



**ALAMEDA COUNTY COMMUNITY DEVELOPMENT AGENCY
PLANNING DEPARTMENT**

Job Announcement

Planning Technician I – Provisional*

Compensation: \$30.06-\$35.81 Hourly / \$2,254.50-\$2,685.75 BiWeekly
\$4,884.75-\$5,819.13 Monthly / \$58,617.00-\$69,829.50 Yearly

Planner I - Provisional*

Compensation: \$39.79-\$47.64 Hourly / \$2,984.25-\$3,573.00 Biweekly
\$6,465.88-\$7,741.50 Monthly / \$77,590.50-\$92,898.00 Yearly

Planner II – Provisional*

Compensation: \$45.56-\$54.43 Hourly / \$3,417.00-\$4,082.25 BiWeekly
\$7,403.50-\$8,844.88 Monthly / \$88,842.00-\$106,138.50 Yearly

Applications are due by 5:00pm on August 9, 2024.

The Alameda County Planning Department is looking for dedicated, enthusiastic professionals to immediately fill one Planning Technician I position. This position provides the opportunity to work on a variety of projects for the Current Planning Division and the Policy Planning Division supporting the work of the Planners and Clerical staff by designing and drafting maps and graphics, updating and maintaining documents and webpages, posting notices and announcements, delivering packets, providing land use information to the public at the Permit Center, and performing other paraprofessional duties.

The Alameda County Planning Department is also looking for dedicated, enthusiastic professionals to immediately fill one Planner I position and one Planner II position in the Department's Policy Planning Section. These positions provide the opportunity to work on a variety of long-range planning projects addressing complex policy issues related to housing, transportation, climate change, agriculture, open space preservation, and more in the unincorporated areas of the County.

THE DEPARTMENT

The Planning Technician I, Planner I, and Planner II positions are in the Alameda County Community Development Agency's Planning Department, which has offices in Hayward. The Planning Department is responsible for land use planning in the unincorporated areas of the County. The Current Planning Section ensures compatible land uses and enhances the quality of life in our communities by guiding development and redevelopment of existing and new communities utilizing policy and regulatory documents, environmental assessment, and site design review expertise. The Policy Planning Section prepares and updates general plan documents, performs research to inform policy development, and collaborates with members of the public, elected officials, other county departments and other local and regional government agencies on a variety of issues. More information about our department, including current projects, can be found here:

<http://www.acgov.org/cda/planning/>.

THE POSITIONS

***Provisional Appointment: For a provisional appointment, a civil service exam is not required. Provisional appointments are temporary, lasting only until an examination for the position can be given. The appointment ends when the examination is completed.**

You do not gain tenure in the position. However, to obtain a regular position, the appointee will need to compete successfully in a County exam when open.

You will earn vacation, sick leave, paid holidays and are eligible to receive medical and dental benefits.



**ALAMEDA COUNTY COMMUNITY DEVELOPMENT AGENCY
PLANNING DEPARTMENT**

PLANNING TECHNICIAN I - Provisional

Under close supervision, designs and drafts maps/graphics and does related work as required.

Distinguishing Features

This is the entry-level position for paraprofessional planning in the County service. Incumbents design and draft maps and graphics and perform other paraprofessional duties in Policy Planning and Research, Development Planning and Zoning Divisions. This position is distinguished from Planning Technician II in that Planning Technician I's will work under close supervision and will not be assigned duties performed by the Planning Technician II until he/she has satisfactorily completed training.

Planning Technician I Example of Duties

NOTE: The following are the duties performed by employees in this classification. However, employees may perform other related duties at an equivalent level. Each individual in the classification does not necessarily perform all duties listed.

