



Midpeninsula Regional  
Open Space District

R-25-115  
Meeting 25-24  
August 27, 2025

**AGENDA ITEM 6**

**AGENDA ITEM**

Amend the Midpeninsula Regional Open Space District's Classification and Compensation Plan for Compensation Study adjustments based on the updated Compensation Philosophy

**GENERAL MANAGER'S RECOMMENDATION** (51) *deur*

Adopt a resolution amending the District's Classification and Compensation Plan for Compensation Study adjustments based on the updated Compensation Philosophy.

**SUMMARY**

This report outlines proposed amendments to Midpeninsula Regional Open Space District's (District) Classification and Compensation Plan to align salary ranges with the recently updated Compensation Philosophy, which the Board of Directors (Board) approved in January 2025. The updated philosophy defines a competitive salary as the median plus 10 percent of comparable positions across a newly approved list of 15 public agencies in the nine Bay Area counties and Santa Cruz County.

These adjustments reflect the District's ongoing efforts to maintain competitive compensation that supports effective recruitment, retention, and staffing needed to fulfill its mission. Initial adjustments to the plan were presented to, and unanimously approved by, the Action Plan and Budget Committee (ABC) on July 8, 2025.

After that approval, new data emerged that could affect some of the original findings. In response, the Human Resources (HR) team worked with the consultant to re-evaluate and confirm the results of all classifications studied. Additionally, employee feedback received through July 18, 2025 (including the ABC meeting) was shared with Gallagher for review. This report presents the updated findings and proposed changes based on that reanalysis.

**DISCUSSION**

*Background*

The District's mission is to acquire and preserve a regional greenbelt of open space land in perpetuity, protect and restore the natural environment, and provide opportunities for ecologically sensitive public enjoyment and education. On the coastside, this mission is expanded to include the preservation of agricultural lands of significance, protection of rural character, and encouragement of agricultural use of land resources. The District relies on a dedicated professional staff to fulfill this mission and recognizes the importance of offering competitive compensation and benefits to attract and retain top talent.

In March of 2015, the Board first adopted the *Employee Compensation Guiding Principles* ([R-15-43](#), [minutes](#)) and established a philosophy to maintain “competitive compensation” as a tool to attract and retain high-quality employees. A key element of the policy includes a Board-directed definition of what constitutes competitive public sector compensation for each classification.

In response to more recent recruitment and retention struggles affecting turnover, the success of filling new positions, and the number of qualified applicants received per recruitment cycle, the Board in January 2025 approved revisions to the *Employee Compensation Guiding Principles* ([R-25-18](#), [minutes](#)). Key elements of the policy update include:

- When comparing to comparator agencies using “top-range salary”, define a competitive salary as median plus 10 percent.
- Granting the General Manager the authority to adjust base wages for classifications to allow for appropriate internal alignment between classifications so long as those wages are not below median plus ten percent of the comparator agencies.
- Eliminated the 60th percentile cap and the practice of Y-Rating employees (not applying any base wage adjustments to an employee until comparable agency salaries have caught up and the employee’s salary again falls within the appropriate salary range, which typically happens over a few years).

Additionally, the Board set the District’s updated comparator agencies list to include the following 15 agencies, which are all located within the nine Bay Area counties plus Santa Cruz County.

- |   |   |
|---|---|
| • City and County of San Francisco (Park and Rec & PUC) | • County of Sonoma                        |
| • City of Mountain View                                 | • East Bay Municipal Utility District     |
| • City of Palo Alto                                     | • East Bay Regional Park District         |
| • City of San Jose                                      | • Hayward Area Recreation District        |
| • City of Santa Cruz                                    | • Marin Municipal Water District          |
| • County of Marin                                       | • Santa Clara Valley Open Space Authority |
| • County of San Mateo                                   | • Santa Clara Valley Water District       |
| • County of Santa Clara                                 |   |

#### *Compensation Studies to Establish the New Classification and Compensation Schedule*

The human resources firm, Gallagher, was selected through a competitive Request for Proposal (RFP) process to conduct a compensation study on all benchmark positions based on the recently updated compensation philosophy and new comparator agencies list to then establish the new, revised Classification and Compensation Plan. The Classification and Compensation Plan outlines the salary range for each classification, with information on hourly, monthly, and annual pay for the minimum (starting) and maximum (ending) range of each classification.

