



**COUNTY OF SANTA CLARA  
INVITES APPLICATIONS FOR THE POSITION OF:**

**Principal Planner**

*An Equal Opportunity Employer*

**SALARY**

\$45.41 - \$66.79 Hourly    \$3,632.56 - \$5,343.04 Biweekly    \$7,870.55 - \$11,576.59 Monthly  
\$94,446.56 - \$138,919.04 Annually

**ISSUE DATE:** 11/19/15

**FINAL FILING DATE:** 12/03/15. If the Final Filing Date states "Continuous", the application filing period may close any time after ten business days from the issue date of this job announcement if sufficient qualified applications have been received. Postmarks are not acceptable, therefore it is important to submit your application as soon as possible.

**THE POSITION**

Under general direction, to manage the most politically sensitive and complex Planning programs in Santa Clara County and/or a major functional unit in the Planning Office, such as, Development Review, Comprehensive Planning and Zoning Administration and Enforcement.

**The current vacancy is located in the Santa Clara County Department of Planning and Development located in the Project Management Division. The Principal Planner position reports to the Planning Manager and is responsible for overseeing major, highly visible planning projects, including private development projects that require a hearing before the Planning Commission or Board of Supervisors, policy updates to the Zoning Ordinance and General Plan, and other special planning projects related to areas such as agricultural preservation or riparian protection. The Principal Planner manages a team of planners that works on major planning projects and manages programs such as Surface Mining and Stanford University. The Principal Planner would be expected to represent the Department and County in working on any inter-departmental or inter-jurisdictional projects.**

**It is highly desirable for a qualified candidate to have very strong project management skills, a good understanding of the California Environmental Quality Act (CEQA), experience working on rural land use issues, and the ability to effectively work with and communicate with departmental staff, project applications, elected officials, and public stakeholders.**

**This recruitment requires the submission of an online application. No paper applications will be accepted. Applicants must apply online at [www.sccjobs.org](http://www.sccjobs.org). Computers are available at the County Government Center, 70 West Hedding Street, 8th Floor, East Wing, San Jose, CA 95110, normal business hours, for applicants to apply online.**

**Benefit and Retirement information may vary from bargaining unit to bargaining unit. Due to changes in State Law, current pension provisions described in the union contracts are not automatically applied. Specific pension benefits for new hires who start on or after January 1, 2013 may be different than indicated in the union contracts.**

[Click here to access all Memoranda of Understanding and most recent Summary of Changes.](#)

### **TYPICAL TASKS**

- Directs, assigns and reviews the work of a team of staff,
- Recommends in the hiring of personnel; establishes work standards; evaluates the work performance of staff; and provides mentoring and coaching to employees;
- Works with the Manager of the Planning Office in developing and implementing the Office's annual work plan, the budget, performance measures and outcomes, and in creating an office wide team;
- Makes or supervises presentation of reports and studies to the Board of Supervisors and the Planning Commission, concerning County land use and development plans, policies and regulations, private development proposals within the unincorporated area; and various other matters affecting land use or environmental quality in Santa Clara County;
- Confers with elected officials, local government and regional agencies in coordinating the work of the office;
- Provides or supervises staff support to various county and inter-jurisdictional commissions or committees such as LAFCO, ALUC, South Committee, and San Martin Committee;
- Represents the County on planning matters at commission meetings, before community groups and at conferences;
- Performs other related work as required.

### **EMPLOYMENT STANDARDS**

Training and experience equivalent to graduation from an accredited college or university with a major in city and regional planning, architecture, engineering, social science or related field; and

Five years of progressively responsible, professional experience in planning, including at least one year of responsible project supervision experience.

A Master's degree in city and regional planning may be substituted for two years of the required experience. A Master's degree in a closely related field may be substituted for one year of the required experience.

### **Knowledge of:**

- State laws, guidelines, and local ordinances necessary to supervise one or more of the major functional units of the Planning Office, such as County's General plan revision, maintenance, implementation; the environmental review process mandated by the California Environmental Quality Act (CEQA); and zoning land use ordinances; and
- Aims, trends, concepts, principles, techniques and legal aspects of city and regional planning, environmental evaluation, and zoning administration;
- Implication of physical, economic, aesthetic and social factors involved in city and regional planning;

- Governmental organizations and operations and community interrelationships;
- Principles of program and personnel management and training;
- Research and statistical methods;

**Ability to:**

- Manage and administer the activities of a division including program development and supervise the work of Planning Office staff;
- Organize and conduct planning research studies;
- Understand and relate to others the aims, concepts, and principles of city and regional planning;
- Administer ordinances and laws related to planning projects or requests from the public;
- Work effectively with the public, community organizations, other planning agencies and other employees;
- Speak and write effectively.

