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:** 10  
**Fiscal Year:** 2011/2012  
**Posted Date:** October 26, 2011

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

<table>
<thead>
<tr>
<th>Item #</th>
<th>Class/Title</th>
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<tbody>
<tr>
<td>1</td>
<td>5293 Planner IV</td>
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<tr>
<td>2</td>
<td>5299 Planner IV – Environmental Review</td>
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</tbody>
</table>

For additional information regarding the above proposed action, please contact Christina Penland at (415) 557-4848 or-email her at [Christina.Penland@sfgov.org](mailto:Christina.Penland@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://sfdhir.org/index.aspx?page=109](http://sfdhir.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  
E-File
INTRODUCTION

Under general direction, plans, administers and directs the activities of a planning group, and/or oversees a major study, and/or supervises a project group engaged in professional city planning work. The Planner IV develops, implements and enforces city planning policies and procedures; gathers, analyzes and interprets planning data and prepares recommendations; prepares difficult and complex technical reports; represents the department in public meetings; acts as technical advisor on all studies and problems relating to planning; and performs related duties as required. Positions at the Port, Recreation & Park, and other specialized departments may perform department specific planning duties.

DISTINGUISHING FEATURES

The Planner IV is responsible for supervising office staff and for coordinating major planning projects to insure compliance the San Francisco Administrative Code and other governmental regulations and guidelines. The Planner IV is distinguished from the next lower class of Planner III by the its increased level of difficulty in the scope of work, supervision and management responsibilities and in its responsibility for assisting Planner V’s with the operation of a planning division. The Planner IV – This class is further distinguished from the Planner V in that the Planner V latter has increased responsibility in scope of work, management, dealing with outside agencies and coordinating department activities. The Planner series is distinguished from the Planner – Environmental Review series in that the former describe positions which analyze and prepare data for a variety of city planning projects including urban renewal, zoning, master planning and other land use problems while the latter describes positions which are responsible for analysis and evaluation of projects for environmental impact.

SUPERVISION RECEIVED/EXERCISED:

The Planner IV supervises and manages the activities of subordinate Planner classes as well as administrative and technical support positions.

The Planner IV receives guidance and supervision from the Planner V or higher level management classes.

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. Plans and directs professional, technical and supervisory personnel as a group leader or as head of a major planning project study; edits reports, texts and studies compiled by staff members and/or consultants engaged in various segments of a total project or division.

2. Designs, studies, compiles, analyzes, evaluates and prepares reports on the more complex and difficult technical, social, economic and physical data for various city planning projects, including zoning case studies, capital improvement programs, urban renewal, general planning and metropolitan problems in general. Collects, tabulates,
correlates and presents difficult statistical data involved in preparation of the general plan, capital improvement program and related city planning reports.

3. Supervises the preparation and design of the more difficult maps, charts, models, sketches and other graphic presentations to illustrate various land use and special city planning studies; investigates, recommends and prepares changes for the city planning code and other planning legislation.

4. Reviews referrals regarding the sale, purchase and subdivision of land, and vacation of streets; reviews and analyzes subdivision applications, redevelopment and urban renewal proposals and plans with regard to city planning standards, federal, state and local laws and for probable effects on the surrounding neighborhoods and the general plan.

5. Addresses community, business and other groups to explain planning programs and problems and promote good public relations for the planning department; may represent the planning department at the board of supervisors committee meetings, other government agencies, commissions or boards.

6. Assists in the development and advancement of subordinates through training and effective use of employee development programs and periodic performance evaluations of subordinate staff.

7. Other duties as assigned.

IMPORTANT AND ESSENTIAL KNOWLEDGES, SKILLS, AND ABILITIES

Knowledge of:
- Principles, practices, purposes, scope and techniques of various phases of city planning;
- Federal, state, and local laws and regulations as they relate to city planning;
- Methods and sources of data relating to city and metropolitan form and growth.

Skill to:
- Operate office equipment including a personal computer, copy and fax machines and printers.

Ability to:
- Coordinate and monitor projects and the activities of groups of subordinate employees;
- Supervise plan and direct the work of subordinate staff;
- Collect, analyze and interpret data;
- Draw logical conclusions and make appropriate recommendations;
- Write clear and concise technical documents;
- Communicate effectively both verbally and in writing;
- Demonstrate tact and diplomacy when dealing with all persons encountered during the
course of work:
Establish and maintain effective and cooperative relationships with government agencies, community groups, special interest advocates, permit applicants, and the general public.
communicate with staff and representatives of business and public interest groups, organizations, and public officials in
clarifying and interpreting planning policy and regulations.