A compensation study is the process of thoroughly reviewing comparator agencies’ compensation (salary and benefits) for the same or similar classifications (positions) and comparing this information against the current salary ranges and internal compensation policies for District classifications. To maintain the overall credibility of the compensation studies, Gallagher relied on the District’s classification descriptions as the foundation for comparison.

When Gallagher researches and collects data from the comparator agencies to identify possible matches for each of the benchmark classifications, there is an assumption that comparable matches may not always be made that are 100% equivalent to the classifications at the District. Therefore, Gallagher does not match based upon job titles, which can often be misleading, but rather analyzes class (job) descriptions before a comparable match is determined. Gallagher's methodology is to analyze each class description and the whole position by evaluating factors such as:

- Definition and typical job functions;
- Distinguishing characteristics;
- Level within a class series (i.e., entry, experienced, journey, specialist, lead, etc.);
- Reporting relationship structure;
- Education and experience requirements;
- Knowledge, abilities, and skills required to perform the work;
- Scope and complexity of the work;
- Independence of action/responsibility and level of accountability;
- Authority delegated to make decisions and take action;
- Responsibility for the work of others, program administration, and for budget dollars;
- Level of decision-making in personnel management, hiring, and recruitment;
- Lead management of specific program areas;
- Number of supervisees;
- Problem solving/ingenuity;
- Contacts with others (both inside and outside of the organization);
- Consequences of action and decisions/delegated level of risk management; and
- Working conditions.

In order for a match to be included, Gallagher requires that a classification's "likeness" be at approximately 70% of the matched classification.

When an appropriate match is not identified for one classification, Gallagher often uses "hybrids", which can be functional or represent a span in scope of responsibility. A functional hybrid means that the job of one classification at the District is performed by two or more classifications at a comparator agency. A "hybrid" representing a span in scope means that the comparator agency has one class that is "bigger" in scope and responsibility and one class that is "smaller," where the District's class falls in the middle.

If an appropriate match is not found, then a "no match" is reported as non-comparable (N/C).

In order to calculate median salary, Gallagher requires that there be a minimum of four comparator agencies with matching classifications to the benchmark classification. The reason for requiring a minimum of four matches is so that no one classification has undue influence on the calculations.

Gallagher conducted compensation studies for 60 (benchmarks) of the District's 95 classifications, including classifications represented by the Field Employees Association and by the Midpeninsula Rangers Peace Officers Association. All other classifications are internally aligned to these 60 classifications. Excluded from the studies were the Board-appointed positions

of General Manager, General Counsel, and Controller as they have individual contracts. The results of the compensation studies for the 60 benchmark classifications are as follows:

- 52 classifications came in below the new competitive salary definition of median plus 10 percent
- 2 classifications came in above median plus 10 percent
- 3 classifications had insufficient data (less than four matches with comparator agencies)
- 3 classifications are new, and as of the study, did not yet have a defined District compensation salary range to compare to the market:
  - Land Stewardship & Trails Manager
  - Facilities and Fleet Manager
  - Fleet Services Specialist
- For the 54 classifications with results (excluding those with insufficient data and new classifications), the average was 11.7 percent below median plus 10 percent

Additionally, Gallagher provided appropriate salary range placement recommendations based on the market studies. Internal equity between certain levels of classifications is a fundamental factor to consider when making compensation decisions. When conducting a labor market compensation survey, results from the comparator agencies for a specific classification can be misaligned when comparing this result against the larger suite of classification families at the District. As such, careful consideration was given to these internal alignments to maintain a proper separation between classifications within job families. The most common internal percentage differentials applied and recommended by Gallagher as standard practice are:

- 10% between entry and journey level positions and Leads (such as I/II/III and Lead)
- 15% between levels when the higher level supervises multiple employees and/or manages a discreet program (such as Senior and Supervisor)
- 15-20% between the highest level supervised and the management level

Staff spent significant time reviewing the individual study results with Gallagher and analyzing the data. Based on the study results and adjustments to maintain appropriate internal alignment, the range placement recommendations resulted in the following for all 95 classifications:

- 87 classifications (of 92, excluding 3 new classifications – or 95% of classifications) are recommended for a salary range increase, including intern and seasonal classifications, either because they fell below the median plus 10 percent target and/or to ensure proper internal alignment within classification families
- Five classifications would remain status quo, staying at their current range
  - One benchmark is at median plus 10: Property Management Specialist II
  - One position is not in use and will be studied through an upcoming classification study to confirm its function and salary range: Data Administrator
  - Two benchmarks above median plus 10 are recommended to be studied once vacant to determine if they need to be adjusted down at that time:
    - Environmental Education Specialist
    - Interpretive Specialist
  - One internally aligned classification, Senior Property Management Specialist, is recommended to be adjusted down two ranges once vacant, so that it is 15%



above the benchmark position of Property Management Specialist II rather than the current 20%

- The average increase of these 87 classifications is 10.2%

*Reanalysis and Employee Feedback Review following the July 2025 ABC Meeting*

After the ABC unanimously approved the recommended changes to the classification and compensation plan on July 8, 2025, new data emerged that could affect some of the original findings. In response, the HR team worked with the consultant to re-evaluate and confirm the results of all classifications studied. Additionally, employee feedback received at the ABC meeting and through July 18, 2025 was shared with Gallagher for review.

Capital Project Manager II:

A re-analysis of the compensation study results for Capital Project Manager II identified two corrections in the comparable agency matches that revise the original range placement recommendation presented at ABC meeting. The new, revised salary range for Capital Project Manager II now moves the range from the current 36 to 39 due to the following:

- The match at County of Marin was removed because it is a full cycle project manager, whereas the District's Capital Project Managers carry projects from preliminary and final design through construction and closeout. As such, it did not meet the threshold of 70% likeness.
- The match at City of Palo Alto was changed from a hybrid match of Coordinator, Public Works Projects and Project Manager to Coordinator, Public Works Projects only. The Project Manager is a supervisory classification, overseeing division operations, the Coordinator Public Work Projects supervises contractors and inspects their work. The supervisory position that has responsibility for multiple in-house positions does not meet the threshold of 70% likeness, whereas the coordinator with responsibility for oversight of contract staff and coordination of projects does.

Based on the reanalysis and revised market median +10%, the range placement recommendations changed as follows:

Classification Title	Current Range #	Current Hrly Max	Revised Proposed Range #	Revised Hrly Max	Prior ABC Proposed Range #	Difference
Capital Project Manager I	32	62.3479	35	67.0907	36	-1
Capital Project Manager II	36	68.7325	39	73.9617	40	-1
Capital Project Manager III	40	75.7781	43	81.5622	44	-1
Senior Capital Project Manager	44	83.5459	49	94.415	50	-1

Planner II:

The request from the Planners in their public comment letter dated July 7, 2025 (Attachment 1) and at their public comments at the July 8, 2025 ABC meeting was to reevaluate the comparable matches found for Planner II and add in project manager classifications as a functional hybrid.

Gallagher reviewed the current matches at the comparator agencies and did not agree that revising the matches to include hybrid matches is appropriate. In the market, project management typically includes managing projects through the entire life cycle from conception,

preliminary and final design, construction/implementation, and closeout. Midpen's Planners manage projects from concept to preliminary design, including environmental review and clearance, and then hand off the project to Capital Project Managers to carry the project from preliminary and final design through construction and finally closeout. Both Midpen Planners and Capital Project Managers manage consultants/contractors during their respective portions of managing assigned projects. However, the market tends to compensate for project management roles involved in final design through construction and closeout at a higher rate, reflecting the increased technical complexity, risk, construction management, and resource coordination required during these phases.

In looking at market practices, there were seven comparator agencies with comparable classifications to both Midpen's Capital Project Managers and Planners. Of the seven agencies, four agencies compensate the comparable classification to the Capital Project Manager II more than the comparable classification to Planner II; and at three agencies the comparable classification to Planner II is compensated higher than the comparable classification to Capital Project Manager II. Thus, there is no consistent practice in the market regarding alignment between the classification series.

No changes were made to the Planner II compensation study as a result of the reanalysis.