1. Designs, assembles and drafts display maps, report-size maps, figures and tables, report paste-ups, and other similar graphics; uses a range of graphic tools and materials to produce both working drafts and high-quality finished graphics; modifies/corrects copies for blueprinting; planimeters mapped areas; coordinates the reproduction and printing of maps, graphics, and reports with printing vendors.
2. Corrects/modifies intermediate scale neighborhood map illustrating land use and zoning; adds notations of zoning and other land use limitations to the official Zoning Map.
3. Prepares and modifies planning presentation maps and original transparencies and official exhibits; draws with pencil and ink to prepare maps; uses industry standard software and hardware to produce graphics; redrafts reproducible exhibits; makes blue-print and photocopy reproductions.
4. Organizes and assembles documents, files and catalogues maps, photos, and other planning exhibits and documents; maintains application logs; rotates and transfers files and plans to storage; moves supplies, equipment or furniture as needed.
5. Contacts other agencies to obtain land use, zoning, general plan, environmental, public services and other data and update Planning Department databases as needed. Answers phone and written inquires for General Plan, Zoning, and other documents and materials.
6. Researches and writes the less complex sections of planning studies and related reports for review/modification by higher-level planning staff.
7. Reviews proposed street names to prevent duplication; reviews requests for boundary adjustments, subdivision map time extensions, minor Site Development Reviews and lot splits under direction of a planner.
8. Reviews for accuracy the initial intake of applications and the selection of referral agencies.
9. Goes into the field to verify existing landmarks; measures distances; posts signs and checks sites for compliance with existing agreements/requirements.
10. Uses a calculator, a planimeter, or spreadsheet to determine acreage of sites; tabulates and consolidates information on minor projects. Uses a personal computer, tabulates building permit, land use, parcel and other similar data. Uses field and other data, maps land use, zoning, general plan, environmental and other geographic units; uses a scale, a planimeter, or computer spreadsheet calculator to measure this information.

Applications due by 5:00pm on August 9, 2024



**ALAMEDA COUNTY COMMUNITY DEVELOPMENT AGENCY
PLANNING DEPARTMENT**

Planning Technician I Minimum Qualifications

Either I:

Completion of a training program in architectural/engineering drafting, graphic illustration, or cartographics,

And

The equivalent of 1 year full-time experience in architectural/engineering drafting, graphic illustration, or cartographics.

Or II:

The equivalent of 2 years' full-time experience in architectural/engineering drafting, graphic illustration, or cartographics.

License: A valid California Motor Vehicle Operator's license.

Physical Ability: Operate a motor vehicle, walk over rough terrain, lift 30 pounds.

NOTE: The Civil Service Commission may modify the above Minimum Qualifications in the announcement of an examination.

Planning Technician I Knowledge and Skills

NOTE: The level and scope of the following knowledge and abilities are related to duties listed under the "Examples of Duties" section of this specification.

Knowledge of:

- Graphic materials and photography.
- Architectural or engineering drafting skills.
- Cartography and freehand drawing.
- Printing and reproduction processes.
- Photography and photo-interpretation.
- Computer-aided design.
- Geographic Information Systems.
- Computer mapping.

Ability to:

- Use a personal computer.
- Translate resource material into graphic form.
- Use a camera.
- Understand visual design principles.
- Accurately correct/modify copy for reproduction.
- Interpret topographical maps.
- Post, erase, color, label, ink, paste-up graphic materials.
- Plan and organize.
- Make decisions and use good judgment.
- Analyze and problem solve.
- Communicate orally and in writing.
- Demonstrate interpersonal sensitivity.

Applications due by 5:00pm on August 9, 2024



ALAMEDA COUNTY COMMUNITY DEVELOPMENT AGENCY PLANNING DEPARTMENT

PLANNER I - Provisional

Under general supervision, to perform basic technical planning and zoning work; and to do related work as required.

Distinguishing Features

This is an entry-level position for professional planning work in the Community Development Agency of the county. Under the direction of a senior staff member, incumbents receive training in all phases of planning and zoning work and perform the more routine, and less complex duties in both areas. After one year in this class, incumbents may be eligible for promotion to the next higher class of Planner II.

Planner I Examples of Duties

NOTE: The following are the duties performed by employees in this classification. However, employees may perform other related duties at an equivalent level. Each individual in the classification does not necessarily perform all duties listed.