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.

Any combination of training and experience that could likely provide the required knowledge and abilities may be qualifying. A typical way to obtain this would be:

* Training:

Education:
Requires Possession of a baccalaureate degree from an accredited college or university preferably in City, Regional, or Urban Planning, Environmental Studies, Architecture, Law, Earth Sciences, Geography, Economics, Landscape Architecture, Civil Engineering, Urban Studies, Public Administration or a related field.

* Experience:

Experience:
Six (6) years of verifiable full-time-equivalent, progressively responsible experience in a city, urban and/or regional, urban and/or other related planning environment, and zoning or related investigative work with at least of which two (2) years of the required experience must have included supervising staff, consultants or major projects, at the supervisory level. Some positions may require additional specialized experience, such as waterfront or recreation and park planning experience.

Substitution:
Possession of a Master’s degree from an accredited college or university preferably in City, Regional, or Urban Planning, Environmental Studies, Architecture, Law, Earth Sciences, Geography, Economics, Landscape Architecture, Civil Engineering, Urban Studies, Public Administration or a related field may substitute for two (2) years of the required experience; however the supervisory experience cannot be substituted.

Additional years of experience as described above may substitute for the required education on a year-for-year basis up to a maximum of two (2) years. Thirty (30) semester units or forty-five (45) quarter units equal one (1) year.
Title: Planner IV  
Job Code: 5293

LICENSE AND CERTIFICATION

None  
May require possession and maintenance of a California Class C driver’s license.

PROMOTIVE LINES

To: 5293 Planner V  
From: 5291 Planner III

ORIGINATION DATE: 04/17/98

AMENDED DATE: 10/xx/11

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

BUSINESS UNIT(S): COMMN SFMTA
INTRODUCTION

Under general direction, assists in planning and directing the activities of the Office of Environmental Review; gathers, analyzes and interprets environmental data; prepares and reviews difficult and complex environmental evaluations and reports; and performs related duties as required.

DISTINGUISHING FEATURES

This is a single position class, which functions as assistant to the Environmental Review Officer of the Department of City Planning. The Planner IV – Environmental Review is responsible for supervising office staff in the preparation and review of Environmental Impact Reports, and for coordinating preparation of environmental evaluations on major, controversial projects to insure compliance with the California Environmental Quality Act, the San Francisco Administrative Code and other governmental regulations and guidelines. This single position class is distinguished from the next lower class of Planner III – Environmental Review in that it has line supervisory responsibility for the entire office staff and acts for the Environmental Review Officer in that individual’s absence. This class is further distinguished from the Planner V in that the latter has increased responsibility in scope of work, management, dealing with outside agencies and coordinating department activities. The Planner – Environmental Review series is distinguished from the general Planner series in that the former describes positions which are responsible for analysis and evaluation of projects for environmental impact while the latter describe positions which analyze and prepare data for a variety of city planning projects including urban renewal, zoning, master planning and other land use problems.

SUPERVISION RECEIVED/EXERCISED:

The Planner IV – Environmental Review supervises and manages the activities of subordinate Planner classes as well as administrative and technical support positions.

The Planner IV – Environmental Review receives guidance and supervision from the Planner V or higher level management classes.

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. Supervises professional personnel engaged in environmental review work; reviews complex environmental impact reports prepared by staff and consultants.

2. Compiles and analyzes technical environmental data for major City projects and difficult private projects; prepares and presents reports relating to environmental effects,

3. Reviews and evaluates proposed environmental legislation; prepares recommendations for modification of City environmental procedures to conform with State and Federal
laws and regulations.

4. Make environmental evaluations of projects to insure compliance with legal requirements in such areas as air pollution, water, energy, waste and endangered species.

5. Interprets environmental laws and requirements for department personnel, the Planning Commission, project developers and consultants; addresses government, community, business and other groups to explain environmental review requirements and procedures.

6. Acts for the Environmental Review Officer at meetings with other agencies, project sponsors, departmental staff and in other activities as required.