Classification Title	Current Range #	Current Hrly Max	Revised Proposed Range #	Revised Hrly Max	Prior ABC Proposed Range #	Difference
Planner I	29	57.9547	33	63.9061	33	0
Planner II	31	60.8504	37	70.4504	37	0
Planner III	39	73.9617	41	77.6785	41	0
Senior Planner	43	81.5622	47	89.9229	47	0

#### Resource Management Specialist II:

The request from the Resource Management Specialists in their public comment letter dated July 7, 2025 and submitted one day prior to the ABC meeting (Attachment 1) was to reevaluate the comparable matches for the City and County of San Francisco. Furthermore, the department manager also submitted comments to reevaluate the City of Mountain View match and the City of San Jose match.

Based on reanalysis of the market data, Gallagher agrees that the Biologist at City and County of San Francisco is a better comparison to Midpen's Resource Management Specialist as compared to the Natural Resource Specialist.

Additionally, for the City of Mountain View, Wildlife Preservation Coordinator position, it is noted in feedback provided by the department manager as a more focused position than the District classification. This match was originally included as it has responsibility for field surveys, wildlife preservation planning, regulatory compliance reporting and compliance, and budget tracking, bid and contractor responsibilities, and community liaison responsibilities. As this is a stand-alone position in the department and is singularly focused on wildlife preservation versus the broader benchmark of the Resource Management Specialist classification, this prior match was subsequently removed.

Finally, for the City of San Jose, Environmental Services Specialist series, this is a broad classification used in several departments. Gallagher can confirm that this classification is allocated to the Parks, Recreation, and Neighborhood Services Department at the supervising level from the City's Fiscal Year 2024-25 operating budget. Based on the job description, and the allocation of this classification to Parks, Gallagher feels it is a comparable match at the journey level.

Based on the reanalysis and revised market median +10%, the range placement recommendations changed as follows:

<u>Classification Title</u>	Current Range #	Current Hrly Max	Revised Proposed Range #	Revised Hrly Max	Prior ABC Proposed Range #	Difference
Resource Management Specialist I	30	59.3759	33	63.9061	32	+1
Resource Management Specialist II	34	65.4641	37	70.4504	36	+1
Resource Management Specialist III	39	73.9617	41	77.6785	40	+1
Senior Resource Management Specialist	43	81.5622	47	89.9229	46	+1

Gallagher also looked at the internal relationships between the Resource Management Specialist classifications compared to the Planner classifications at those agencies that had a comparable match to the District's classifications. Market practices vary in that, at the seven agencies that had comparable matches to both classifications:

- Two compensated the match to the Resource Management Specialist more than the Planner match;
- Three compensated the match to the Resource Management Specialist less than the Planner match; and
- One compensated the match for the Resource Management Specialist the same as the Planner match.

Thus, there is no consistent practice in the market regarding alignment between the Resource Management Specialist and Planner classification series.

#### Planning Manager:

The data point for City of Santa Cruz, hybrid match, was not reported correctly. In the revised recommendations, the Planning Manager is recommended to be placed in salary range 57 based on the market (previously was recommended for placement in salary range 56).

<u>Classification Title</u>	Current Range #	Current Hrly Max	Revised Proposed Range #	Revised Hrly Max	Prior ABC Proposed Range #	Difference
Planning Manager	51	99.1349	57	114.7618	56	+1

The data and rationale for all the recent changes were shared and discussed with staff in advance of the Board meeting. Furthermore, these changes are included in the new proposed Classification and Compensation Plan (refer to Attachment 2).

Other:

Six additional staff members provided feedback on their classification studies. Concerns primarily focused on comparator match accuracy, the inclusion of specialized job duties, and how longevity or broad salary ranges were reflected in the reported benchmarks. Staff also sought clarification on positions with unique responsibilities or limited available market comparators.

Gallagher reviewed all feedback and reaffirmed their methodology, which prioritizes position-based comparisons (not individual incumbents), a minimum 70% job match threshold, and consistent exclusion of longevity or specialty pay in reported salaries. Where direct market matches were unavailable, Gallagher used internal alignment or hybrid comparisons to ensure role scope and responsibilities were appropriately reflected. Their responses provided detailed rationale for each decision and emphasized consistency in approach across all positions. Gallagher's responses were shared with staff directly. Based on this review, no changes have been made to the initial compensation recommendations for these classifications.

