

COUNTY OF CONTRA COSTA
Department of Human Resources



invites applications for the position of:

Planner I

Bargaining Unit: Local 21 - Non-Supervisory Management

An Equal Opportunity Employer

SALARY: \$31.77 - \$35.03 Hourly
\$2,541.96 - \$2,802.51 Biweekly
\$5,507.57 - \$6,072.10 Monthly
\$66,090.84 - \$72,865.20 Annually

DEPARTMENT: Conservation and Development

OPENING DATE: 02/17/20

CLOSING DATE: 02/28/20 11:59 PM

THE POSITION:

Why join the Contra Costa [Department/Division]?

The Department of Conservation and Development (DCD) is seeking to fill two (2) vacancies in the classification of Planner I. Under the direction of a Deputy Director or Assistant Deputy Director, Planner I's in DCD perform less complex professional planning duties involving data collection and analysis, public contact, and report preparation.

DCD is headed by a Director, and within DCD there are three (3) divisions under a Deputy Director: 1) Current Planning; 2) Policy Planning and 3) Building Inspection Services. Additionally, there are 2 working sections: 1) the Housing/CDBG/Federal Programs/Economic Development Section under an Assistant Director and 2) the Business Administration Section which provides support services to the Department under the Land Information Business Operations Manager. DCD's main facility is at 30/40 Muir in Martinez where the County's Application and Permit Center is located. DCD also has a satellite office in Lafayette serving the Lafayette, Orinda and Moraga communities and an East County office in Brentwood. DCD has a total staffing of approximately 180 funded positions serving the entire County of Contra Costa.

We are looking for someone who is:

- **Detail oriented.** You will create reports and general plans which contain data and facts which must be accurate.
- **Interested in learning more about planning.** There are many planning fields to gain experience and expertise.
- **Great at interpreting laws and ordinances.** You will review permit applications and must be able to interpret and apply law and ordinances appropriately.

What you will typically be responsible for:

- Conducting studies for written reports
- Working on general plans, specific plans and related projects
- Preparing staff reports on matters related to the different Planning Fields
- Advising the public on procedural requirements related to application requests
- Reviewing applications for permits and variances
- Preparing correspondence on routine planning matters

A few reasons you might love this job:

- Flexibility! Many employees work a 9/80 schedule
- There is room for staff to offer recommendations and ideas
- You will work with a group of outstanding and caring colleagues
- You will have the ability to learn about multiple fields in planning
- You will work in a supportive and collaborative atmosphere

A few challenges you might face in this job:

- You will be expected to handle a high volume of projects
- You will need to exhibit tact when dealing with the public
- You will need to navigate California's regulatory environment

Competencies Required:

- **Analyzing & Interpreting Data:** Drawing meaning and conclusions from quantitative or qualitative data
- **Professional & Technical Expertise:** Applying technical subject matter to the job
- **Industry Monitoring:** Grasping the external political, economic, competitive, and social factors affecting the industry
- **Legal & Regulatory Navigation:** Understanding, interpreting, and ensuring compliance with laws and regulations
- **Building & Maintaining Relationships:** Establishing rapport and maintaining mutually productive relationships
- **Professional Integrity & Ethics:** Displaying honesty, adherence to principles, and personal accountability
- **Displaying Ownership and Accountability:** Holding self and others accountable for measurable high-quality, timely, and cost-effective results
- **Thinking & Acting Systematically:** Formulating objectives and priorities, and implementing plans consistent with the long-term interests of the organization in a global environment
- **Writing:** Communicating effectively in writing
- **Oral Communication:** Engaging effectively in dialogue
- **Presentation Skill:** Formally delivering information to groups

MINIMUM QUALIFICATIONS:

License Required: Possession of a valid California Motor Vehicle Operator's License. Out of state valid motor vehicle operator's license will be accepted during the application process.

Education: Possession of a bachelor's degree from an accredited college or university with a major in city or regional planning, or a closely related field.

Substitution: Six (6) months of full-time, or its equivalent, experience performing technical planning duties in a planning office may be substituted for the required major.

SELECTION PROCESS:

1. **Application Filing and Evaluation:** Applicants will be required to complete a supplemental questionnaire at the time of application; applications will be evaluated to determine which candidates will move forward in the next phase of the recruitment process.
2. **Multiple Choice Test:** Candidates will be evaluated on necessary competencies that may include any of the competencies listed above.
3. **Final Selection Interviews:** Tentatively scheduled for the week of March 30, 2020.

TENTATIVE DATES

Multiple Choice Test: Week of March 16, 2020

Meeting the minimum qualifications does not guarantee an invitation to participate in the selection process.

The Human Resources Department may change the examination steps noted above in accordance with the Personnel Management Regulations and accepted selection practices.

CONVICTION HISTORY

After you receive a conditional job offer, you will be fingerprinted, and your fingerprints will be sent to the California Department of Justice (DOJ) and the Federal Bureau of Investigation (FBI). The resulting report of your conviction history (if any) will be used to determine whether the nature of your conviction conflicts with the specific duties and responsibilities of the job for which you have received a conditional job offer. If a conflict exists, you will be asked to present any evidence of rehabilitation that may mitigate the conflict, except when federal or state regulations bar employment in specific circumstances. Having a conviction history does not automatically preclude you from a job with Contra Costa County. If you accept a conditional job offer, the Human Resources department will contact you to schedule a fingerprinting appointment.

DISASTER SERVICE WORKER

All Contra Costa County employees are designated Disaster Service Workers through state and local law. Employment with the County requires the affirmation of a loyalty oath to this effect. Employees are required to complete all Disaster Service Worker-related training as assigned, and to return to work as ordered in the event of an emergency.

EQUAL EMPLOYMENT OPPORTUNITY

It is the policy of Contra Costa County to consider all applicants for employment without regard to race, color, religion, sex, national origin, ethnicity, age, disability, sexual orientation, gender, gender identify, gender expression, marital status, ancestry, medical condition, genetic information, military or veteran status, or other protected category under the law.

Position #5AWA-2020A
PLANNER I
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