

City and County of San Francisco



Department of Human Resources

Gavin Newsom  
Mayor

Micki Callahan  
Human Resources Director

**NOTICE OF FINAL ACTION TAKEN BY THE  
HUMAN RESOURCES DIRECTOR**

Date: November 5, 2010

Re: **Notice of Proposed Classification Actions –Final Notice No. 17 FY 2010/2011 (copy attached)**

In the absence of requests to meet addressed to the Human Resources Director, the classification actions contained in the above referenced notice became effective November 5, 2010.

Micki Callahan  
Human Resources Director

by:

A handwritten signature in black ink, appearing to be "Steve Ponder", written over a horizontal line.

Steve Ponder  
Classification and Compensation Manager  
Human Resources

cc: All Employee Organizations  
All Departmental Personnel Officers  
Micki Callahan, DHR  
Martin Gran, DHR  
Carmela Villasica, DHR  
Linda Cosico, DHR  
Christina Fong, DHR  
Rich David, DHR  
Anita Sanchez, CSC  
Harvey Rose, Budget Analyst  
Debra Nebreda, CON  
Tinhha Luong, CON  
Maria Newport, SFERS  
Clare Leung, MTA  
RAS Team Leader(s)  
DHR Support Services  
E-File

**NOTICE OF PROPOSED CLASSIFICATION ACTIONS BY  
THE HUMAN RESOURCES DIRECTOR**

The following actions are being posted in accordance with Rule 109. In the absence of requests to meet addressed to the Human Resources Director, the proposed changes will become final seven (7) calendar days from the posting date.

**Posting No:** 17  
**Fiscal Year:** 2010/2011  
**Posted Date:** October 22, 2010

***AMEND THE FOLLOWING JOB SPECIFICATION(S):  
(Final job specification attached.)***

<b>Item #</b>	<b>Class/Title</b>
1	5291 Planner III

**For additional information regarding the above proposed action, please contact Carmela Villasica at (415) 557-4929 or email her at [Carmela.Villasica@sfgov.org](mailto:Carmela.Villasica@sfgov.org).**

Requests to meet on an item should be addressed to the Human Resources Director, 1 South Van Ness, 4th Floor, San Francisco, CA 94103. All requests must be received in writing no later than close of business seven (7) calendar days from the posting date. FAX'd copies will be accepted as timely with original to follow. Copies of this notice may be obtained from the Information Center, 1 South Van Ness, 4th Floor or from DHR's website at: <http://sfdhr.org/index.aspx?page=109>

**cc:** All Employee Organizations  
All Departmental Personnel Officers  
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Christina Fong, DHR  
Carmela Villasica, DHR  
Linda Cosico, DHR  
RAS Team Leader(s)  
DHR Support Services  
Martin Gran, DHR  
Steve Ponder, DHR  
Maria Newport, SFERS  
Clare Leung, MTA  
Suzanne Wong, MTA  
File

**CITY AND COUNTY OF SAN FRANCISCO  
DEPARTMENT OF HUMAN RESOURCES**

**Title: Planner III  
Job Code: 5291**

**INTRODUCTION**

Under direction, the Planner III performs difficult and responsible planning work in land use, zoning, development, recreation, urban design, urban economics and finance, housing, code enforcement, historic preservation and real estate; supervises or assists in the preparation and design of research surveys and projects and conducts the more difficult investigations; prepares or assists in the preparation of reports and planning studies; processes applications; provides information on planning policies, contracts, budgets, and procedures; conducts limited environmental reviews and may also coordinate environmental review processes; may manage capital improvement projects for a city department and may supervise subordinate personnel and lead team projects; assists in the development and implementation of planning policies and procedures; reviews various building and land use permit applications; prepares, checks, and reviews important technical records and plans; has considerable contact with representatives of government, community groups, developers, business organizations and the general public; and performs related duties as required.

Positions at Emergency Communications Department perform difficult and responsible disaster and emergency planning work in the areas of homeland security and emergency services planning citywide and perform other related duties as required. The duties and responsibilities of this position include: planning, coordinating, developing and promoting emergency service operations, plans and programs, and training of emergency services and public safety personnel; developing, implementing and evaluating comprehensive emergency master plans for natural disasters such as fire, earthquakes, floods and other operation emergencies including major accidents and other catastrophic events facing the City; and responding to local disasters and emergencies and any Emergency Operation Center activation.

**DISTINGUISHING FEATURES**

This is the advanced journey-level position in the Planner series. Planner III's may coordinate complex projects involving the resolution of conflicting interests and may supervise subordinate staff. Planner III is distinguished from Planner II by the responsibility for more difficult and complicated programs or projects, and the supervision of professional staff. Planner III is distinguished from Planner IV in that Planner IV's plan and direct the activities of a planning unit or regularly supervise a major program or project. Planner III is distinguished from Planner III Environmental Review in that the latter is an environmental review specialist, while the former may be assigned a wider range of planning duties.

Supervision Exercised: The Planner III may supervise the work of subordinate Planner I's and/or II's or administrative support staff.

**MAJOR, IMPORTANT, AND ESSENTIAL DUTIES**

*According to Civil Service Commission Rule 109, the duties specified below are representative of the range of duties assigned to this job code/class and are not intended to be an inclusive list.*

1. Compiles, analyzes and interprets complex technical, physical, social, economic, and statistical data for urban policy development, planning and capital projects, zoning, permit

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application review, recreation plans, historic preservation, environmental review, code enforcement, and other legal requirements.

