

**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: 32
Fiscal Year: 2010/2011
Posted Date: January 18, 2011

ESTABLISH THE FOLLOWING JOB SPECIFICATION(S):
(Draft job specification attached.)

Item #	Class/Title
1	5275 Planner Technician

For additional information regarding the above proposed action, please contact Carmela Villasica at (415) 557-4928 or-email her at 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
Anita Sanchez, CSC
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 Technician
Job Code: 5275**

INTRODUCTION

Under general supervision, the Planner Technician performs a wide variety of technical planning work and administrative support functions, serving as paraprofessional support to the Planner series. The essential functions of this job include: reviewing for accuracy and completeness of the initial intake of applications, recording appropriate data; researching and assisting the Planners in the preliminary plan checking; processing of minor planning applications and miscellaneous permit referrals; reviewing less complex building plans for compliance with established Department planning procedures and regulations; maintaining a variety of manual and electronic records; managing case files; preparing correspondence, reports, charts and other materials as needed; assisting Planners in creating public notices and posters; reviewing and updating data in the database and tracking system; advising and assisting the public on matters related to planning regulations and permit procedures; and performing other related duties as assigned.

DISTINGUISHING FEATURES

The Planner Technician is a paraprofessional class. The Planner Technician is distinguished from clerical classes in that the Planner Technician has a basic knowledge of Planning concepts and principles, and has the technical skill required to perform review of building and miscellaneous permit applications, in addition to clerical skills and abilities. Assignments are characterized by the presence of clear guidelines from which to make decisions and the availability of supervision as needed.

This class is distinguished from Planner I in that the Planner I is the first professional level Planning class for the City, responsible for performing a broader range of work and making decisions in a more independent manner.

SUPERVISION EXERCISED: May supervise the workload of clerical 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. Case Management, which consists of: performing the Intake process, including checking for completeness and entering application data into the database and tracking system; closing out cases, including finalizing motions, resolutions, and variance letters, in accordance with established Department procedures; processes minor planning applications and miscellaneous permit applications/referrals.
2. Processes applications for condominium conversions and subdivisions.
3. Reviews less complex building plans for compliance with established Department planning procedures and regulations.
4. Provides technical support to Planners and assists in the initial plan checking for certain applications in the particular division as appropriate.
5. Provides information orally and in writing to the public, other City agencies and staff; advises and assists the public on matters related to planning regulations and permit procedures.
6. Maintains recordkeeping and filing systems, both hard copy and electronic.

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7. Prepares correspondence, reports, charts and other materials as needed; and assists Planners in creating public notices and posters.

IMPORTANT AND ESSENTIAL KNOWLEDGES, SKILLS, AND ABILITIES

Knowledge of: basic planning practices, concepts and principles as they relate to Planning applications procedures.

Ability to: research, compile and analyze data from planning database; access and use relevant computer software applications and database systems to process records, documents and prepare correspondence and reports; communicate effectively and courteously with the public, staff, and departmental personnel; express ideas clearly, concisely and accurately when writing correspondence and reports; establish and maintain effective working relationships with department personnel, other city departments, public officials, applicants, special interest advocates and the general public; manage time effectively.

MINIMUM QUALIFICATIONS

These minimum qualifications are to be used as a gu