

September 23, 2002

For City Council Meeting  
of October 8, 2002

**Approval of Classification Specification for  
Senior Planner**

**Recommendation**

Staff recommends approval of the class specification for Senior Planner.

**Background**

The current class specification for the classification of City Planner was last updated in 1994. With the recent retirement of the incumbent City Planner, it is appropriate to review and update the class specification.

**Analysis**

The most significant change to the specification is the change in title from City Planner to Senior Planner. The Senior Planner is more accepted as an industry standard and is consistent with the City's other classifications in the planning series, i.e. Planning Assistant and Associate. This title is also consistent with the Senior Building Inspector who manages the building division function.

In the definition section, changes were made in the language regarding work with environmental reviews and assessments to more accurately reflect the industry nomenclature. Also, language was added to more clearly reflect that the Senior Planner is responsible for managing the planning division in the Community Development Department.

Minor changes were made in the duties section adding the responsibilities for administering state and federal grant programs. Language was also added to the knowledge, skills, and abilities section to reflect these responsibilities as well.

Finally, the number of years of experience required for the position was increased from three years to five. This is more appropriate given the level of responsibility and is a more appropriate progression within the planning series. A master's degree was also added as being highly desirable.

Following City Council approval, staff will begin the recruitment and examination process to fill the vacant position.

These specifications have been reviewed and approved by the City's Civil Service Board at their meeting of September 18, 2002.

Respectfully submitted:

Concur:

Michael Earl  
Personnel & Risk Management Director

Stephen Burrell  
City Manager

**CITY OF HERMOSA BEACH**  
**Class Specification**

**CITY PLANNER**  
**SENIOR PLANNER**

**DEFINITION**

Under general direction of the Director of Community Development & Code Enforcement, prepares reports on proposed current planning projects; conducts environmental impact ~~reviews~~ assessments and prepares initial studies environmental assessments; ~~administers~~ manages the current planning function of the department which includes the supervision of subordinates in the Planning Division; works with boards, commissions, and committees; and performs related planning duties as required. The Senior Planner ~~City Planner~~ is distinguished from the Associate Planner in that the Senior Planner ~~city Planner~~ performs the more complex assignments, and manages ~~is in direct line of authority over the~~ professional and sub-professional planning staff, and may from time to time be required to serve as alternate for the Community Development & Code Enforcement Director relative to Planning Division functions ~~in that person's absence~~.

**EXAMPLES OF DUTIES**

~~Prepares~~ Assists in preparation of revisions to the General Plan where conflicts with present zoning exist, or where technical studies indicate that ~~of populations and growth trends show~~ changes should be made. Conducts comprehensive studies for both current and advance planning projects; gathers information from a variety of sources to get informed opinions and specific data to help in objectively analyzing possible impacts of projects; answers inquiries from the public regarding policies of the City; explains information to project applicants and advises on administrative costs and reviews procedures to be followed; prepares environmental assessment reports and administers environmental impact procedures under terms of CEQA (California Environmental Quality Act); collects and tabulates data relating to urban land use, population and related social and economic zoning regulations; assists in the review of zoning violations and determining appropriate action pursuant to state planning and development codes; drafts revisions of ordinances and resolutions to meet current State and Federal laws and guidelines; supervises subordinate employees; works with boards, commissions, and committees. Will be required to attend Planning Commission ~~and Council~~ meetings as needed. Assists in administration of state and federal grant programs such as the Community Development Block Grant and Proposition A.

**QUALIFICATION GUIDELINES**

**Knowledge, Skills & Abilities:** Knowledge of principles and practices of urban planning, zoning, and environmental law and practices, Community Development Block Grant, congestion management, air and water quality programs; proper administration

procedures to be followed in permitting and in implementing the environmental program; record keeping procedures; supervisory principles, practices and techniques. Ability to understand and visualize how projects may impact the community in various ways; ability to conduct proper analyses of collected data and other inputs and to arrive at reasonable conclusions; ability to make presentations before hearing boards; ability to prepare comprehensive and analytical reports; ability to establish and maintain effective relationships with city officials, civic groups, other agencies and the public.

**Education and Experience:** Equivalent to graduation from an accredited four year college or university with major work in urban planning, public administration, or a related field and five ~~three~~ years of experience in municipal planning ~~or planning administration~~. A Master's Degree in municipal planning or related field is highly desirable.

**Licenses/Certificates:** Possession of a valid Class C California Driver's License with a safe driving record is required and must be maintained as valid during the course of employment.

Approved by the Civil Service Board: 09-18-02

Approved by the City Council: