

City and County of San Francisco



Department of Human Resources

Edwin Lee  
Mayor

Micki Callahan  
Human Resources Director

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

Date: October 23, 2017

Re: **Notice of Proposed Classification Actions – Final Notice No. 14 FY 17/18 (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 October 23, 2017.

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 Director  
Human Resources

cc: All Employee Organizations  
All Departmental Personnel Officers  
DHR – Class and Comp Unit  
DHR – Client Services Unit  
DHR – Employee Relations Unit  
DHR – Recruitment and Assessment Unit  
DHR – Client Services Operations  
Micki Callahan, DHR  
Michael Brown, CSC  
Sandra Eng, CSC  
Christopher Colandene, SFERS  
Theresa Kao, Controller/ Budget Division  
E-File

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

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

**Posting No:** 14  
**Fiscal Year:** 2017/2018  
**Posted Date:** 10/13/2017  
**Reposted Date:** N/A

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

Item #	Job Code	Title
1	5293	Planner IV
2	5283	Planner V

**Protests on an item should be addressed to the Human Resources Director** and can be submitted by mail to the City and County of San Francisco, Department of Human Resources, 1 South Van Ness Ave, 4th Floor, San Francisco, CA 94103 or by email to [DHR.ClassificationActionPostings@sfgov.org](mailto:DHR.ClassificationActionPostings@sfgov.org). All protests must be received in writing no later than close of business seven (7) calendar days from the posting date, and must include the posting and item number(s), the basis on which the protest is submitted and identify the affected parties.

**For additional information regarding this proposed classification action**, please contact Stephen Fu, Management Assistant, at (415) 701-5680 or by email at [Stephen.Fu@sfgov.org](mailto:Stephen.Fu@sfgov.org).

Copies of this notice may be obtained from the Department of Human Resources or from the website at: <http://sfdhr.org/index.aspx?page=109>. Copies of Civil Service Rule 109 may be obtained from the Department of Human Resources, the office of the Civil Service Commission at 25 Van Ness Ave, Suite 720, San Francisco, CA 94102 or from the website at: <http://www.sfgov3.org/index.aspx?page=328>.

**cc:** All Employee Organizations  
All Departmental Personnel Officers  
DHR – Class and Comp Unit  
DHR – Client Services Unit  
DHR – Employee Relations Unit  
DHR – Recruitment and Assessment Unit  
DHR – Client Services Operations  
Micki Callahan, DHR  
Michael Brown, CSC  
Sandra Eng, CSC  
Christopher Colandene, SFERS  
Theresa Kao, Controller/ Budget Division  
E-File

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

**Title: Planner IV  
Job Code: 5293**

**DEFINITION**

Under general direction, Class 5293 Planner IV 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.

**DISTINGUISHING FEATURES**

Class 5293 Planner IV is distinguished from class 5291 Planner III by the increased level of difficulty in the scope of work, supervision and project management responsibilities and in its responsibility for assisting with the operation of a planning division. Planner IV is further distinguished from 5283 Planner V in that 5283 Planner V has increased responsibility in scope of work, management, dealing with outside agencies and coordinating department activities.

**SUPERVISION EXERCISED**

Class 5293 Planner IV may supervise the activities of subordinate Planner classes as well as administrative and technical support positions.

**EXAMPLES OF 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 supervises 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, and general plan and policy development for urban renewal.
3. Collects, tabulates, correlates and presents difficult statistical data involved in preparation of the general plan, capital improvement program and related city planning reports.
4. Oversees 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

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

**Title: Planner IV  
Job Code: 5293**

legislation.

5. 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.

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

**KNOWLEDGE, 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.

Ability and Skill to: Coordinate and monitor projects and the activities of groups of subordinate employees; plan and direct the work of subordinate staff; 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 establish 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.*

Education:

Possession of a baccalaureate degree from an accredited college or university.

Experience:

Six (6) years of experience in city, urban, and/or regional planning, and/or related planning environment (such as transportation planning, environmental planning, architecture or urban design).

License and Certification:

Substitution:

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

**Title: Planner IV  
Job Code: 5293**

Possession of Master's degree from an accredited college or university in City, Regional or Urban Planning, Architecture, Landscape Architecture, Geography, Urban Studies or Environmental Sciences may substitute for one (1) year of the required experience.

