

## Job Posting

### Position Information

Requisition Number	20180012
Working Title	Planning Specialist 2
Appointment Type	Staff - Career
Personnel Program	PSS-Uncovered
Work Hours	Monday-Friday, 8:00am-5:00pm
Percentage of Time	100
Organizational Area	Chief Financial Officer-Capital Assets, Strategies and Finance
Location	Oakland, CA
Posting Salary	Salary commensurate with experience.
Position Summary	<p>Provides guidance and expertise to campuses and units on all physical and environmental documents, and facilitates compliance with UC policy and environmental planning regulations in the project development process.</p> <p>Uses planning concepts, professional knowledge of planning theory and practice, environmental regulations, and local campus information to review documents and plans.</p> <p>Works on problems of moderate scope where analysis of situation or data requires a review of a variety of factors.</p> <p>Advocates for campus projects and approvals within UC, and coordinates as needed with outside agencies.</p> <p>Assists higher level Planners in the conduct of planning studies and conducting planning surveys.</p>
Special Conditions of Employment	Travel
Other Special Conditions of Employment	Successful completion of a background check is required for appointment to this critical position.
Special Instructions/Additional Information	Please be prepared to attach your resume and cover letter during the application process.
Job Close Date	Open Until Filled

### Job Duties

	Duties	Function	(%)	Ess Duty?
10	Provide guidance to campuses with regards to CEQA (California Environmental Quality Act), California Coastal Commission requirements, and environmental mitigation monitoring and use and physical planning.	Campus Guidance, Review and Assessment of	70	Yes

	<p>For capital projects: review site plans, project design, architectural plans, budgets and schedules, design and construction documents related to campus development and capital projects for conformance with applicable regulations and UC policy.</p> <p>For campus plans: review campus and area land use planning documents and studies, design guidelines, circulation and other system plans for appropriate guidance for campus development. Read and interpret site plans and campus maps.</p> <p>Review capital projects and development proposals, and edit project approval action items for clarity, compliance with campus Long Range Development Plans (LRDP), UC policy, and the California Environmental Quality Act (CEQA). Review capital project descriptions and development plan proposals, and proposed level of CEQA documentation; review with Office of General Counsel as needed; and make recommendations to campus.</p> <p>Assist campuses in clarifying approvals required for complex projects, and determining CEQA decision points.</p> <p>Provide expertise and analytical support on implementation of UC Policy on Sustainable Practices which may include topics such as water conservation, recycling, green building, etc.</p>	Capital Projects and Plans		
20	<p>Monitor and analyze proposed legislation and regulatory changes in CEQA, environmental planning and land use areas.</p> <p>Develop policy proposals, recommendations and procedural requirements.</p> <p>Prepare written reports and documentation on University planning issues.</p>	Legislative, Regulatory and Policy Analysis	5	Yes
30	<p>Summarize complex planning and environmental issues into simple short communiques intended for non-planning audiences. Attend meetings at UCOP, campuses, agencies and community organizations as a representative of UCOP.</p>	Planning Reports, Meetings and Coordination	10	Yes
40	<p>Maintain information databases and create summary reports from same.</p> <p>Revise and update LRDP and environmental databases and other training and informational documents.</p>	Database Maintenance	5	Yes
50	<p>Develop and maintain good working relationships with campus and Office of the President colleagues. Assist with development and coordination of training workshops, conferences and special events on land use and environmental topics.</p>	Campus Coordination and Training	10	Yes

**Job Requirements**

Job Req	Req/Pref
<p>Bachelor's degree in related area and 2 years minimum experience in environmental planning, or master's degree in related field and/or equivalent training/experience.</p> <p>Knowledge/skill in basic physical and environmental planning, architecture, landscape architecture, or other planning-related fields.</p> <p>Written, verbal and interpersonal communication skills.</p>	Required

Organizational skills, including proven ability to create and meet schedules and deadlines.	
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