



Gavin Newsom
Mayor

Micki Callahan
Human Resources Director

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

Date: April 1, 2011

Re: **Notice of Proposed Classification Actions –Final Notice No. 45 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 April 1, 2011

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
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: 45
Fiscal Year: 2010/2011
Posted Date: March 25, 2011

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

Item #	Class/Title
1	5278 Planner II

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 II
Job Code: 5278**

INTRODUCTION

Under general supervision, performs difficult city planning work and participates in all phases of city planning; assists in the preparation of planning, research, surveys and projects; conducts investigations, collects and analyzes data on zoning, subdivision design, urban renewal, rapid transit and other land use problems; assists in the conduct of environmental impact reviews; assists in the preparation of written and graphic reports; may supervise subordinate survey, clerical and office personnel; and performs related duties as required.

Requires responsibility for: carrying out and interpreting city planning policies and procedures; making continuing personal contacts with representatives of government, civic and business organizations, and the general public in the explanation and interpretation of laws, ordinances, policies, rules and regulations relating to city planning activities; preparing, checking and reviewing important technical records involving the master plan, capital improvement program, urban renewal, zoning and other technical city planning records.

DISTINGUISHING FEATURES

This is the journey-level position in the Planner series. Planner IIs perform more progressively complex planning assignments. Planner II is distinguished from the Planner I in that the latter performs entry-level, less complex planning assignments. Planner II is distinguished from Planner III in that the latter is responsible for more difficult and complicated programs or projects, and the supervision of professional staff.

SUPERVISION EXERCISED

None

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 and prepares technical, physical, economic, social and statistical data in the form of reports and graphs, maps and charts; prepares base maps for use in the development of the master plan and the capital improvement program; collects data, makes studies, performs field investigations and writes reports on specifically assigned problems in the field of zoning, subdivisions, park and recreation areas, population movement and traffic, transportation and other land use studies.
2. Prepares maps, charts, photographs and other graphic presentations to illustrate studies of land use, transportation, population, traffic, streets, freeways, residential, business, recreational and playground areas, zoning and subdivisions.
3. Assists in and performs research and analysis of economic and sociological problems as a basis for preparation of the master plan, urban renewal and capital improvement program;

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

**Title: Planner II
Job Code: 5278**

attends public hearings, meetings or conferences or various city departments, takes notes and prepares summary reports, answers inquiries pertaining to zoning, urban renewal, freeway and street location and other city planning and related problems.

4. May process various zoning applications and permits; interprets and explains zoning ordinances and other city planning problems to the public.

5. May assist in the analysis and review of environmental impact reports; interprets and explains legal, technical and procedural aspects of environmental review to the public.

IMPORTANT AND ESSENTIAL KNOWLEDGES, SKILLS, AND ABILITIES

Knowledge, Abilities and skills: Requires a good knowledge of: the principles, practices, purposes, scopes and techniques of various phases of city planning; statistical and research methods and the sources of information and data relating to city and metropolitan growth; accepted practices in highway and street construction, park and recreational area design, land subdivision, zoning and of legal descriptions and federal, state and local laws as they relate to city planning; requires some knowledge of the principles and practices of drafting and mapping.

Requires ability to: collect, analyze and interpret data pertaining to planning and zoning situations; speak effectively and write technical reports; supervise the work of subordinate employees; deal tactfully and effectively with the general public, governmental officials, professional and technical persons and employees.

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.

Possession of a baccalaureate degree from an accredited college or university AND two (2) years (4,000 hours) verifiable full-time-equivalent experience in city, regional, urban or transportation planning, urban design, historic preservation, architectural or environmental review or other related field; OR

Possession of a baccalaureate 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, Public Administration, Physical Sciences, Historic Preservation, or Environmental Studies AND one (1) year (2,000 hours) verifiable full-time-equivalent experience in city, regional, urban or transportation planning, urban design, historic preservation, architectural or environmental review or other related field; 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,

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

**Title: Planner II
Job Code: 5278**

Geography, Urban Studies, or Environmental Studies.

PROMOTIVE LINES

From: 5277 Planner I

To: 5291 Planner III, 5298 Planner III – Environmental Review

ORIGINATION DATE:

AMENDED DATE: 3-25-68; 3-3-80; 4-1-11

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