1. Assists higher level staff members in such planning activities as background studies for the general plan, developing community plans, establishing zoning districts, and reviewing tentative subdivision plans.
2. Prepares and assembles maps, charts, tables, reports and other appropriate information; does drafting and other graphic representation work; assists in the preparation of recommendations by the staff to the Planning Commission.
3. Makes field surveys and investigations pertaining to planning projects; takes photographs of significant community features; notes neighborhood characteristics, circulation patterns, problem areas and other pertinent features.
4. Assists in the reviewing, processing, investigating and evaluating requests of conditional use permits and variances for conformance with county regulations and planning policies.
5. Conducts well-defined special planning and zoning studies and research; prepares displays and exhibits to be used for public presentation; works with the public.
6. Attends section meetings and consults with higher level staff members regarding work problems and progress; confers with other County and public agencies as directed; handles routine information requests regarding planning data.

Planner I Minimum Qualifications

Either I

Experience:

The equivalent of one year of full-time experience as a Planning Technician I in Alameda County classified service.

Or II

Experience:

The equivalent of six months of full-time experience as a Planning Technician II in Alameda County classified service.

Or III

Possession of a Bachelor's degree from an accredited college or university with a major in planning, or related field such as architecture, landscape architecture, geography, urban/environmental studies, economics, sociology, public management/administration. If Bachelor's degree is not in a related field, major must show nexus to planning work experience.

Applications due by 5:00pm on August 9, 2024



**ALAMEDA COUNTY COMMUNITY DEVELOPMENT AGENCY
PLANNING DEPARTMENT**

Special Requirements: Candidates may be required to possess and maintain a valid California Driver's License and may be required to drive in the performance of duties. On an as needed basis, it may be necessary for Planners to attend night and/or weekend meetings regarding projects that they are assigned.

NOTE: The Civil Service Commission may modify the above Minimum Qualifications in the announcement of an examination.

Planner I Knowledge and Skills

NOTE: The level and scope of the following knowledge and abilities are related to duties listed under the "Examples of Duties" section of this specification.

Knowledge of:

- Principles of land use, city and regional planning and zoning administration.
- Elementary aspects of public administration, economics and sociology.
- Elementary statistical methods.
- Basic GIS principles.

Abilities:

- Learning the principles, methods, and techniques involved in professional planning and zoning.
- Making decisions, exercising judgment.
- Planning and organizing.
- Analyzing and problem solving.
- Communicating effectively orally and in writing.
- Interpersonal sensitivity.
- Use basic GIS software.

Applications due by 5:00pm on August 9, 2024



ALAMEDA COUNTY COMMUNITY DEVELOPMENT AGENCY PLANNING DEPARTMENT

PLANNER II - Provisional

Under general supervision, to perform work in planning and zoning; to assist a Senior Planner or Planner III in completing planning studies; to administer zoning and subdivision regulations; and to prepare environmental assessments and impact reports.

Distinguishing Features

Planners II are assigned planning or zoning duties in the Planning Department. Incumbents work on the less difficult planning projects under the supervision of a Senior Planner, or they assist a Planner III with a major planning project. With experience, they assume responsibility for carrying out projects of expanded scope. Positions in this class differ from those in the next higher class of Planner III in that Planners III carry out major projects in planning with a considerable degree of independence. Positions of Planner II differ from those in the next lower class of Planner I in that Planners I perform professional planning duties at an entry level and training capacity. After one year in this class, incumbents may be eligible for promotion to the next higher class of Planner III.

Planner II Examples of Duties

NOTE: The following are the duties performed by employees in this classification. However, employees may perform other related duties at an equivalent level. Each individual in the classification does not necessarily perform all duties listed.

1. Under direction of a Planner III or Senior Planner, prepares background studies for the General Plan, Plan Elements and Amendments, assists in preparing specific plans, environmental impact reports, zoning studies, analysis of subdivision and zoning applications and reports on conformance with the General Plan of proposed public projects. Degree of project responsibility varies with respect to the Planner II's experience and the complexity of the project.
2. Presents work projects to Boards and Commission, as appropriate, for which he or she has had major responsibility.
3. Consults with department planners and with other public and private organizations in the preparation of planning assignments.
4. Provides information to the public concerning planning data and plan policies; explains ordinance requirements and application procedures.

