

RESOLUTION NO. 3646

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SOLEDAD AMENDING THE BENEFIT AND COMPENSATION PLAN TO RECLASSIFY THE POSITION OF ASSISTANT PLANNER TO ASSOCIATE PLANNER, ADOPTING A JOB DESCRIPTION AND ESTABLISHING A SALARY

WHEREAS, the City approved the Job Description for the Assistant Planner in 1997 and revised the same in July of 2001, and

WHEREAS, the position of Assistant Planner is an entry level position in the Community Development; and

WHEREAS, since the approval of the Assistant Planner in 1997, City planning activities have increased in volume and complexity, thus requiring a higher level of training and experience; and

WHEREAS, Staff is proposing a new job description and title for an "Associate Planner" position, created to reflect a broader scope in the duties and responsibilities previously assigned to the Assistant Planner; and

WHEREAS, the new position of "Associate Planner" will assist the Community Development Director in planning, directing, managing and reviewing the daily activities and operations of the Community Development Department and provide highly responsible and complex planning support to the City

NOW THEREFORE, BE IT HEREBY RESOLVED that the City Council of the City of Soledad hereby approves an amendment to the Benefit and Compensation Plan to reclassify the position of Assistant Planner to Associate Planner. The Council also approves the new job description for the position of Associate Planner, as set forth in Exhibit "A," attached hereto and by this reference incorporated herein, and the new salary range for said position.

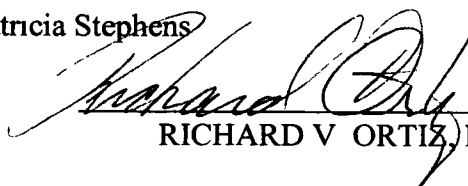
PASSED AND ADOPTED at a regular meeting of the City Council of the City of Soledad duly held on the 3rd day of August 2005, by the following vote:

AYES, and in favor thereof, Councilmembers. Christopher Bourke, Stefanie De La Rosa, Mayor Pro Tem Juan Saavedra, Mayor Richard Ortiz

NOES, Councilmembers. None

ABSTAIN, Councilmembers. None

ABSENT, Councilmembers. Patricia Stephens


RICHARD V. ORTIZ, Mayor

ATTEST


NOELIA F. CHAPA, City Clerk

**DRAFT REVISION:
ADOPTED: AUGUST 2005
CISOL.CM
FLSA NON-EXEMPT**

ASSOCIATE PLANNER

Exhibit " A "

DEFINITION

Under direction, to perform complex professional planning work and projects, to function as a specialist or project leader in current, advance, or environmental planning; to perform the more complex research and analysis of planning data, to make Planning Commission presentations, to explain ordinances, regulations, and City planning policies to the public; and to do related work as required.

CLASS CHARACTERISTICS

This single-position class provides a wide variety of support to the Community Development Department, primarily in the areas of current planning and zoning administration. Responsibilities also include developing staff reports and making presentations regarding all phases of the planning function, including elements of the General Plan.

SUPERVISION RECEIVED AND EXERCISED

The Community Development Director provides direct supervision. The incumbent has significant independence of action under the general policy direction of the department director

Direction may be provided to office support staff when performing planning-related support tasks.

ESSENTIAL JOB FUNCTIONS Responsibilities include, but are not limited to the following:

- Plans, coordinates and conducts a variety of the more difficult planning
- Performs complex research and analysis of physical, social, economic and environmental data.
- Reviews applications for use permits, subdivisions and variances to determine environmental status and impacts, provides interpretations of the California Environmental Quality Act and local environmental guidelines.
- Coordinates assessment of environmental impacts with other City departments and public agencies; prepares revisions of site plans and summaries of mitigating environmental impact reports.
- Presents environmental analyses to boards, committees, and commissions.
- Conducts studies and develops components and revisions for the City General Plan.
- May serve as primary specialist for an assigned portion of City planning functions.
- Works with and reviews the work of planning consultants.
- May assist with training technical planning support staff and less experienced professional planners.
- Makes presentations of planning projects to the Planning Commission, City Council, community organizations and interest groups
- Receives and checks for completeness, organizes and tracks applications, such as conditional use permits, variances, signs, permits, parcel maps and subdivisions.