**VETERANS PREFERENCE INFORMATION:** Any veteran who has submitted a copy of their DD214 form, and received a discharge of other than dishonorable, from the armed forces showing service in any branch of the United States military will be given a preferential credit of five percent (ten percent for those identified as disabled veterans), after attaining a passing examination score for a numerically scored examination, as applicable by Memorandum of Understanding.

**THE EXAMINATION PROCESS:** The examination process may include one or more of the following: application review, application appraisal, preliminary competitive rating, performance test, written test, and/or oral interview examination.

This recruitment may require completion of Supplemental Questions in order to evaluate your education, training and experience relative to the required knowledge and abilities for the position you are applying for.

Your responses to the questions may also be reviewed and scored in a Competitive Rating evaluation process based on pre-determined rating criteria. Your answers should be as complete as possible, as no additional information will be accepted from applicants once the Competitive Rating evaluation has begun.

\*New Hires shall be subject to a pre-employment criminal background check.

**DISASTER SERVICE WORKERS:** Under California law, all County employees are designated as Disaster Service Workers (DSW). In the event of a catastrophic event, County employees may be expected to fulfill emergency action assignments. As DSW's, they may be assigned to assist in any disaster service activity that promotes the protection of public health and safety and preservation of lives and property.

**INFORMATION ON PERS CONTRIBUTION:** For new members, salaries above a limitation imposed by federal law (that limit per IRS is \$117,020 for 2015): (1) neither the County nor the employee makes contributions to PERS on the portion of salary that exceeds the limit, and (2) the portion of the salary that exceeds the limit is not used by PERS to calculate the retirement benefit. If you were a member prior to January 1, 2013, the limit is \$265,000 for 2015.

APPLICATIONS MAY BE OBTAINED AND FILED ONLINE AT:

<http://www.sccjobs.org/>

OR

70 W. Hedding Street, 8th Floor, East Wing  
San Jose, CA 95110

EXAM #15-L76-A  
PRINCIPAL PLANNER

JL

### Principal Planner Supplemental Questionnaire

- \* 1. What is the highest level of education you have completed?
  - ☐ 8th Grade
  - ☐ High School or GED
  - ☐ College (1 to 29 semester units / 1 to 44 quarter units)
  - ☐ College (30 to 59 semester units / 45 to 89 quarter units)
  - ☐ College (60 to 89 semester units / 90 to 134 quarter units)
  - ☐ College (90 to 119 semester units / 135 to 179 quarter units)
  - ☐ College (120 or more semester units / 180 or more quarter units)
  - ☐ Associate's Degree
  - ☐ Bachelor's Degree
  - ☐ Master's Degree
  - ☐ Doctoral Degree
- \* 2. What is the field of your completed college degree?
- \* 3. Describe your professional experience in planning. Include name of employer, work title, dates worked, and number of hours worked per week.
- \* 4. How many years experience do you possess of planning project supervision?
  - ☐ 6 months but less than 1 year
  - ☐ 1 year but less than 2 years
  - ☐ 2 years but less than 3 years
  - ☐ 3 years or more
  - ☐ None
- \* 5. Describe your supervisory experience, including the title you held, the dates you supervised, the number and level of staff you supervised, and the scope of your supervisory responsibilities (for example, hiring, counseling, assigning work, etc.)
- \* 6. Describe your experience as a project manager, specifically managing a large complex project that included a series of milestones, public outreach, interaction with numerous stakeholders, and management of a group of staff and consultants working on the project. Include name of employer, work title, dates worked and number of hours worked per week.
- \* 7. Describe your experience making presentations and conducting community outreach meetings. Specifically describe your experience presenting projects to decision-making bodies and conducting outreach meetings with public stakeholders from diverse backgrounds. Include name of employer, work title, dates worked and number of hours worked per week.

\* Required Question