**SUPPLEMENTAL INFORMATION**

**PROMOTIVE LINES**

FROM: 5291 Planner III

TO: 5283 Planner V

**ORIGINATION DATE:** 4/1/1998

**AMENDED DATE:** 10/23/2017

**REASON FOR AMENDMENT** *To accurately reflect the current tasks, knowledge, skills & abilities, and minimum qualifications.*

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

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

**Title: Planner V  
Job Code: 5283**

**DEFINITION**

Under general administrative direction, Class 5283 Planner V serves as a managing assistant to the Director of Planning within the San Francisco Planning Department or as a Planning Manager in a city department other than the San Francisco Planning Department. Class 5283 Planner V is the most senior level in the Planner series.

**DISTINGUISHING FEATURES**

Class 5283 Planner V is distinguished from Class 5293 Planner IV, in that the latter manages projects within a division or unit, while the former plans and directs the activities of a functional unit, or division, of the San Francisco Planning Department or manages a planning division or program within another city department.

**SUPERVISION EXERCISED**

Class 5283 Planner V supervises various professional classes both within the Planner series and other administrative and technical positions essential to the unit.

**EXAMPLES OF 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, coordinates and supervises professional and technical personnel; oversees major planning studies or projects concerned with comprehensive planning, area planning, transportation planning, development programming, planning policy development, policy implementation strategies and/or environmental evaluation.
2. Oversees the preparation and analysis of planning department policies related to various aspects of the General Plan including urban design, commerce, industry, housing, capital improvement programs, transportation and others; directs and coordinates professional and technical personnel in the gathering and development of planning data relative to the General Plan; formulates statements of environmental objectives of the General Plan, coordinates existing and future planning studies with reference to a city-wide policy framework; participates in the environmental evaluation of the General Plan elements, policy proposals and special studies.
3. Designs, studies, compiles, analyzes, evaluates and prepares reports on the more complex and difficult technical, social, economic and physical data for various city planning, or infrastructure projects; supervises the preparation and design of the more difficult maps, charts,

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

**Title: Planner V  
Job Code: 5283**

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, Traffic Code and other planning legislation.

4. Acts as technical advisor on studies and problems relating to planning, environmental regulation and/or development programming; reviews highly specialized and technical reports; draws conclusions upon which policies and decisions may be based and legislative recommendations founded.
5. Oversees and coordinates surveys, analyses and/or environmental review of physical and visual qualities of the city, major parts of the city, city property, or individual projects, including areas experiencing significant change or pressure for change.
6. Addresses community, business and other groups to explain planning programs and problems and promote good public relations for the department assigned; may represent the department at the Board of Supervisors committee meetings, other government agencies, commissions or boards; coordinates public participation in development of policies and implementation strategies.

**KNOWLEDGE, SKILLS, AND ABILITIES**

Knowledge of: Principles, practices, purposes, scope and techniques of various phases of city, transportation and/or environmental planning; Federal, State, and local laws and regulations as they relate to city planning, transportation planning and/or environmental evaluation; methods and sources of data relating to metropolitan form and growth.

Ability and Skill to: Coordinate and monitor projects and the activities of groups of subordinate employees and consultants; plan and direct the work of subordinate staff; 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 establish 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.*

Education:

Possession of a baccalaureate degree from an accredited college or university.

Experience:

Eight (8) years of experience in urban, city, regional, and/or related planning environment such

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

**Title: Planner V  
Job Code: 5283**

as (transportation planning, environmental planning, architecture or urban design).

License and Certification:

Substitution:

Possession of Master's degree from an accredited college or university in City, Regional or Urban Planning, Architecture, Landscape Architecture, Geography, Urban Studies or Environmental Sciences may substitute for one (1) years of the required work experience.

**SUPPLEMENTAL INFORMATION**

**PROMOTIVE LINES**

From: 5293 Planner IV, 5299 Planner IV - Environmental Review, 5290 Transportation Planner IV

**ORIGINATION DATE:** 04/17/1998

**AMENDED DATE:** 10/23/2017

**REASON FOR AMENDMENT** *To accurately reflect the current tasks, knowledge, skills & abilities, and minimum qualifications.*

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