is requesting to revise the classified job specifications for Assistant Planner and Associate Planner and to adopt the classified job specification of Senior Planner based on the authority from the Personnel & Salary Resolution, Sec. 6(d), "Classification specifications for positions in the Classified Service must first be approved and adopted by the City Council."

**DISCUSSION**

After reviewing the Planner job series, the Community Development Department proposes to modify the Assistant Planner which was last modified in September 2015 and Associate Planner which was last revised in July 2008 and adopt Senior Planner.

**Assistant Planner**

Changes were made to the Minimum Qualifications, including a Bachelor's Degree in Urban and Regional Planning, Environmental Studies, Architecture, or closely related field. The Typical Duties were updated to align more specifically with the classification, including, reviews and prepares environmental documents to meet California Environmental Quality Act (CEQA) or National Environmental Policy Act (NEPA) and assists with researching, analyzing, and interpreting social, economic, population, and land use data and trends.

**Associate Planner**

Changes were made to allow this position to be flexibly staffed from the lower level planner classification. In addition, changes were made to Minimum Qualifications including a Bachelor's Degree in Urban and Regional Planning, Environmental Studies, Architecture, or closely related field and adding a Possible Substitution of a Master's Degree. The Typical Duties were updated to align more specifically with the classification, including evaluates the design of assigned projects submitted for Architectural Review Board (ARB) approval; conducts and negotiates real estate or development agreements.

### Senior Planner

This is a new classification in the classified service responsible for performing complex planning duties in the administration of land use regulations, the City's General Plan, environmental review, and design review. This position will be distinguished from the Associate Planner as they perform lead, supervisory responsibilities. The incumbent in this role will evaluate the design of large, complex projects; administer request for proposals (RFPs) or Request for Qualifications (RFQs); and assist in the development and implementation of department and division goals, objectives, policies, and priorities.

### ENVIRONMENTAL REVIEW

The action being considered does not constitute a "project" within the meaning of the California Environmental Quality Act ("CEQA") pursuant to CEQA Guidelines section 15378(b)(5) in that it is a governmental organizational or administrative activity that will not result in direct or indirect changes in the environment.

### FISCAL IMPACT

There is no fiscal impact to revising the job description other than staff time.

### PUBLIC CONTACT

Public contact was made by posting the Civil Service Commission agenda on the City's official notice bulletin board outside City Hall Council Chambers. A complete agenda packet is available on the City's website and in the City Clerk's Office at least 72 hours prior to a Regular Meeting and 24 hours prior to a Special Meeting. A hard copy of any agenda report may be requested by contacting the City Clerk's Office at (408) 615-2220, email [clerk@santaclaraca.gov](mailto:clerk@santaclaraca.gov) <<mailto:clerk@santaclaraca.gov>> or at the public information desk at any City of Santa Clara public library.

### RECOMMENDATION

Approve the modified job specifications for Assistant Planner and Associate Planner and approve the adopted job specification for Senior Planner.

Reviewed by: Teresia Zadroga-Haase; Director, Human Resources

Approved by: Nadine Nader; Assistant City Manager

### ATTACHMENTS

1. Rough and Clean Job Specifications for Assistant Planner
2. Rough and Clean Job Specifications for Associate Planner
3. Job Specification for Senior Planner
4. Community Development Department Memorandum