RECOMMENDED ACTION AND JUSTIFICATION:
Approve the elimination of one full-time Planning Technician allocation in the Planning Department, add two 50% permanent part-time allocations, and approve an amendment to the Planning Technician job description. At the present time, the full-time Planning Technician employee is unable to perform in a full-time capacity based on her physician’s instructions. The incumbent is a valuable employee and is more than willing to work in a 50% permanent part-time position. Her physician will allow her to work in this manner and it is the Planning Department’s desire to accommodate the incumbent.

If the Board approves the allocation changes as requested and the incumbent fills one part-time allocation, this will leave one 50% permanent part-time position vacant so a recruitment will need to be opened to fill the position. Prior to opening the recruitment, it is recommended that the minimum qualifications for the position be amended to add a substitution clause. Staff of the Planning Department has interviewed applicants for clerical positions who have had substantial permitting and planning counter experiences, as well as college course work but who would not have been able to meet the Planning Technician requirements as they are currently worded. These applicants have interviewed well. A previous recruitment for this position did not attract very many qualified applicants. With the recommended changes to the minimum qualifications, this will more than likely draw a larger, qualified candidate pool.

BACKGROUND AND HISTORY OF BOARD ACTIONS:
The Board has approved similar actions in the past.

ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:
A negative action would result in the department’s inability to accommodate the full-time workload with a part-time Planning Technician. If the Board approves the allocation change and not the amendment to the job description, Personnel will have a difficult time attracting qualified applicants for the position.

<table>
<thead>
<tr>
<th>Financial Impact? ( ) Yes ☒ No</th>
<th>Current FY Cost: $</th>
<th>Annual Recurring Cost: $</th>
</tr>
</thead>
<tbody>
<tr>
<td>Budgeted In Current FY? ( ) Yes ( ) No ( ) Partially Funded</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Amount in Budget: $</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Additional Funding Needed: $</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Source:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Internal Transfer</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Unanticipated Revenue 4/5’s vote</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Transfer Between Funds 4/5’s vote</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Contingency 4/5’s vote</td>
<td></td>
<td></td>
</tr>
<tr>
<td>( ) General ( ) Other</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

CLERK’S USE ONLY:
Res. No.: S/34 Ord. No. ______
Vote – Ayes: ______ Noes: ______
Abs: ______
☑ Approved
( ) Minute Order Attached ( ) No Action Necessary

The foregoing instrument is a correct copy of the original on file in this office.

Date: __________
Attest: MARGIE WILLIAMS, Clerk of the Board
County of Mariposa, State of California
By:__
Deputy

COUNTY ADMINISTRATIVE OFFICER:
☑ Requested Action Recommended
No Opinion

Comments: _______________________

CAO: ________________________
PLANNING TECHNICIAN

DEFINITION
To provide technical staff support of planning, zoning and land use projects; to prepare and maintain cartographic materials; to prepare reports and meeting packets on routine planning applications; and to perform related duties and responsibilities as required.

SUPERVISION RECEIVED AND EXERCISED
Receives general supervision from the Deputy Planning Director and Planning Director.

EXAMPLES OF ESSENTIAL FUNCTIONS
Collects, researches, reviews and organizes field and office data for the development of staff reports, analysis of planning elements, and/or development or modification of current land use policies.

Conducts project site visits to collect pertinent information regarding site conditions.

Performs general cartographic work, including preparing new maps, revising existing maps, and preparing maps and graphics for presentations.

Reviews project plans for completeness, accuracy and compliance with pertinent laws, regulations, codes and ordinances.

Prepares fee estimates for projects.

Reviews building permit applications for completeness, accuracy and compliance with regulations, policies and procedures.

Reviews legal descriptions of properties for accuracy.

Assists in the preparation of Planning Commission packets.

Assists Planners in processing and maintaining project records and reports, and in completing minor projects as assigned.

Receives and responds to public inquiries and requests for assistance at the front counter and over the telephone.

Duplicates maps and other documents for staff and the public as requested; collects and receipts related fees.

Performs general planning support work as required, including preparing reports and correspondence, copying and filing documents, entering and retrieving computer data, sending and receiving faxes, answering the telephone, etc.

Attends training, meetings and workshops as necessary to enhance job knowledge and skills.
EMPLOYMENT STANDARDS

Knowledge of:
Pertinent state and local laws, regulations, codes and ordinances.
County and department policies and procedures.
Basic principles of planning and land use.
Nomenclature, symbols, methods and instruments used in map and drafting work.
Legal documents, property descriptions, deeds, survey data and other source materials pertaining to the preparation and maintenance of maps.
Techniques of graphic illustration.
Computerized drafting software, applications and techniques.
Principles and practices of record-keeping.
Modern office practices and technology, including the use of computers for data and word processing.
English usage, spelling, grammar and punctuation.
Safe work practices.

Ability to:
Understand, interpret and apply local laws, ordinances, requirements and regulations related to planning and mapping activities.
Understand and carry out written and oral instructions.
Demonstrate meticulous drafting skill; prepare and interpret detailed maps, drawings, charts and plans.
Analyze and interpret related legal documents. Locate and read property descriptions.
Compute areas and closures from property descriptions and maps. Make required mathematical calculations rapidly and accurately.
Establish and maintain cooperative working relationships with those contacted in the course of work.
Communicate clearly and concisely, both orally and in writing. Prepare and maintain accurate work records and reports.
Meet the physical requirements necessary to safely and effectively perform assigned duties.
TYPICAL WORKING CONDITIONS
Work is performed in an office and field environment. Incumbent drives on surface streets and may be exposed to traffic and construction hazards, air contaminants, adverse weather conditions, temperature and noise extremes, wetness, fumes, dusts, skin irritants, working at heights.

TYPICAL PHYSICAL REQUIREMENTS
Requires the mobility to work in an office and field environment. Requires the ability to sit at desk for long periods of time and intermittently walk, stand, climb, balance, stoop, kneel, crouch, crawl and reach while performing office duties and/or field work; traverse uneven terrain; lift and/or move objects and materials of up to 25 pounds in weight; perform simple grasping and fine manipulation. Must be able to maintain effective audio-visual discrimination and perception needed for making observations, communicating with others, reading and writing, and operating office and specialized equipment. Must be able to use a telephone to communicate verbally and a keyboard to communicate through written means, to review information and enter/retrieve data, to see and read characters on a computer screen.

MINIMUM QUALIFICATIONS
Experience:
Two years of experience in a planning-related field and/or general cartographic drafting.

Education:
High school diploma or GED equivalency is required. Completion of two years of college with major course work in planning, geography, architecture, economics, environmental studies or a related field.

Substitution:
Additional qualifying experience may be substituted for the college education on a year-for-year basis.

Additional Requirements:
Possession of a valid California driver’s license. Under certain circumstances, the Personnel Director may accept a valid driver’s license if applicant acknowledges his/her intent to acquire a California driver’s license within three months by signing an acknowledgement form.

This class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbents may be expected to perform job-related duties other than those contained in this document.