

**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.)***

<b>Item #</b>	<b>Class/Title</b>
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](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  
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 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.*

1. Possession of a high school diploma, General Education Development (G.E.D.) equivalency, or a high school proficiency certificate; **AND**

2a. Two years of verifiable full-time work experience in technical land use planning in a city, county, or regional planning office; **OR**

2b. Two years of verifiable full-time administrative support experience which included processing public noticing for land use staff reports and environmental assessment reports and/or the permitting for land use development.

**Substitution:** Two years of college level coursework from an accredited college (30 semester/45quarter units equals one year) in urban studies, urban planning, architecture, landscape architecture, geography or a related field can substitute for two years of verifiable full time work experience as described in 2a.

**LICENSE AND CERTIFICATION**

None required.

**PROMOTIVE LINES**

**ORIGINATION DATE:**

**BUSINESS UNIT(S):** COMMN