

Planner (Senior)

Recruitment #21-353020-01

Approximate Salary \$44.16 - \$53.68/hour; \$91,861.30 - \$111,657.98/year

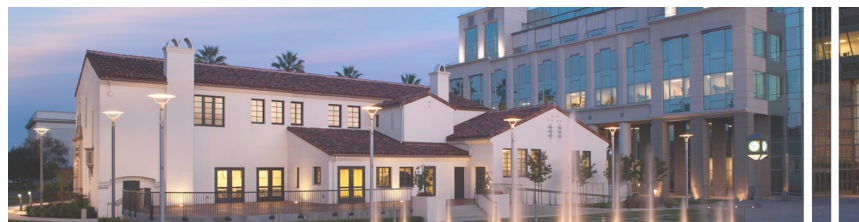
Opening Date 4/8/2021 08:00:00 AM

Final Filing Date 5/10/2021 5:00:00 PM

Contact Information Meoshi Hayes (707) 784-6309

Type of Recruitment Open Competitive

Introduction



The Department of Resource Management is a comprehensive agency comprised of the Public Works, Building and Safety, Planning Services, Environmental Health Services, Parks, and Administrative Services Divisions. The department provides for the well-being of Solano County's present and future residents and the public at-large through administration and enforcement of Federal, State, and Local laws and policies pertaining to transportation, building construction, land use planning environmental health, and recreation.

The Planning Division works to enhance the quality of life by protecting agriculture and the natural and built environment while ensuring orderly growth, balancing conservation and development, involving the public in decision-making, and providing exceptional customer service.

To learn more about the Department of Resource Management, please visit:

<http://www.solanocounty.com/depts/rm/default>. (<http://www.solanocounty.com/depts/rm/default.asp>)

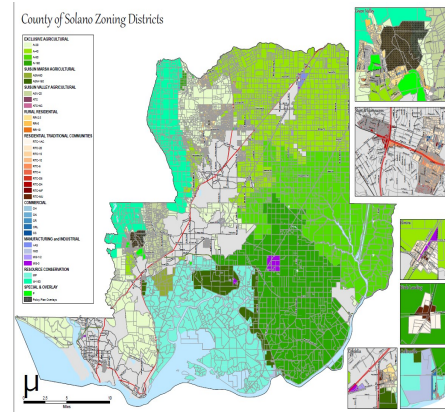
THE POSITION

Planning Solutions for Our Community

The Senior Planner is a high-level technical position responsible for the most complex and controversial planning projects that the Solano County Planning Division oversees. The ideal candidate will be a proactive, vibrant, and a solutions-oriented leader who demonstrates knowledge of current / advanced

planning procedures and practices, current software, environmental review requirements, and the function of a planning division at an expert level. The individual will be comfortable with managing concurrent complex current/advanced planning assignments, administrative responsibilities, providing leadership to junior planning staff and have a depth of knowledge in overseeing the preparation of environmental documents in compliance with the California Environmental Quality Act (CEQA).

The individual will possess established public presentation skills and the ability to produce professional quality staff reports. Strong writing / verbal communication skills are a must as the Senior Planner will regularly make presentations, respond to inquiries, and synthesize / translate complex technical planning information for less technical decision makers and the public-at-large. The candidate is passionate about providing professional planning services, will have a sense of urgency, will be committed to providing quality service for our rural community, and a desire to support and help build strong current and advanced planning sections. The individual will be a self-motivated and an independent worker with excellent interpersonal skills to liaise with the County Board of Supervisors, outside agencies and other stakeholders, as well as facilitate public meetings.



Senior Planners can gain a broad range of experience and the satisfaction of guiding projects from inception to completion. The Solano County Planning Services Division is a vibrant, team-oriented environment offering a tremendous opportunity to guide the current and future development of the county. Persons with a high level of integrity, ability to keep composed in all settings, and who work well with clients of all types, is desired.

The ideal Senior Planner candidate is collaborative, inclusive, possesses excellent time management /problem solving skills, and is committed to exceptional customer service, both internal and external customers. The individual will bring a positive attitude, a sense of humor, exercise thoughtful decision-making and provide defensible and careful recommendations to the Principal Planners / Planning Manager.

The eligible list established from this recruitment will be used to fill full-time and part-time regular, limited-term or extra-help positions as vacancies occur or the need arises.

POSITION REQUIREMENTS

Experience: Four years of progressively responsible public planning experience that includes extensive public contact associated with long range planning and/or current planning and policy development.

AND

Education: A Bachelor's degree is required from an accredited college or university, preferably in planning or a related field. A Master's degree in urban planning can be substituted for one year of experience. See **Document Submittal Requirements** for more information.

