

**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: 21
Fiscal Year: 2021/2022
Posted Date: 03/31/2022
Reposted Date: N/A

ESTABLISH THE FOLLOWING JOB SPECIFICATION(S):
(Job specification(s) attached)

Item #	Job Code	Title
1	5270	Planning Technician I
2	5273	Planning Technician II
3	5279	Planning Technician III

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. 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.

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: [Rule 109 Position Classification and Related Rules | Civil Service Commission](#).

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
Carol Isen, DHR
Sandra Eng, CSC
Sue Hwang, SFERS
Theresa Kao, Controller/ Budget Division
E-File

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

**Title: Planning Technician I
Job Code: 5270**

DEFINITION

Under direct supervision, the Planning Technician I performs a wide variety of routine technical planning work and administrative support functions, serving as paraprofessional support to the Planner series. This is the entry-level class in the Planning Technician series.

DISTINGUISHING FEATURES

Class 5270 Planning Technician I is distinguished from 5273 Planning Technician II in that the latter independently performs and/or provides specialized information that is more complex in nature, while the prior performs routine and less complex assignments.

SUPERVISION EXERCISED

None.

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. Receives and reviews permit and planning applications, construction plans and supporting documentation for completeness, accuracy and conformance with local, state, and federal codes and other applicable established criteria and entering application data into the database and tracking system.
2. Calculate fees using fee schedules and designated calculation methodologies to determine value and calculate and access preliminary and final fees; calculates size-based fees; collects, records and balances permit related monetary transactions.
3. Provides technical support to Planners as appropriate.
4. Interacts with project sponsors, the public, and other City department representatives relative to permit and planning applications.
5. Records, logs, compiles, and maintains various planning related files data, documents, plans and reports.
6. Produce routine correspondence, disseminates, explains, and interprets information, regulations, and policies and procedures of the department.
7. Resolves a variety of routine problems and complaints and directs them to appropriate division and staff.
8. Other duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES

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

Ability or Skill 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

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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 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 high school diploma equivalent (GED or High School Proficiency Examination)

Experience:

Two (2) years of clerical experience including interacting with the public, preparing and maintaining a variety of records and/or documents, filing, use of office equipment, public contact, and processing of incoming and outgoing mail.

License and Certification:

None

Substitution:

Completion of a clerical training program at least two-hundred and forty (240) hours may substitute for six (6) months of the required experience.

Completion of fifteen (15) semester or twenty-four (24) quarter units of coursework from an accredited college or university may substitute for six (6) months of the required experience.

SUPPLEMENTAL INFORMATION

PROMOTIVE LINES

To: 5273 Planning Technician II

ORIGINATION DATE: 04/XX/22

AMENDED DATE:

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

BUSINESS UNIT(S): COMMN

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DEPARTMENT OF HUMAN RESOURCES**

**Title: Planning Technician II
Job Code: 5273**

DEFINITION

Under general supervision, the Planning Technician II performs a wide variety of technical planning work and administrative support functions, serving as paraprofessional support to the Planner series. This is the journey-level class in the Planning Technician series

DISTINGUISHING FEATURES

Class 5273 Planning Technician II is distinguished from 5279 Planning Technician III in that the latter has full supervisory responsibility and performs the more complex and technical work of the unit. This class is further distinguished from the 5270 Planning Technician I in that the latter works under direct supervision performing the more routine and less complex functions.

SUPERVISION EXERCISED

May lead clerical and technical support staff.

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. Case Management, which consists of: receiving, reviewing, and evaluating permit and planning applications, construction plans and supporting documentation for completeness, accuracy and conformance with local, state, and federal codes and other applicable established criteria and entering application data into the database and tracking system; resolving issues related to the accuracy and completeness of permit and planning applications; 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 permit and planning applications by using fee schedules and designated calculation methodologies to determine value and calculate and access preliminary and final fees; calculates size-based fees; collects, records and balances permit related monetary transactions; records, logs, compiles and maintains various permit and planning applications, related files, data, documents, plans, and reports and ensuring compliance with established Department planning procedures and regulations.
3. Provides technical support to Planners and assists in the initial plan checking for certain applications in the particular division as appropriate.
4. Interacts with project sponsors, the public, and other City department representatives relative to permit and planning applications; advises and assists the public on matters related to planning processes and procedures.
5. Maintains recordkeeping and filing systems, both hard copy and electronic; processes complex records requests associated with building permits and planning applications; researches permit and planning application information to respond to records requests; processes requests from other City Agencies; and performs in-house scanning of planning applications and technical drawings.

