



City of Culver City

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Staff Report

File #: 16-192, **Version:** 1

Item #: A-1.

New Classification Specification and Recruitment Bulletin: Planning Technician II

Meeting Date: November 2, 2016

Contact Person/Dept: Kashawn Mariner/Human Resources Department

Phone Number: (310) 253-5640

Fiscal Impact: Yes ☐ No ☒

General Fund: Yes ☐ No ☐

Public Hearing: ☐ **Action Item:** ☒ **Attachments:** ☒

Public Notification: (Email) Meetings and Agendas (10/26/16)

Department Approval: Serena Wright-Black, Director of Administrative Services (08/30/16)

RECOMMENDATION

Staff recommends that the Civil Service Commission approve the new Classification Specification and Recruitment Bulletin for Planning Technician II.

BACKGROUND/DISCUSSION

During the Fiscal Year 2016/2017 budget process, the City Council approved a new Advanced Planning Division within the Community Development Department. Advanced Planning is one of six other divisions within the Community Development Department. The other divisions include Building & Safety, Planning, Enforcement Services, Economic Development, Housing and Administration. The new Advanced Planning division will be responsible for combining land use and mobility planning as part of the long-range planning solutions to address livability and mobility concerns in the City.

As a result of the creation of the new division, a new position, Planning Technician II, was approved by City Council. The Planning Technician II will be responsible for providing professional technical support to the Advance Planning Division.

In anticipation of staffing the Advance Planning Division, Human Resources staff in concurrence with Community Development management have determined that a classification specification be developed for the newly budgeted position of Planning Technician II. Within the division structure, this position will be performing the higher level technical duties as it relates to long range/mobility planning. The proposed classification is distinguished from the Planning Technician as it includes professional level duties, emphasizing GIS and similar graphic and mapping skills and requires a degree of independent judgement. The Planning Technician II classification, through the lines of progression, will create a career path in the

Advanced Planning Division.

Classification Specification

- Essential Job Duties

The Planning Technician II position performs professional level technical duties in support of the Advanced Planning division and requires a degree of independent judgement. Duties include conducting field surveys; creating diagrams, maps and site plans, and calculating land areas by land use type through the use of computer software.

- Training and Experience

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

- Licenses and Certificates

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

Labor Market

The duties, responsibilities, training and experience being recommended are consistent with other similar classifications within our labor market. In addition, the proposed classification specification is reflective of the City's internal department and division structure.

Recruitment Bulletin

The recruitment bulletin is reflective of the classification specification.

- Examination components and weights

The proposed exam components and weights for the Planning Technician II position include a written exam and an oral appraisal interview. A written exam will test knowledge of planning documents such as maps, graphs and charts and test the ability to apply codes and regulations. The appraisal interview will evaluate training, experience and personal qualifications. The proposed exam components and weights allow for knowledge, skills and abilities to be determined through written evaluation and communication of experience and training and are consistent with similar City classifications.

Bargaining Unit Representation

This classification is represented by the Culver City Employees Association (CCEA). A copy of the proposed classification specification has been provided to CCEA and they are in agreement with this new classification.

FISCAL ANALYSIS

During the fiscal year 2016/2017 budget process, City Council approved this position and the allocation of funding. The approved salary range for this classification is:

Range: \$5,079.75 - \$6,200.35 monthly \$60,957.00 - \$74,404.20 annually

AUTHORITY

In Accordance with Civil Service Rule 3.3(a) and 6.4, the Commission:

- Must approve new classification specifications; and

- Must approve job bulletins prior to recruitment, including the examination components and the examination categories.

3.3(a) Processing:

The establishment of a new classification or a reclassification may be requested by any member of the City Council, Commission, appointing authority or any employee of the City. The request shall be prepared and submitted to the Human Resources Director and the affected department head, and attached thereto shall be a description of the duties to be performed, and such information or attachments as may be necessary to consider the case. The Human Resources Director shall review the requested action with the requesting party and make such recommendations to the Commission as the Human Resources Director deems appropriate.

The Human Resources Director's recommendations shall be communicated to the originator, the affected appointing authority and employee organization. If any party disagrees with the Human Resources Director's recommendations, such objection may be presented in writing or verbally to the Commission at the time for consideration of the recommendation. The Commission shall make the final decision on the establishment of a new classification or revisions to an existing classification.

6.4 Commission Approval:

Where an examination is required, the Human Resources Director shall prepare a Job Bulletin and forward it to the Commission for approval. It shall not be necessary to obtain additional Commission approval of a Job Bulletin if there have been no changes in the minimum requirements, or examination components.

ATTACHMENTS

1. 2016-09-07 - ATT 1 New Class Spec for Planning Technician II
2. 2016-09-07 - ATT 2 New Recruitment Bulletin for Planning Technician II

MOTION

That the Civil Service Commission:

1. Approve the new Classification Specification for Planning Technician II;
2. Approve the new Recruitment Bulletin for Planning Technician II