SPECIAL REQUIREMENTS

Possession of or ability to obtain a valid California Class C Driver's License is required.

To view the job description for this position, please visit:
<http://www.solanocounty.com/civicax/filebank/blobdload.aspx?blobid=15947>
 (http://www.solanocounty.com/civicax/filebank/blobdload.aspx?blobid=15947)

BENEFITS/ WHAT'S IN IT FOR YOU?



Solano County offers a cafeteria-style medical package with health benefits, offered through CalPERS. The County contribution for family coverage is \$1,586.60 per month for 2021. The County offers a cash back provision for those who choose employee-only or who waive medical insurance coverage. The County may offer a supplemental contribution for employees enrolled in Employee plus Two or More coverage.

Dental and vision insurances for the employee and eligible dependents are paid 100% by the County.

Solano County participates in CalPERS retirement and contributes to Social Security.



The County observes 12 full day fixed and 2 half day fixed paid holidays per year. Additionally, employees in this bargaining unit receive 2 floating paid holiday(s) per year.

Vacation is accrued at approximately 10 days per year for the first 3 years. Sick leave accrues at approximately 12 days per year.

Employees are eligible to receive an additional 2.5% longevity pay, per level, after the completion of continuous service at 10, 20, 25, 30 and 35 years.

To view the benefits for a regular position, please
visit: <http://www.solanocounty.com/civicax/filebank/blobdload.aspx?blobid=16512>
(<http://www.solanocounty.com/civicax/filebank/blobdload.aspx?blobid=16512>)

Extra-help employees who work less than 29 hours per week do not typically receive or accrue benefits of regular employees during their period of employment. All extra-help employees accrue .034 hours of Paid Time Off for every full hour worked.

To view the benefits for an extra-help position, please
visit: <http://www.solanocounty.com/civicax/filebank/blobdload.aspx?blobid=16516>
(<http://www.solanocounty.com/civicax/filebank/blobdload.aspx?blobid=16516>)

CULTURE OF LEARNING AND DEVELOPMENT

Solano County is committed to "Invest In and For the Future" by providing training resources to encourage employee professional development and growth within our organization. While employed with Solano County, employees have the opportunity to pursue their career goals, interests, and develop the competencies on the Solano County Leadership Development Model by participating in the following programs:

- Tuition Reimbursement Program
- Annual Education Fair
- County Mentoring Program
- Leadership Academy
- Supervisory Trainings
- Skill Development Trainings
- Self-paced learning opportunities

SELECTION PROCESS

05/10/2021 - Deadline to submit applications and required documents

Based on the information provided in the application documents, the qualified applicants may be invited for further examination and will either be pre-scheduled by the Department of Human Resources or be invited to self-schedule. **All applicants meeting the minimum qualifications are not guaranteed advancement through any subsequent phase of the examination.** Depending upon the number of applications received, the selection process may consist of an initial application screening, a mandatory information meeting, a supplemental questionnaire assessment, a written and/or practical exam, an oral board exam, or any combination listed. Responses to supplemental questions may be used as screening and testing mechanisms and will be used to assess an applicant's ability to advance in the process; as such, responses to supplemental questions should be treated as test examination responses. Information contained herein does not constitute either an expressed or implied contract.

A minimum score of 70% is required to continue in the selection process, unless otherwise announced.

All potential new hires and employees considered for promotion to management, confidential positions or unrepresented positions will be subject to a background and reference check after contingent job offer is accepted. These provisions are subject to change.

RETIREEES - Solano County invites all qualified candidates to apply for positions; however pursuant to Government Code Section 21221(h) and 21224, hiring restrictions may apply to California Public Sector Pension Plan Retirees.

HOW TO APPLY

Please visit the County of Solano website, www.jobsatsolanocounty.com (<http://www.jobsatsolanocounty.com/>), to apply. Applications must be submitted through the JobAps system. Paper copies of applications are not accepted. All additional application materials as requested in the job announcement (degree/transcripts, certificates, DD-214 if applicable, ADA Accommodation Request) must be submitted by fax to (707) 784-3424, or by email to recruitment@solanocounty.com (<mailto:recruitment@solanocounty.com>). Be sure to include the recruitment title (Planner (Senior)) and the recruitment number (21-353020-01) in your email or fax, and are due by the final filing date.

Previously submitted application materials (e.g., copies of diploma and/or transcripts, etc.) for prior recruitments will not be applied for this recruitment but must be re-submitted for this recruitment.

Any further questions can be directed to the Department of Human Resources at (707) 784-6170, business hours are Monday-Friday, 8:00 a.m.-5:00 p.m. EOE/AA.

