

RESOLUTION NO. 21-129

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 ASSOCIATE 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 **ASSOCIATE 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 **ASSOCIATE PLANNER**, (Range 907, \$6,569 - \$8,384) 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. 21-129 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

ASSOCIATE PLANNER

Job Summary:

Under general direction, prepares reports on current and advanced planning projects; conducts environmental impact assessments in accordance with CEQA; reviews development plans for compliance with zoning and related requirements; conducts code and General Plan amendments and general planning studies; and performs other related work as required

Essential Duties and Responsibilities:

(These functions are representative and may not be present in all positions in the class. Management reserves the right to add, modify, change or rescind related duties and work assignments.)

1. Conducts comprehensive studies for current and advanced planning projects, compiles and analyzes data on land use and other planning related topics.
2. Compiles and analyzes data on economic, social, environmental, and physical factors affecting land use.
3. Prepares reports and makes recommendations concerning research data, assesses environmental impact and reviews environmental impact reports.
4. Prepares official population estimates and projections, housing statistics, and economic studies.
5. Prepares and administers revisions to planning and zoning regulations.
6. Analyzes and recommends action on applications for zone changes, zone variances, and conditional use permits.
7. Prepares reports and presents to the Planning Commission.
8. Provides information to and consults with the public.

Qualification Guidelines:

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

Education and Experience:

Graduation from a recognized college or university with a baccalaureate degree in planning or related field and minimum three (3) years of experience in municipal planning or related field.

Knowledge of:

- Principles and practices of urban planning.
- Regulations covering planning and zoning.
- Architectural plans and topographic mapping.
- Modern office practices, procedures and equipment.
- Record-keeping techniques.
- Personal computer and related software (Microsoft Office – Word, PowerPoint & Excel).
- Familiarity with ERP system (i.e., Tyler Munis) preferred
- Telephone techniques and etiquette.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Interpersonal skills using tact, patience and courtesy.
- City organization, operations, policies and objectives

Skill and Ability to:

- Organize and conduct planning research studies.
- Preparation of comprehensive planning reports.
- Make clear and concise oral and written presentations.
- Establish and maintain effective relationships with City staff and officials, civic groups, and other agencies.
- Legally operate a motor vehicle in the State of California.

Physical Requirements and 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.
- Perform lifting, pushing and/or pulling which does not exceed 50 pounds and is an infrequent aspect of the job.
- Is subject to inside and outside environmental conditions.
- May be required to use personal vehicle in the course of employment.
- May be required to attend periodic evening meetings and/or to travel within and out of District boundaries to attend meetings.