

Meeting Date: 11/15/11

AGENDA REPORT

City of Santa Clara, California

Agenda Item # 6B.3



Date: November 8, 2011

To: City Manager for Council Action

From: Director of Human Resources

Subject: Approval of a new Job Description for Principal Planner, Setting of the Control Point at \$11,391 per month, and Addition to the City's Conflict of Interest Code, Disclosure Category 1

EXECUTIVE SUMMARY:

This is a new job description for the position of Principal Planner. This job description includes the requirement of experience to manage significant economic development projects. The Principal Planner will take on a special assignment as a planning project manager, whose major responsibility will be to ensure timely and efficient completion of critical functions for the planning and implementation of the Transportation Management and Operations Plan (TMOP) as required in the Stadium Environmental Impact Report, and other related matters for the proposed 49ers Stadium. The Principal Planner will be assigned to this long term assignment, as well as, traditional Principal Planner duties.

As a member of the City's Unclassified Service, this is an "at will" position, and the incumbent serves at the discretion of the City Manager. Staff is recommending this new job description, which incorporates the expectation for incumbents to adhere to the City's Code of Ethics and Values, and demonstrate strong professional and service-oriented leadership, and also recommends addition of the job description to the City's Conflict of Interest Code, Disclosure Category 1.

ADVANTAGES AND DISADVANTAGES OF ISSUE:

Approval of this job description for the classification of Principal Planner will allow the City to begin the recruitment process. There are no disadvantages.

ECONOMIC/FISCAL IMPACT:

There is no economic or fiscal impact to the City in approving the job description, other than administrative staff time and expense. Funding is provided through the Stadium Authority budget. The City's Control Point program reflects a range of monthly salary from 85% to 110% of Control Point. The salary range for this position begins at \$10,141 (85%) to \$12,530 (110%) of Control Point. Generally, entry level salary is set at the 85% level, taking into account education and experience.

City Manager for Council Action

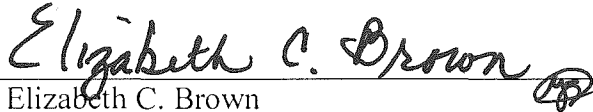
Approval of Revised Job Description for Principal Planner, Setting of the Control Point at \$11,391 per month, and Addition to the City's Conflict of Interest Code, Disclosure Category 1

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RECOMMENDATION:

That the Council approve the job description for Principal Planner, set the Control Point at \$11,391 per month, and add this job description to the City's Conflict of Interest Code, Disclosure Category 1.



Elizabeth C. Brown

Director of Human Resources

APPROVED:



Jennifer Sparacino

City Manager

Documents Related to this Report:

1) New Job Description for Principal Planner

CITY OF SANTA CLARA
PRINCIPAL PLANNER
(Unclassified)
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EDUCATION AND EXPERIENCE

- Education and experience equivalent to graduation from an accredited college or university with a Master's degree in city planning;
- Four years of professional municipal or closely related planning experience;
- Experience with computer software programs commonly used by the City and by the Planning & Inspection Department such as Microsoft Word, Excel, permitting software and Geographic Information System (GIS) ;
- Experience working with senior managers on significant economic projects and experience in the coordination of efforts in the multiple disciplines involved in urban development are desirable;
- Experience in collaboration with local, regional and state agencies and organizations in complex planning work; and
- Experience with governmental decision making bodies, including making presentations to, working with and providing support for these entities.

LICENSE

Possession of an appropriate, valid California driver's license is required at time of application and for the duration of employment.

DISTINGUISHING CHARACTERISTICS

This is a management position in the unclassified service responsible for overseeing a variety of programs and activities of the Planning & Inspection Department. An incumbent in this classification exercises independent judgment and discretion not of a routine or clerical nature, and will have skills in coordinating efforts across City departments and outside entities, and will be results-driven. The position may coordinate special projects and programs for the Office of the City Manager and in conjunction with the City's economic development efforts.

