



HUMAN RESOURCES DEPARTMENT ■ 9770 CULVER BLVD. ■ CULVER CITY, CA 90232 ■ 310-253-5651

PLANNING TECHNICIAN II (Job Code #_____)

\$5,079.75 - \$6,200.35 MONTHLY

THE CITY OF CULVER CITY

Culver City is a Charter City incorporated in 1917, and is a destination filled with outdoor cafes, unique shops and galleries opening onto pedestrian-friendly boulevards. Culver City has a dedicated staff of approximately 700+ employees with an overall operating budget of over \$220 million. The City provides a full range of municipal services including Fire, Police, Community Development, Public Works, Parks, Recreation and Community Services, and Transportation.

HOW TO APPLY

Filing deadline: 5:00 p.m., [DATE]

A complete application, including copies of relevant degrees and/or certificates must be submitted for consideration. Please note: Individuals that submit incomplete application materials may not receive full consideration for the position. Faxed or emailed materials will not be accepted.

Applicants may download a City application at: www.culvercity.org/jobs or obtain an application in person from the Human Resources Department, City Hall, 9770 Culver Boulevard, Culver City, CA 90232.

THE POSITION

This position is assigned to the Advance Planning division. Uses graphics software to create, prepare and update diagrams, site plans, maps, illustrations, images and public outreach information for use in land use analysis, development and environmental planning. Prepares, prints and plots existing or proposed land use, land development and geographical information; takes photographs in the field and makes edits as necessary for reports and project public outreach. Creates high-quality drawings and/or graphics using automated and manual drafting methods for land use and development analysis. Conducts field surveys for land use and related planning activities; makes field checks to verify or update information. Records and translates technical data into non-technical graphics and maps in order to facilitate understanding of data. Prepares exhibits, graphics and visual aids for presentation to groups. Maintains records, ordinances, maps, drawing files and other materials for dissemination to the public; converts hard copy drawings into electronic formats. Assists and provides interested parties with spatial data including reports, maps and charts. Calculates land areas by land use type through the use of computer software including Geographic Information Systems (GIS) and/or computer aided design and tools. Reviews maps and aerial photographs to confirm field surveys. Develops computerized maps and map layers through the use of automated drafting equipment by interpreting source data and electronically drafting or digitizing the information into the computer data base, while adhering to pre-established Assessor and GIS mapping conventions. Determines scale, line size and color to print copies of computerized maps using a plotter. Maintains a thorough working knowledge of City codes, ordinances, policies and State statutes relating to planning, redevelopment, land use development, environmental impact assessment and zoning. Assist other Division staff members; works on special projects as assigned. Answers telephone and email project inquiries in a prompt, professional and courteous manner. Performs other related duties as assigned.

MINIMUM REQUIREMENTS

Any combination equivalent to training and experience that could likely provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be: a Bachelor's degree in Planning or related field including coursework related to any of the following: Computer-Aided Architectural Drafting, Excel, Geographic Information Systems, Engineering Principles, Blueprint Reading, or California Building Code and one (1) year of recent work experience in a private or public agency involved in land development functions, permit processing, or a closely related field.

LICENSE AND CERTIFICATES

Possession of a valid California Class C driver's license may be required if assigned to drive.

EXAMINATION PROCEDURES

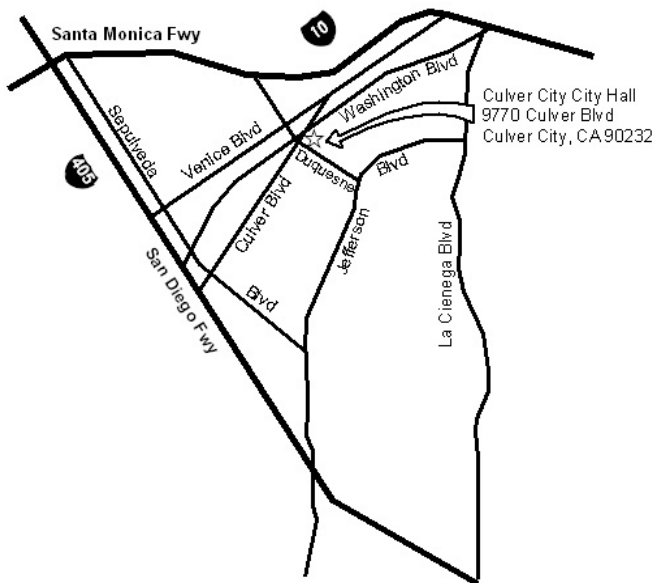
Applicants must receive a passing score on all examination components in order to be placed on the eligible list. **Please note:** There is a six (6) month waiting period to re-test; therefore, applicants who have participated in the examination process within the preceding six (6) months will be deferred and will need to re-apply after the six (6) month waiting period.