Please note that all dates/times listed in the job announcement are Pacific Time.

DOCUMENT SUBMITTAL REQUIREMENTS

A Bachelor's Degree is required for this position. All candidates must submit a copy of their **college diploma** (verifying the degree, date earned and area of specialization) or **official/unofficial transcripts** (verifying the date and degree conferred) by the final filing deadline. Candidates who fail to submit their diploma or transcripts **by the final filing date** will be disqualified from the recruitment.

PLEASE NOTE THE FOLLOWING: Candidates who attended a college or university that is accredited by a foreign or non-U.S. accrediting agency must have their educational units evaluated by an educational evaluation service. The result must be submitted to the Human Resources Department no later than the close of the recruitment. Please contact the local college or university to learn where this service can be obtained.

How to Submit Your Documents

In addition to uploading attachments when applying online, candidates may submit documents by fax to (707) 784-3424, or by email to recruitment@solanocounty.com (<mailto:recruitment@solanocounty.com>). Be sure to include the recruitment title (Planner (Senior)) and the recruitment number (21-353020-01) in your email or fax.

VETERANS PREFERENCE POINTS

To be eligible, applicant must have served at least 181 consecutive days of active duty in the Armed Forces of the United States and have received either an honorable discharge or a general discharge under honorable conditions. A COPY OF THE DD 214, SHOWING DISCHARGE TYPE (GENERALLY COPY 4), MUST BE RECEIVED IN THE HUMAN RESOURCES DEPARTMENT **BY THE FINAL FILING DATE**. Applicants who have a service connected disability must also submit a recent award letter from the VA stating they are receiving disability benefits for service connected reasons.

Veteran applicants for initial County employment with an honorable or general under conditions discharge shall receive five (5) points added to their combined score. Disabled veterans rated at not less than 30% disability shall have ten (10) points added to their combined score. Veteran's preference points will only be added to passing scores in competitive open examinations.

AMERICANS WITH DISABILITIES ACT

It is the policy of Solano County that all employment decisions and personnel policies will be applied equally to all County employees and applicants and be based upon the needs of County service, job related merit, and ability to perform the job.

APPLICANTS WITH DISABILITIES: Qualified individuals with a disability, who are able to perform the essential functions of the job, with or without reasonable accommodation, and need an accommodation during any phase of the recruitment/testing/examination process (as detailed in the "Selection Process"), must complete the following Request for Testing Accommodation by Applicants with Disabilities Form: <http://www.solanocounty.com/civicax/filebank/blobdload.aspx?BlobID=23215> (<http://www.solanocounty.com/civicax/filebank/blobdload.aspx?BlobID=23215>).

This form must be received in the Human Resources Department **by the final filing date** of the recruitment. Applicants will be contacted to discuss the specifics of the request.

SOLANO COUNTY



(<http://www.solanocounty.com/media/Depts/HR/HRSolanoImages.wmv>)

click here (<http://www.solanocounty.com/media/Depts/HR/HRSolanoImages.wmv>) to take a video tour of Solano County.

OUR COMMUNITY

Solano County is the ideal place to live, learn, work and play... The America's Promise Alliance has named Solano County as one of the *100 Best Communities for Young People* for six straight years—the only California community with that distinction.

- **Live** – Solano County as well as cities within the County have ranked in the top 15 hottest markets across the country and within the Bay Area due to prime location and affordability.
- **Learn** – Higher education abounds! Within the County, education choices include: Solano Community College, CSU Maritime Academy, Brandman University, and Touro University. Bordering our County is the renowned University of California Davis.
- **Work** – The blend of agriculture, corporate business and pleasant lifestyle enhance the attraction of Solano County. Blessed with a thriving agricultural economy, the county is also home to biotechnology and other growth industries.
- **Play** - Situated midway between San Francisco and Sacramento—the State capitol, Solano County is home to rolling hillsides, waterfronts and fertile farmland. County residents can enjoy day trips to the San Francisco Bay area, Lake Tahoe region and the Napa and Sonoma Valleys.

County Population (2019): 447,643

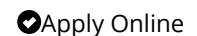
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SOLANO COUNTY IS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

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Click on a link below to apply for this position:

Fill out the Application NOW using the Internet.
 (<https://www.jobapscloud.com/Solano/newregpages/termsofuse.asp?RecruitNum1=21&RecruitNum2=353020&RecruitNum3=01>)

 Apply Online

SOLANO COUNTY *California*

E-mail (<mailto:recruitment@solanocounty.com?subject=Job%20Announcement>) Phone: 707-784-6170
 8am - 5pm M-F

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