*Implementation*

It is important to note that updates to the District's Classification and Compensation Plan for compensation study adjustments based on the updated compensation philosophy will not result in an automatic increase to an individual employee's compensation. The compensation survey results will be used to reassign a classification to a new salary range in the classification and compensation plan. How these changes apply to individual employees are explained in the following two outcomes:

- When the salary survey shows compensation is **at or above the new compensation philosophy target** – no equity adjustment is needed, and no Y-rating will be made to an *individual employee*. Instead, active employees will continue to be eligible for all applicable pay practices (base wage adjustments, merit (step) increases, longevity, etc.)
- When the salary survey shows compensation is **below the new compensation philosophy target** – an equity adjustment will be applied to the classification (the classification will be assigned a new salary range, for example, move from range 30 to range 32). Individual employees will be moved to the step in the new range closest to, but not less than, their current hourly rate. Employees continue to be eligible for base wage adjustments & merit (step) increases (which are normally 2.5% to 5% for employees who meet performance standards). An employee who is currently eligible for longevity pay or meritorious pay and is moved from step 10 to a lower step in the new range will once again be eligible for longevity pay or meritorious pay once they reach step 10 as the top step of their salary range. As a reminder, both longevity pay and meritorious pay serve as retention tools that provide eligible employees with a one-time, lump sum amount once they reach top step, recognizing that these employees can no longer receive annual merit (step) increases.

Both the Field Employees Association (FEA) and the Peace Officers Association (POA) were notified in early July of the recommended adjustments to compensation. The current MOU between the District and FEA was approved by the Board in June 2024 (effective July 1, 2024 to June 30, 2027) and the current MOU between the District and the POA was approved by the Board in October 2023 (effective July 1, 2023 to June 30, 2027). The FEA has the following language in their MOU under Article 7 – Compensation and Benefits: “The District shall initiate meet and confer with the FEA for the purpose of negotiating a possible salary increase if the District changes its compensation policy during the term of this agreement (July 1, 2024 through June 30, 2027).” The POA does not have any language in their MOU regarding a possible compensation increase as a result of the updated compensation philosophy. The General Manager proposes applying the proposed salary increases to the FEA and POA as shown in Attachment 2. Both FEA and POA presidents confirmed agreement and acceptance of the proposed compensation changes. Both represented groups will receive side letters to their respective MOUs, upon Board approval.

Pending Board approval, staff will apply the updates effective the first full pay period after Board approval, or pay period 25-19, with an effective date of September 1, 2025 and pay date of September 19, 2025.

## FISCAL IMPACT

The first-year fiscal impact is estimated at \$1.2 million, with the second-year estimate at \$2.2 million after which it levels off at approximately \$3 million per year. At this time, a budget adjustment will not be requested since the impact is less than what the annual salary savings has been for the past several years.

The information presented in this report was shared and discussed with the Controller during early phases of the salary survey evaluations and cost projections, who did not raise a concern regarding the fiscal affordability of the changes. Moreover, the salary changes are now built into the District’s 30-year fiscal model and are financially sustainable over the long-term.

## PRIOR BOARD AND COMMITTEE REVIEW

- **September 25, 2024:** Board Received a Compensation Philosophy Informational Presentation ([R-24-120](#), [minutes](#))
- **December 10, 2024:** Action Plan and Budget Committee Received Additional Information and Analysis for, and Recommended Amendments to, the Compensation Philosophy ([R-24-145](#), [minutes](#))
- **January 22, 2025:** Board Adoption of the revised Board Policy 2.03 *Employee Compensation Guiding Principles*, also referred to as the “compensation philosophy” ([R-25-18](#), [minutes](#))
- **July 8, 2025:** Action Plan and Budget Committee approval of Amendments to the Midpeninsula Regional Open Space District’s Classification and Compensation Plan Reflecting Compensation Study Adjustments Based on the Updated Compensation Philosophy and Comparator Agencies List ([R-25-87](#), for draft minutes refer to Attachment 3)

**PUBLIC NOTICE**

Public notice was provided as required by the Brown Act. All District employees were also informed of this meeting and provided a copy of the report.

**CEQA COMPLIANCE**

This item is not a project subject to the California Environmental Quality Act.

**NEXT STEPS**

Upon Board approval, HR staff will provide individual employees with an email detailing their specific new salary range and step change, and implement all changes effective September 1, 2025. Additionally, the District will execute a side letter with both the FEA and POA for these changes. Employees have until August 30, 2025 to provide any new feedback on these changes to HR staff. If this feedback warrants any additional adjustment(s) to the Classification and Compensation plan, HR staff is prepared to go back to the Board after August 30, 2025 with any subsequent recommendations.

