



DATE: September 15, 2016
TO: Personnel Commission
FROM: Director of Human Resources
SUBJECT: Revised Job Description for Principal Planner

RECOMMENDATION

That the Personnel Commission reviews and comments on the revised job description for the position of Principal Planner to ensure that employment standards are job-related. Job-related standards address all aspects of the job description, including supervision exercised, education, special requirements, and experience.

BACKGROUND/DISCUSSION

In addition to adoption and approval of the City's Classification Plan, the Personnel Commission reviews job descriptions to ensure that employment standards are job-related. The City utilizes a standard format when creating and revising job descriptions. Human Resources staff reviews all job descriptions with the respective departments and updates each to align the job description with the City's Classification Plan. In addition, Human Resources staff makes any adjustments to the job requirements as provided by the department prior to initiating a recruitment process.

The format of the Principal Planner job description has been revised to align with current City standards. As part of the formatting changes, a "License and Certificates" section was added to the job description, and the "Special Requirements" section was modified to bring the requirements of the position up to current standards within the industry, and to more accurately reflect the work that Principal Planners perform. The changes are as follows:

Principal Planner

Experience and Education

Replaced "...training..." with "...education..."

Replaced "Masters degree" with "Master's degree."

Added Licenses and Certificates section

"Possession and maintenance of a valid Class C California Driver's License. Membership in the American Planning Association (APA) and American Institute of Certified Planners (AICP) is desirable."

Special Requirements

Replaced “Essential duties require the ability to work in a standard office environment, subject to travel to various locations and participation in meetings to conduct City business during day and evening hours” with “Essential duties require the following mental and/or physical abilities and work environment: work in a standard office environment and use standard office equipment and current software; subject to travel to various locations and participation in meetings to conduct City business during day and evening hours; grasp and perform repetitive hand movements and fine coordination to prepare documents and data using a computer keyboard and mouse/trackball; sit for prolonged periods of time; walk, stand, crouch, reach, twist, turn, kneel, bend, squat, stoop and safely lift and move equipment and materials weighing up to 35 pounds; converse by telephone, by email, in person, and before small and large groups, and be clearly understood; read and comprehend legal, technical and complex documents; interact with the public and all different levels of City staff in an effective and professional manner. Essential functions must be performed with or without reasonable accommodation.”

FISCAL IMPACT

There is no economic impact as a result of the changes to these job descriptions. The classifications are in the approved salary plan, and there is no recommended change to salary.

Prepared by: Kakshi Master, Human Resources Analyst II

Recommended by: Nina S. Collins, Director of Human Resources

Approved by:



Kelly McAdoo, City Manager