Planner II Minimum Qualifications

Either I

Experience:

The equivalent of one year full time experience in the class of Planner I in the Alameda County classified service.

Or II

Education:

Possession of a Bachelor's degree from an accredited college or university, with a major in planning or a related field such as architecture, landscape architecture, geography, urban/environmental studies, economics, sociology, public management/administration. If Bachelor's degree is not in a related field, major must show nexus to planning work experience.

AND

The equivalent of two years full time professional experience in county, city, or regional planning.

Applications due by 5:00pm on August 9, 2024



**ALAMEDA COUNTY COMMUNITY DEVELOPMENT AGENCY
PLANNING DEPARTMENT**

NOTE: A Master's degree from an accredited college or university in city, regional, or urban planning or a related field, may be substituted for one year of the required experience. The Master's degree in a related field must show nexus to planning work experience.

Special Requirements: Candidates may be required to possess and maintain a valid California Driver's License and may be required to drive in the performance of duties. On an as needed basis, it may be necessary for Planners to attend night and/or weekend meetings regarding projects that they are assigned.

NOTE: The Civil Service Commission may modify the above Minimum Qualifications in the announcement of an examination.

Planner II Knowledge and Skills

NOTE: The level and scope of the following knowledge and abilities are related to duties listed under the "Examples of Duties" section of this specification.

Knowledge of:

- The principles of land use, city, regional, and environmental planning and zoning administration.
- Elements of public administration, economics, and sociology.
- Implications of economic, population, and sociological trends on land development and community planning.
- Elementary statistical methods.
- Proportion, spatial relationships, and aesthetic concepts of physical planning.
- Laws relating to planning, zoning, subdivision and environmental protection.
- Basic GIS principles.

Ability to:

- Apply the principles, methods, and techniques involved in city and regional planning.
- Plan and organize.
- Make decisions and exercise judgement.
- Analyze and problem solve.
- Demonstrate interpersonal sensitivity.
- Communicate effectively, orally and in writing.
- Use basic GIS software.

Applications due by 5:00pm on August 9, 2024



ALAMEDA COUNTY COMMUNITY DEVELOPMENT AGENCY PLANNING DEPARTMENT

HOW TO APPLY

This recruitment is for provisional appointments. Please email a PDF of your completed County application (see instructions below) to Elizabeth.mcelligott@acgov.org.

- Completion of the County application is required.
- The information you provide on the application will determine your eligibility to participate in the interview process.
- Clearly describe your qualifications in detail. If minimum qualifications are dependent upon education describe educational nexus, as needed.
- Do not leave any answer spaces blank; if a question does not apply, write "N/A". (Credit cannot be given for education, training, experience, knowledge, skills, and abilities that you fail to indicate).
- Although you may attach a resume to further describe your qualification, it does not substitute for completing the application form. An incomplete application form may result in disqualification. Do NOT write "see resume" in your work history.

County Online Application Instructions

1. Go to: <https://www.jobapscloud.com/Alameda/jobboard.asp>
2. Click on the Application Template link (above Employment Opportunities, see image below).

Job Title	Description
 Application Template Keep updated for copying	You can update your Application Template at any time to keep it up-to-date. You can use it to copy into any new application.

top of page ▲

EMPLOYMENT OPPORTUNITIES

3. Follow the steps below based on your previous County of Alameda application experience
 - a. If you have never completed a County of Alameda application, register as a new user and complete the entire application.
 - b. If you have filled out a County application previously, log in and add your most recent position(s) and update other information as appropriate.
4. You are required to provide a valid email address. Our staff will contact you via email and without a valid email address, you will not be contacted regarding your application.
5. Before submitting your application to the County of Alameda, it is your responsibility to ensure accuracy of all information submitted in the application.
6. Once you've completed the application, print the document as a **PDF** and email it to Elizabeth.mcelligott@acgov.org.

Applications due by 5:00pm on August 9, 2024