- Works with concerned citizens to encourage cooperative solutions to planning problems and issues.
- Prepares a variety of written reports.

OTHER JOB FUNCTIONS

- Uses standard office equipment and business and specialized software and hardware related to the work.
- Performs related duties as assigned or required.

QUALIFICATIONS

Knowledge of:

- Purposes, policies and procedures of the Planning Commission, City Council and other local and regional governing bodies concerned with public planning.
- Principles, practices and trends of public planning.
- Statistical and research method as applied to the collection, organization and presentation of data regarding
- Graphic illustration and presentations.
- Laws rules, ordinances and codes related to public planning functions with specific emphasis on the California Environmental Quality Act.

Ability to

- Perform a variety of complex public planning research, information development and report preparation assignments.
- Serve as an assigned specialist in a delegated area for the Community Development Department,
- Collect, analyze and compile technical statistical and other information related to land use and planning research using a personal computer
- Apply and explain laws, rules, ordinances, codes and regulations governing land use and planning issues.
- Develop and publicly present information regarding planning and land use problems.
- Establish and maintain cooperative working relationships with City personnel, members of the public, board and commission members and outside agencies.
- Represent City when coordinating with Federal, State and regional agencies regarding issues affecting Soledad land use.

Licenses and Certificates.

Must possess a valid California class C driver's license, with a driving record acceptable to the City Must show proof of automobile insurance coverage at or exceeding the minimums specified by agency policy

Physical Demands:

Must possess mobility to work in a standard office setting, to operate a motor vehicle and to attend meetings, strength and stamina to inspect facilities, vision to read printed materials and a computer screen and make inspections as noted above; and hearing and speech to communicate in person, before groups and over the telephone.

Education and Experience:

Any combination of experience and education that would be likely to provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

Experience: Two (2) years of professional planning experience working with land use development problems and issues, or completion of a Master's Degree in Planning, or closely related field and one (1) year of professional planning experience.

Education. Combination equivalent to graduation from college with a Degree in public planning, architecture, economics, or a related field.

**Exhibit I
City of Soledad
Summary of FY 2004-2005
Job Classifications**

<u>I. Management (FLSA Exempt)</u>	<u>Range</u>	<u>Total # of Positions</u>
Assistant City Manager	74	1
Chief of Police	71	1
Public Works Director*	66/69*	1
Economic Development Director	67	1
Community Development Director	67	1
Finance/Personnel Officer	63	1
Fire Chief	65	1
Lieutenant (Sworn)	57	1
<u>II. Professional/Mid-Management</u>	<u>Range</u>	<u>Positions</u>
Associate Engineer	57	1
Sergeant (Sworn)	54	4
Fire Captain**	54	0
Utility Supervisor	50	1
Building Official	49	1
Public Works Inspector	43	1
Foreman	45	1
Housing Specialist	43	1
Assistant Planner	43	1
<i>Associate Planner</i>	<i>51</i>	<i>1</i>
Accountant	47	1
<u>III. Confidential</u>	<u>Range</u>	<u>Positions</u>
Secretary to the City Manager	37	1
Investigator	44	1
<u>IV. Classified</u>	<u>Range</u>	<u>Positions</u>
Administrative Secretary	32	3
Accounting Assistant	29	2
Office Specialist	28	4
Office Assistant	22	1
Mechanic/Maintenance Worker	37	2
Maintenance Worker	30	7
Utility Operator	40	2
Utility Operator in Training	30	2
Code Enforcement Officer	34	1
Animal Control Officer (Part Time)	25	1
Paratransit Driver	19	1
<u>V. Sworn</u>	<u>Range</u>	<u>Positions</u>
Fire Engineer**	45	2
Police Officer	42	11

*The Public Works Director position may be allowed a 7.5% increase to range 69, if the individual possess a California Civil Engineer's Certification.

**The number of positions for the Fire Captain classification has been reduced under the Fire Department 24-Hour Pilot Program. Under the program, the number of Fire Engineer classifications has been increased.