COMPONENT	WEIGHT
• Written Examination: To measure document creation skills; knowledge of planning documents, and ability to apply codes and regulations.	50%
• Appraisal Interview: To evaluate training, experience and personal qualifications	50%

Equal Opportunity Employer

Note: Proof of U.S. citizenship, alien residency, or authorization to work in the U.S. will be required before appointment to this position. Special assistance for persons with disabilities is available to help with the application and examination process upon request. Request should be made to Human Resources Department, 9770 Culver Blvd., Culver City, CA 90232-0507, (310) 253-5640, V/TDD (310) 253-5647 (Hearing Impaired Only). Women, Minorities & Disabled Encouraged to Apply.

The provisions of this bulletin do not constitute a contract, express or implied, and any provisions in this bulletin may be modified or revoked without notice.



THE CITY:

The City of Culver City, with a population of 40,000, is 8 miles from the Civic Center of Los Angeles and 5 miles from the Pacific Ocean, near the intersection of the Santa Monica and San Diego Freeways. Culver City is a “charter” city, governed by a 5-member City Council and managed by a City Manager, assisted by 10 department heads.

SELECTION PROCESS:

- 1) Official City employment application form completed (demonstrating possession of minimum qualifications), signed, and filed by 5:00 p.m., on or before filing date (filing time may vary if noted on reverse side of this form).
- 2) Successful completion of all parts of the examination process which may include one (1) or more of the following: written, appraisal interview, or performance, and physical agility. Applicants will be notified as to date, time, and location for each part.
- 3) Successful completion of all parts of a background check: conviction record, fingerprint check, proof of age, medical examination and loyalty oath.
- 4) All applicants who have successfully completed all stages of the recruitment process and received a final passing score will be placed on an eligible list, ranked according to final score.
- 5) Top five (5) ranks from eligible list will be referred for consideration in filling vacancies. The top three (3) ranks will be used for Promotional Examinations.

VETERAN’S PREFERENCE:

Proof of honorable discharge (DD214) must be submitted by final filing date to claim veteran’s preference. Reserve duty, including active reserve training duty, does not meet eligibility requirements for entitlement to veteran’s preference. (Veteran’s preference does not apply to promotional exams).

SENIORITY PREFERENCE:

Seniority points will be computed in accordance with Civil Service Rules and Regulations.

FRINGE BENEFITS:

These are typical benefits, but may vary by negotiated agreements with employee bargaining units. Please refer to the appropriate MOU for this position by visiting: www.culvercity.org

RETIREMENT:

City participates in CalPERS* retirement plan (Public Employees Retirement System). Retirement benefit depends upon date of appointment (hire) and associated employee bargaining unit.

DEFERRED COMPENSATION:

Employees may voluntarily contribute to a city sponsored deferred compensation plan.

HEALTH BENEFITS:

Choice of health, dental, vision and life plans are available for employees and dependents. Some employee contribution may be required.

LEAVE BENEFITS:

Include holidays, in-lieu time, sick and vacation.

UNIFORMS

Those employees required to wear uniforms will be either: (a) reimbursed for uniform articles; or (b) furnished uniforms depending upon classification.

CREDIT UNION AVAILABLE

* In the event an employee leaves City Service prior to retirement, this contribution, including interest, is remitted to the employee upon application to the retirement system.