IMPORTANT AND ESSENTIAL KNOWLEDGES, SKILLS, AND ABILITIES

Knowledge, Abilities and Skills: Requires considerable knowledge of:
- The principles and practices of environmental law and its implementation;
- The techniques of researching environmental and planning issues;
- Principles and practices of effective project management,
- and experience in liaison with other agencies, project management and dealing with the public. Requires considerable skill to:
- Operate office equipment including a personal computer, copy and fax machines and printers.
- Ability to:
- Develop procedures and supervise the work of other employees;
- Collect, analyze and interpret data pertaining to environmental impacts of proposed projects;
- Draw logical conclusions and make appropriate recommendations;
- Write clear and concise technical documents;
- Speak effectively and Communicate effectively both verbally and in writing;
- Demonstrate tactfully and diplomacy when dealing with the general public, governmental officials, professional and technical persons and employees to all persons encountered during the course of work;
- Establish and maintain effective and cooperative relationships with government agencies, community groups, special interest advocates, permit applicants, and the general public.
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.

Requires completion of a four-year college or university, with a baccalaureate degree.

Requires five years of progressively responsible experience in the areas of planning, environmental review, or environmental law, of which at least 4 years must be in environmental review or environmental law, including management and scheduling experience; advanced degrees in related fields of planning, science or law may be substituted for up to two years of experience; or an equivalent combination of training and experience.

Education:

Requires a Baccalaureate degree from an accredited college or university preferably in City, Regional, or Urban Planning, Environmental Studies, Architecture, Law, Earth Sciences, Geography, Economics, Landscape Architecture, Civil Engineering, Urban Studies, Public Administration or a related field.

Experience:

AND six (6) years of verifiable full time equivalent, progressively responsible experience in a city, regional, urban and/or other related planning environment performing environmental review functions such as preparation of documents for entities such as California Environmental Quality Act (CEQA), California Department of Fish and Game, U.S. Fish and Wildlife Service, U.S. Army Corps of Engineers, Regional Water Quality Control Board, Federal Aviation Administration (FAA), of which two (2) years of experience must have included experience supervising staff, consultants or major projects. OR

Substitution:

Possession of a Master’s degree from an accredited college or university preferably in City, Regional, or Urban Planning, Environmental Studies, Architecture, Law, Earth Sciences, Geography, Economics, Landscape Architecture, Civil Engineering, Urban Studies, Public Administration or a related field may substitute for two (2) years of the required experience; however the supervisory experience cannot be substituted.

Additional years of experience as described above may substitute for the required education on a year-for-year basis up to a maximum of two (2) years. Thirty (30) semester units or forty-five (45) quarter units equal one (1) year. Bachelor’s degree from an accredited college or university AND six (6) years of verifiable full time equivalent, progressively responsible experience in a city/ regional/urban planning environment with a working knowledge of environmental review, of which two (2) years include experience supervising staff/consultants or major projects. OR

Master’s degree from an accredited college or university in City/Regional/Urban Planning or Environmental Studies or related field (see Notes) AND four (4) years of verifiable full time equivalent, progressively responsible experience performing environmental review functions of
which two (2) years include experience supervising staff/consultants or major projects. OR

Master’s degree from an accredited college or university in City/Regional/Urban Planning or related field (see Notes) AND four (4) years of verifiable full time equivalent, progressively responsible experience in a city and/or regional planning environment with a working knowledge of environmental review, of which two (2) years include experience supervising staff/consultants or major projects.

Notes:
1. Related fields include architecture, law, earth sciences, geography, economics, landscape architecture, civil engineer, urban studies, and public administration.
2. Experience can be substituted on a year by year basis for education (maximum of 2 years substituted).
3. Supervisory experience cannot be substituted.
4. Working knowledge of environmental review is experience in the preparation of documents for entities such as California Environmental Quality Act (CEQA), California Department of Fish and Game, U.S. Fish and Wildlife Service, U.S. Army Corps of Engineers, Regional Water Quality Control Board, Federal Aviation Administration (FAA).

LICENSE AND CERTIFICATION

None May require possession and maintenance of a California Class C driver’s license

PROMOTIVE LINES

To: 5283 Planner V
From: 5298 Planner III – Environmental Review

ORIGINATION DATE: 03/03/80
AMENDED DATE: 10/xx/11

REASON FOR AMENDMENT

To accurately reflect the current minimum qualifications, tasks, knowledge, skills and abilities defined in the most recent job analysis conducted for this job code.

BUSINESS UNIT(S): COMMN SFMTA