**Attachments**

1. Public Comments received from Planners and Natural Resources
2. Resolution Adopting Amendments to the District's Classification and Compensation Plan for Compensation Study Adjustments Based on the Updated Compensation Philosophy Effective September 1, 2025
3. Draft Minutes July 8, 2025: Action Plan and Budget Committee approval of Amendments to the Midpeninsula Regional Open Space District's Classification and Compensation Plan Reflecting Compensation Study Adjustments Based on the Updated Compensation Philosophy and Comparator Agencies List

**Responsible Department Head:**

Stefan Jaskulak, Chief Financial Officer/ Director of Administrative Services

**Prepared by:**

Rebecca Wolfe, Human Resources Supervisor

**Contact person:**

Candice Basnight, Human Resources Manager



Midpeninsula Regional  
Open Space District

# Memorandum

**DATE:** July 7, 2025

**MEMO TO:** Midpen Board of Directors and Action Plan and Budget Committee

**FROM:** Senior Planner: Gretchen Laustsen, Tina Hugg, Jared Hart  
Planner III: Galli Basson, Ashley Mac, Erica Strohmeier, Tyler Smith, Melissa Borgesi  
Planner II: Mattea Ottoboni, Brittany Wheatman, Cecelia Gerstenbacher  
Planner I: Alyssa Cano

**SUBJECT:** Planning staff response to Planner II benchmarked positions in updated 2025 Benchmark Compensation Study and **request for a functional hybrid match for an accurate benchmark comparison**

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Thank you for the opportunity to provide comments on the updated results of Gallagher's 2025 Compensation Study for the Planning department that were based on the Planner II job description currently being finalized as part of the 2024-25 Planning Department Classification Study. We would like to begin by extending our gratitude to the Board for supporting the request for a classification study, the General Manager's Office for implementing it, and to Human Resources staff for administering it.

The Classification Study for both Planning and Engineering & Construction started in late November 2024. Planning staff answered position description questionnaires (PDQs) on detailed job duties and responsibilities by position level (I, II, III, Senior), which were reviewed by supervisors and the department manager before being sent to Gallagher in mid-March 2025. Gallagher interviewed planners by position level in early April. Planners received their draft job descriptions from Human Resources staff on June 11<sup>th</sup> and returned feedback on June 23<sup>rd</sup>. The job descriptions are currently being finalized. Human Resources staff provided Planning's draft Compensation Study results to staff on June 25<sup>th</sup>. Given the fast turnaround times, Planning's analysis below is limited to three of the comparators in order to provide timely comments to the Action Plan and Budget Committee for their July 8<sup>th</sup> meeting.

While we are truly grateful for the opportunity afforded to us and substantially agree with the more accurate job descriptions currently in final review, we are simultaneously disappointed with the comparables and associated results of the 2025 Benchmark Compensation Study, which concluded that none of the benchmarked positions in comparable agencies retained from the 2023-24 effort have changed. As you recall from previous correspondence, Planning staff had asked for more comparable positions that are broader than traditional municipal planning positions. Further, the new benchmarked positions for the new comparable agencies have similar municipal planning-only function characteristics. For the purpose of this memo, Planning analyzed the comparable positions for both Midpen's Planner II and Capital Project Manager (CPM) II from the County of San Mateo (existing comparator agency), the County of Santa Clara (existing comparator agency), and the City of San Jose (new comparator agency) to demonstrate how the Midpen Planner II position include functions and qualifications of both Planner II and CPM II comparable positions.

Comparator Agency	New Comparator	Classification Title
City of Santa Cruz	Yes	Associate Planner II
Sonoma County Agricultural Preservation and Open Space District	Yes	Park Planner II
City of Mountain View	Yes	Associate Planner
Santa Clara Valley Water District (Valley Water)	No	Assistant Environmental Planner II
Santa Clara Valley Open Space Authority	No	Associate Open Space Planner
City of Palo Alto	No	Associate Planner
East Bay Regional Park District	No	Planner
City and County of San Francisco	Yes	Planner II
City of San Jose	Yes	Planner II
County of Marin <sup>1</sup>	No	Open Space Planner/Senior Open Space Planner
County of Santa Clara	No	Associate Planner
County of San Mateo	No	Planner II
East Bay Municipal Utility District	Yes	N/C
Hayward Area Recreation and Park District	Yes	N/C
Marin Municipal Water District	No	N/C

1 - County of Marin: Span of Responsibility Match: This hybrid match represents that the duties are bridged by a higher and lower-level classification at the comparator agency. The salary displayed is an average of the matches.