2. Conducts or facilitates effective public presentations for various planning topics.
3. Designs and prepares graphic presentations using computer applications, including maps, charts, models, sketches, graphs, and other applications for database management.
4. Prepares land use, urban design and policy plans.
5. May supervise and review the work of subordinates engaged in the performance of professional and sub professional level planning work.
6. Interprets and explains legal, technical, and procedural aspects of planning work for individuals, permit applicants and community groups; may represent the department in hearings or appear as a witness in court proceedings.
7. May assist and/or manage the work of consultants/contractors engaged in the work of capital projects, plans or programs which may include assisting in the preparation of RFP/RFQs, budgets, and grant applications for capital projects.
8. Studies and makes recommendations on the more complex development applications. Makes recommendations to the appropriate decision-making boards, and coordinates required notification and other processes.
9. Works with and/or coordinates the environmental review process, including coordinating and integrating required data and documents.
10. Performs other related duties and responsibilities as assigned.

When Assigned to Emergency Communications Department essential duties also include:

11. Compiles, analyzes and interprets complex technical, physical, and statistical data on a variety of disaster and general emergency services grant programs and other related elements.
12. Conducts special studies to assess the impact of disasters on specific areas and neighborhoods of the City; identifies areas where disasters, such as fires, floods, and earthquakes historically occur; assesses the impact on the City and develops mitigation plans to address disasters when they occur; and prepares comprehensive reports.
13. Coordinates and attends various meetings with a wide variety of individuals and groups to discuss, assess and develop effective plans and procedures for emergency management purposes.
14. Coordinates and/or performs the emergency services review process, including coordinating and integrating required data and documents.
15. Assesses City structures, properties, byways, traffic patterns and demographics to assist in coordinating, promoting and implementing emergency services programs, resource management, operational readiness, and response plans and capabilities. Develops and prepares a variety of operational and contingency plans for different City neighborhoods in response to identified natural and technological hazards. Formulates plans involving weapons of mass destruction safety, civil defenses, communications, emergency response,

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and directed hazard mitigation.

16. Identifies training needs of local emergency services personnel and organizations; prepares, executes various type of training and education programs to other agencies and the general public.

17. Serves as the 24-hour Office of Emergency Services Duty Officer on a rotating basis. Responds to calls from citizens, the Emergency Communications Department and other agencies, and to the scene of emergency situations in the City as needed to support the command post operations and coordinate resources. Activates the Emergency Operations Center as needed in large scale emergencies.

18. Serves as liaison for grant related programs and efforts of homeland security, disaster and emergency service policy development and planning.

**IMPORTANT AND ESSENTIAL KNOWLEDGES, SKILLS, AND ABILITIES**

Knowledge of: Principles, practices, purposes, scopes and techniques of various phases of urban planning, zoning, transportation, environmental review, urban design and urban economics; statistical and research methods and the sources of information relevant to specialty areas; federal, state and local laws and ordinances; graphic presentation methods; principles of supervision.

When assigned to Emergency Communications Department: Knowledge of: Emergency service and homeland security principles, practices, purposes and methodology; multi-hazard functional plan preparation, coordination and implementation; function of emergency operation centers, facilities, warning equipment and systems required during disaster/emergency operations; physical and statistical characteristics of City areas and neighborhoods that affect emergency service planning and programs; practices of supervision and personnel management, development and training; management information systems and related application; community emergency response needs and resources.

Ability to: Collect, analyze and interpret complex data; assess information in a variety of forms and from various sources and make judgments and recommendations; prepare written reports and make oral presentations of findings and recommendations in public hearings; and work effectively in a team environment; establish and maintain cooperative relationships with government agencies, community groups, special interest advocates, permit applicants, and the general public; design and carry out complex studies or projects; work collaboratively with staff and others; present technical information to a general audience.

**MINIMUM QUALIFICATIONS**

*These minimum qualifications are to be used as a guide for establishing the education, training, experience, special skills and/or license(s) which are required for employment in the classification. Please note, additional qualifications (i.e., special conditions) may apply to a particular position and will be stated on the exam/job announcement.*

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**Title: Planner III  
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Possession of a baccalaureate degree from an accredited college or university AND four (4) years (8,000 hours) of verifiable full-time-equivalent experience in an urban, city, regional and/or other related planning environment (such as transportation planning, environmental planning, architecture or urban design); OR

Possession of a master's degree from an accredited college or university in City, Regional or Urban Planning, or a closely related field such as Architecture, Landscape Architecture, Geography, Urban Studies or Environmental Studies AND two (2) years (4,000 hours) of verifiable full-time-equivalent experience in an urban, city, regional and/or other related planning environment (such as transportation planning, environmental planning, architecture or urban design).

When assigned to Emergency Communications Department: Possession of a Baccalaureate degree from an accredited four year college or university AND four (4) years of experience in emergency/disaster planning and management.

**LICENSE AND CERTIFICATION**

Positions at the Emergency Communications Department require a valid California driver license.

**PROMOTIVE LINES**

To: 5293 Planner IV

From: 5278 Planner II

**ORIGINATION DATE:** 10/3/97

**AMENDED DATE:** 1/13/05, 11/5/10

**REASON FOR AMENDMENT** *To accurately reflect the current tasks, knowledge, skills and abilities defined in the most recent job analysis conducted for this job code.*

**BUSINESS UNIT(S):** COMMN SFCCD SFMTA SFUSD