As a member of the City's Unclassified Service, this is an "at will" position and the incumbent serves at the discretion of the City Manager. An incumbent in this classification demonstrates strong ethical, professional, and service-oriented leadership and interpersonal skills; sets a good example; and correctly applies the tenets of the City's Code of Ethics and Values.

TYPICAL DUTIES

This description may not include all the duties listed below, nor do the examples cover all duties that may be performed.

PRINCIPAL PLANNER (Continued)

With General Direction:

- Manages planning projects and programs within the Department of Planning & Inspection, under the general direction of the City Planner and the Director of Planning & Inspection.
- Gather, analyze and present data in the form of written, graphic, or oral reports for use before commissions and public hearings;
- Plan, supervise, and participate in the preparation of planning projects;
- Prepare statistics and other information for general distribution;
- Technical and management advisor to subordinate personnel in solving difficult assignments and in reviewing objectives, techniques of execution, and resultant findings;
- Assist in the review of the City's General Plan and preparation of new ordinances to effectuate the same;
- Assist in the coordination of redevelopment with the General Plan;
- Research, planning and technical analysis for complex planning projects and preparation of reports including recommendations;
- Plan and participate in meetings of various civic, business and community organizations;
- May be responsible for assisting the City Planner in the staffing of the Planning Commission, the Permit Center and the allocation of budget and staffing resources as directed;
- May act for the City Planner or the Director in their absence;
- May represent the Department at the Architectural Committee, Historical and Landmarks Commission, and other planning advisory committees as needed; and
- Performs related work as assigned by the City Planner and/or the Director.

On behalf of the City Stadium Authority and under general direction, the incumbent's duties may include, but not be limited to responsibility to:

- Provide leadership and facilitate collaboration across varied departments and disciplines to meet project objectives;
- Coordinate implementation of requirements of City zoning entitlements in developing and operating stadium facility;
- Coordinate CEQA mitigation monitoring or reporting program requirements in developing and operating stadium facility;
- Provide leadership in the development and implementation and ongoing enhancements of the stadium Transportation Management Operations Plan (MOP) with internal City departments and outside agencies and entities and the public; and
- Facilitate development and ongoing management of offsite parking arrangements related to the annual schedule of activities at the stadium and application of related offsite parking permits.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

- Principles, methods and procedures of city planning and the administration thereof;
- Physical, social and economic implications involved in city planning, including the development of urban, environmental and aesthetic needs;
- Research methods, including statistics;

PRINCIPAL PLANNER (Continued)

- Governmental organization, transportation, communications and public utility systems as related to planning;
- Legal considerations and provisions of planning law, environmental law, zoning administration and subdivision regulations.

Ability to:

- Manage, organize and conduct planning research studies and reports;
- Draw logical and perceptive conclusions from factual data;
- Define alternative actions and creative solutions;
- Develop well-supported recommendations;
- Work cooperatively with others and maintain a collaborative approach for resolving complex planning and development projects;
- Speak and write effectively;
- Supervise preparation of maps, charts and other graphic materials; and
- Train and supervise the work of others in a team environment.

SUPERVISION RECEIVED

Works under the administrative direction of the City Planner, Director of Planning & Inspection and/or the City Manager, as assigned.

SUPERVISION EXERCISED

Supervises and trains personnel in the Development Review Division and others as assigned. May be responsible for evaluating and reporting on the work efforts of employees, in recommending to hire, transfer, suspend, lay off, recall, promote, discharge, assign, reward or discipline other employees, in weighing the economic impact of deploying or directing employees, or in adjusting employee grievances.

CONFLICT OF INTEREST

Incumbents in this position are required to file a Conflict of Interest Statement upon assuming office, annually and upon leaving office, in accordance with City Manager Directive 100.

OTHER REQUIREMENTS

Must be able to perform all of the essential functions of the job assignment.