

RESOLUTION NO. 21-128

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CARSON,
CALIFORNIA, AMENDING THE CLASSIFICATION PLAN,
RESOLUTION NO. 77-111, BY ADOPTING A REVISED JOB
CLASSIFICATION SPECIFICATION FOR SENIOR PLANNER

WHEREAS the Meyers-Milias-Brown Act (the MMBA) (Government Code § 3500 et seq.) imposes on public employers and recognized employee organizations a “mutual obligation” to meet and confer regarding wages, hours, and other terms and conditions of employment, and thereby freely exchange information, opinions, and proposals to reach an agreement on matters within the scope of representation; and

WHEREAS the Director of Human Resources and Risk Management is authorized and directed under provisions of Sections 2797.1 and 2797.3 of the Carson Municipal Code to prepare and recommend position classification and compensation plans, after consultation with the affected Directors, which becomes effective upon approval by the City Council; and

WHEREAS Rule III of the City of Carson Personnel Rules provides that modification to the classification plan, embodied in Resolution No. 77-111, shall be made only after the Director of Human Resources and Risk Management consults with the affected Directors and affected recognized employee organizations; and

WHEREAS the City of Carson desires to update the existing classification specification of **SENIOR PLANNER** to provide a current and accurate description of the various duties performed by said position; and

WHEREAS, the Director of Human Resources and Risk Management has consulted with the affected parties and has met and conferred with the representatives of the affected recognized employee organizations pursuant to its obligations under the MMBA, concerning the revised classification specification for the **SENIOR PLANNER**.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF CARSON, CALIFORNIA, HEREBY FINDS, DETERMINES AND RESOLVES AS FOLLOWS:

Section 1. The above recitals are true and correct.

Section 2. The revised classification specification for **SENIOR PLANNER**, (Range 610, \$7,617 - \$9,721) attached hereto as Exhibit A, assigned to the Carson Professionals and Supervisors Association (CPSA), is hereby adopted.

Section 3. The Chief Deputy City Clerk shall certify to the adoption of this resolution and deem it effective as of November 3, 2021, the same shall be in force and effect.

PASSED, APPROVED and ADOPTED this 3rd day of November 2021.

MAYOR LULA DAVIS-HOLMES

ATTEST:

DEPUTY CITY CLERK JOY SIMARAGO

APPROVED AS TO FORM:

CITY ATTORNEY

STATE OF CALIFORNIA)
COUNTY OF LOS ANGELES) ss.
CITY OF CARSON)

I, Joy Simarago, Deputy City Clerk of the City of Carson, California, do hereby certify that the whole number of members is four; that the foregoing resolution, being Resolution No. 21-128 was duly and regularly adopted by said City at a regular meeting duly and regularly held on the 3rd day of November 2021, and that the same was passed and adopted by the following vote:

AYES: COUNCIL MEMBERS:

NOES: COUNCIL MEMBERS:

ABSTAIN: COUNCIL MEMBERS:

ABSENT: COUNCIL MEMBERS:

By: _____
Deputy City Clerk

SENIOR PLANNER

Job Summary:

Under general supervision of the Planning Manager, the Senior Planner performs professional level work in the field of current and advanced planning; conducts special projects and research as assigned; and prepares reports and recommendations relative to assigned area of responsibility. The Senior Planner performs more complex duties and possess specialized professional, technical and functional expertise and are regarded as seasoned and experienced professionals. They typically are assigned significant responsibilities above the Associate Planner; possess specialized knowledge, abilities, skills, and experience; and exercise independent judgment in the performance of their duties.

Essential Duties and Responsibilities:

1. Recommend and assist in the implantation of goals and objectives; establish schedules and methods for current planning or advanced planning activities; implement policies and procedures.
2. Perform advance and current planning activities; maintain and disseminate geographic zoning and City land use information; prepare background studies for ordinances and General Plan update work.
3. Conduct zoning studies; analyze land use issues; recommend resolutions to land use problems; direct proposed ordinances through review process.
4. Assists in the selection, training, supervision and evaluation of assigned staff.
5. Directs and participates in the development and presentation of staff reports to the Planning Commission and City Council.
6. Participates in the development and implementation of division goals, objectives, priorities, and budget.
7. Attends a variety of committee, community, commission, and task force meetings, makes oral and written presentations, and represents the City as assigned.
8. Review's development and business activities to assure conformance to codes, guidelines, and other requirements.
9. Responds to inquiries regarding planning and environmental activities; provides information to other agencies, City departments and the public; serves as liaison to various departments, boards, commissions, and agencies.
10. Performs related duties as required.

Qualification Guidelines:

A typical way to obtain the requisite qualifications to perform the duties of this class is as follows:

Education and/or Experience:

Bachelor's degree from an accredited college or university with a major in planning, public administration, environmental science, or related field and five (5) years of increasingly responsible professional experience involving municipal planning. Experience and/or education in a related field may be substituted on a year for year basis.

Knowledge of:

- All applicable federal, state, and local planning laws and regulations, including California Environmental Quality Act and State Subdivision Map Act.
- Principles and practices of municipal planning covering current and advanced planning.
- Budget preparation and control techniques; research methods.
- Computer applications and software (Microsoft Office – Word, PowerPoint, & Excel)
- Familiarity with ERP System (i.e.: Tyler Munis) preferred.
- City organization, operations, policies, and procedures.

Skill and Ability to:

- Perform the most complex duties related to advance and current planning.
- Analyze and interpret data pertaining to planning and zoning.
- Supervise and coordinate the day to day activity of staff.
- Communicate effectively both orally and in writing.
- Understand and work within scope of authority.
- Maintain records and prepare reports.
- Meet project schedules and timelines as required to conduct job duties
- Establish and maintain effective working relationships with those contacted in the course of work; work cooperatively with executive and management staff, employees, and others.
- Operate a motor vehicle during work.
- Operate a personal computer and other office equipment.

License or Certificate:

Possession of a valid California Class C driver's license. Employees in this classification will be enrolled in the Department of Motor Vehicles (DMV) Government Employer Pull Notice Program which confirms possession of valid driver's license and reflects driving record.

Physical Requirements & Working Conditions:

Employee accommodations for physical or mental disabilities will be considered on a case-by-case basis. Positions in this class normally:

- Require vision (which may be corrected) to read small print.
- Require mobility of arms to reach and dexterity of hands to grasp and manipulate small objects.
- Performs lifting, pushing and /or pulling which does not exceed 25 pounds which is an occasional aspect of the job.
- Subject to inside and outside environmental conditions.
- May be required to use city or personal vehicle in the course of employment.
- Must be able to show proof of vehicle insurance.
- May be required to attend periodic evening meetings and/or travel to attend meetings.
- May be required to work evenings or weekends.