

PERSONNEL COMMITTEE

11-0079R

RESOLUTION APPROVING PROPOSED AMENDMENTS TO THE SPECIFICATIONS FOR THE CIVIL SERVICE CLASSIFICATION OF PLANNER II.

CITY PROPOSAL:

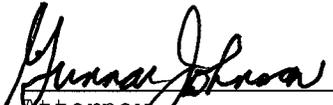
RESOLVED, that the proposed amendments to the specifications for the civil service classification of planner II, which were approved by the civil service board on January 11, 2011, and which are filed with the city clerk as Public Document No. _____, are approved. This classification shall remain subject to the city's collective bargaining agreement with its basic unit employees and compensated at pay range 133.

Approved for presentation to council:



Chief Administrative Officer/
Department Director

Approved as to form:



Attorney

Approved:



Auditor

HR SA:ao 2/4/2011

STATEMENT OF PURPOSE: The job description was revised to add some zoning coordinator tasks. Currently there is only one person performing these duties and no backup in that person's absence. This will provide backup during busy times and absences, and is essential to ensuring efficient services in the new one-stop shop. There is no change in the rate of pay, which is range 133, \$3,884 to \$4,595 per month.

PLANNER II

PURPOSE: Support the successful preparation, operation, and/or conclusion of special projects or on-going programs in such fields as community and business development, housing, zoning and land use, preservation, and environmental planning.

FUNCTIONAL AREAS:

1. Assist with the research, preparation, and communication of reports on projects or programs as assigned.

- * A. Conduct research and studies; assemble and correlate information regarding community needs and issues, including fair housing impediments and housing regulatory barriers.
- * B. Develop financial resources in support of projects and programs assigned.
- * C. Prepare and/or present reports, proposals, requests, contracts, and recommendations.
- * D. Conduct public meetings, and arrange or provide staff services support for public boards, commissions, and committees, including preparing agendas, arranging public meetings, notifying appropriate parties, preparing and approving hearing minutes, and reviewing and executing official actions .
- * E. Monitor project and/or program performance for compliance with contract provisions, regulations, and goals.
- * F. Assemble and analyze project data to report program performance to State and Federal funding agencies, including information on meeting federal standards including Women/Minority Owned Businesses, Section 504, Labor Standards and compliance with National Environmental Policy Act (NEPA).

2. Coordinate zoning and municipal code enforcement activities.

- * A. Interpret and enforce codes, ordinances and state statutes.
- * B. Review zoning regulations in the Unified Development Chapter of the City of Duluth Legislative Code (UDC) and recommend changes; assist with sign permit program.
- * C. Assist in producing required drawings; revise plots and UDC.
- * D. Research applicable records of building permit history to establish setbacks or existing buildings on site.
- * E. Correspond with customers regarding history and proposed use of property
- * F. Confer with other departments/agencies regarding zoning and construction matters.
- * G. Review and approve building permits, applications and plans; process applications for zoning appeals.
- * H. Investigate and recommend resolution to zoning violations.

2. Provide information upon request as appropriate to public agencies, boards,

commissions, and committees; to members of the public and public media.

- A. Plan and coordinate public events such as fairs, celebrations, seminars, and workshops.
- B. Provide support to legislative initiatives to satisfy City development and housing goals.
- * C. Attend meetings and/or ~~present in~~ conduct public presentations on behalf of the City and Department.
- * D. Respond to requests for information on programs and projects assigned.
- * E. Establish and maintain positive relationships with diverse individuals and groups.

JOB REQUIREMENTS

Education and Experience Requirements:

- † A. Four-year bachelor degree in Business Administration, Planning, Urban Development, Social Science or other research-based field; plus three years full-time equivalent verifiable experience in the functional areas identified as essential above. A Master's Degree in a related field may be substituted for two years of experience.

Knowledge Requirements:

- A. Knowledge of Federal and State housing and community development legislation and programs.
- B. Knowledge of procedures used in community planning.
- C. Knowledge of land use and zoning principles and procedures.
- D. Knowledge of applicable building codes and ordinances.
- E. Knowledge of land description methods and land surveying practices.
- † D. Basic knowledge of statistics and analysis to conduct research and data analysis.
- † E. Basic knowledge of legal contract principles.
- † F. Basic knowledge of budgeting principles and practices.
- † G. Basic knowledge of finance and accounting principles.
- † H. Basic knowledge of public administration principles and practices.
- I. Knowledge of GIS (Geographic Information System) functions

Skill Requirements:

- † A. Skill in effective communication with groups and on a one-to-one basis.
- † B. Skill in conducting public presentations.
- † C. Skill in negotiating development agreements.
- † D. Skill in public and media relations.
- † F. Skill in graphics/design work.

Ability Requirements:

- † A. Ability to analyze and solve problems.

- † B. Ability to design and prepare graphic presentations.
- † C. Ability to read and understand technical and legal documents, including legal descriptions, building plans, specifications, codes and ordinances.
- D. Ability to conduct inspections and document findings.
- † ~~FE~~. Ability to use a micro-computer and associated applications software including word processing, desktop publishing, presentation, database, and spreadsheet.

Physical Requirements

- † ~~DA~~. Ability to transport oneself to, from, and around sites of projects and programs, and sites of public meetings.
- † ~~EB~~. Ability to transport (usually by lifting and carrying) materials and equipment weighing up to 25 pounds per load for presentation at public meetings.
- † ~~GC~~. Ability to attend work on a regular basis.

* Essential functions of the classification.

† Job requirements necessary on the first day of employment.

Analyst: JA	Class #: 3302	Union: Basic	Pay: 133
CSB: 20070206	CC: 20070226	Res #: 07-0145R	WC Code: 8742
EEO Funct: Community Development		EEO Cat: Professional	