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6. Disseminates, explains, and interprets information, regulations, and policies and procedures of the department.
7. Resolves a variety of complex and difficult problems and complaints encountered by staff and department representatives regarding permit and plan submittals.
8. Develops and maintains procedure manuals; may lead and/or participate in preparing and processing administrative documents requiring extensive knowledge of department operations, policies, procedures, codes, regulations, and ordinances.
9. Prepares correspondence, reports, charts, and other materials as needed; collects data and prepares statistical reports regarding permit and planning application intake and approvals; assists Planners in creating public notices and posters.

KNOWLEDGE, SKILLS, AND ABILITIES

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

Ability or Skill 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 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 high school diploma equivalent (GED or High School Proficiency Examination)

Experience:

Two (2) years of experience in technical land use planning in a city, county, or regional planning office, or administrative support experience which includes processing public noticing for land use staff reports and environmental assessment reports and/or the permitting for land use development.

License and Certification:

None

Substitution:

Two (2) years of college level coursework in urban studies, urban planning, architecture, landscape architecture, geography from an accredited college may substitute for two (2) years of required experience (30 semester/45 quarter units equals one (1) year).

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**Title: Planning Technician II
Job Code: 5273**

SUPPLEMENTAL INFORMATION

PROMOTIVE LINES

From: 5270 Planning Technician I
To: 5279 Planning Technician III

ORIGINATION DATE: 04/XX/22

AMENDED DATE:

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

BUSINESS UNIT(S): COMMN

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**Title: Planning Technician III
Job Code: 5279**

DEFINITION

Under general supervision, the Planning Technician III supervises, trains, assign, and evaluates subordinate personnel engaged in a wide variety of paraprofessional, technical, administrative and specialized planning work in receiving, reviewing, and processing permits and planning applications. This is the first-level supervisor in the Planning Technician series.

DISTINGUISHING FEATURES

Class 5279 Planning Technician III is distinguished from 5273 Planning Technician II in that the former leads or supervises a team of paraprofessionals and administrative support staff involved in specialized planning work and performs the most complex and technical work of the unit.

SUPERVISION EXERCISED

Supervises paraprofessional, administrative, and technical support staff.

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, organizes, and oversees permit and planning application processing activities, supervises technical, clerical and/or other administrative support staff.
2. Utilizes fee schedules and designated calculation methodologies to determine value and calculate and access preliminary and final fees; calculates size-based fees; collects, records and balances permit related monetary transactions.
3. Receives, reviews, and evaluates complex permit and planning applications, construction plans and supporting documentation for completeness, accuracy, and conformance with established Department planning procedures and regulations.
4. Provides technical and specialized support to Planners as appropriate.
5. Interacts with project sponsors, the public, and other City department representatives relative to complex permit and planning applications; advises and assists the public on matters related to planning process and procedures.
6. Disseminates, explains, and interprets information, regulations, and policies and procedures of the department.
7. Researches and resolves complex public records and record requests regarding permits and planning applications, and fee calculations; resolves a variety of complex and difficult problems and complaints encountered by staff and department representatives regarding permit and plan submittals; processes and responds to complex records requests associated with building permits and planning applications.
8. Develops and maintains procedure manuals; develops work procedures, methods and record keeping systems based on standard office practices and/or administrative directives.
9. Collects data and prepare statistical, reports regarding permit and planning application intakes and approvals; and oversees the preparation and processing of administrative

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documents requiring extensive knowledge of department operations, policies, procedures, codes, regulations, and ordinances.

10. Performs extensive and complex entries into the computer-based systems, ensuring data accuracy; ensures records logs are completed and maintained for various permit and planning application related files, data, documents, plans, and reports.

KNOWLEDGE, SKILLS, AND ABILITIES

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

Ability or Skill 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; work with various cultural and ethnic groups in a tactful and effective manner; work independently within established policies and procedures; coordinate, train and supervise staff.

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 high school diploma equivalent (GED or High School Proficiency Examination)

Experience:

Four (4) years of experience in technical land use planning in a city, county, or regional planning office or administrative support experience which includes processing public noticing for land use staff reports and environmental assessment reports and/or the permitting for land use development.

License and Certification:

None

Substitution:

Two (2) years of college level coursework in urban studies, urban planning, architecture, landscape architecture, geography from an accredited college may substitute for two (2) years of required experience (30 semester/45 quarter units equals one (1) year).

SUPPLEMENTAL INFORMATION

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**Title: Planning Technician III
Job Code: 5279**

PROMOTIVE LINES

From: 5273 Planning Technician II

ORIGINATION DATE: 04/XX/22

AMENDED DATE:

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

BUSINESS UNIT(S): COMMN