Planning staff's concerns are summarized as follows:

1. The Planner II job description is currently being revised as part of the Classification Study to include and recognize capital project management functions in addition to planning duties. Despite these changes, the Planner II continues to be compared to the same planner positions from the prior Compensation Study who do not perform capital project management duties.
2. As shown in the Midpen planner-to-comparable planner and CPM comparison Tables 3.1, 4.1, and 5.1 in **Attachments 3, 4 and 5**, Midpen Planner II duties include functions not only of the comparable planner but also those of the comparable capital project manager position used for Midpen CPM IIs. As noted in our prior comment memos (March and June 2024, **Attachment 7**), the Midpen Planner II job description includes and matches many planning functions but also includes and matches many capital project manager functions. Planning staff analyzed three comparator agency positions (San Mateo County, Santa Clara County, and City of San Jose) that sufficiently illustrate how the Midpen Planner II functions and qualifications overlap those of both Planner II and CPM II's comparable positions.
3. The 70% match comparison should go both ways in order to accurately encompass **all of** Midpen Planner II responsibilities. Midpen's Planner II may match 70% of a comparable planner but if that comparable planner has no capital project management duties (see Midpen planner-to-comparable planner comparison Tables 3.2, 4.2, and 5.2 in **Attachments 3, 4 and 5**) the match is not complete and another job should be considered to fully characterize all duties a Midpen Planner II is expected to perform. Otherwise, a significant portion of Midpen Planner IIs' primary job responsibilities will be unrecognized and unaccounted for. **This is why a functional hybrid was suggested in Planning staff's prior comment letters along with suggested comparable positions (Attachment 7).**
4. If Midpen is unwilling to consider a functional hybrid match using positions within the comparator agencies, Planning staff request a better internal and equitable alignment with Midpen's Capital Project Manager series, given that **the Planning department leads projects that directly feed into and overlap with the Engineering & Construction Department's workload pipeline** (e.g. Skyline Field Office, La Honda Parking and Trailhead, Purisima-to-the-Sea Verde Road, Hawthorns Area Plan, Hawthorns Historic Complex, etc.). As noted in the Midpen Planner II-to-Midpen CPM II table in **Attachment 2**, Midpen Planner II responsibilities significantly overlap with Midpen CPM II.



5. During the Gallagher interviews with Planning staff, the consultant acknowledged the challenge of and inability to find matches in the public sector because Midpen planners are unique and perform project management functions not found in traditional planning positions.
6. Prior to 2014, Midpen's Planning department managed projects from beginning to end, from scoping to construction. In 2014, the Board approved the Financial and Operational Sustainability Model (FOSM) which split capital project delivery and formed two separate departments (Planning and Engineering & Construction) to allow Midpen to scale up productivity. This effectively separated scoping, programming, planning, public engagement, early design (conceptual and schematic level) and environmental review from final design, permitting, bidding, and construction (see Public Access Project Delivery Process in **Attachment 1**). Planning therefore should be recognized for its role in project delivery, which requires the lion's share of the project timeline and includes duties and responsibilities beyond a municipal planner.
7. As evidenced by Planning-led projects the Board has seen over the last few years (e.g. Skyline Field Office, La Honda Parking and Trailhead, Purisima-to-the-Sea Verde Road, Hawthorns Area Plan, Hawthorns Historic Complex, etc.), these capital projects are exposed to a high level of complexity, risk and potential for failure in the early stages of delivery, where public sentiment, early identification of site constraints, and political challenges can influence a project's viability. Planners are responsible for shepherding capital projects through these challenging phases of work and should be recognized for their capacity to handle and manage risk.

In summary, we are thankful to the Board, General Manager's Office, and Human Resources Department for implementing the Planning Department Classification Study. We are simply disappointed that our prior concerns are not resolved (see June 2024 memo in **Attachment 7**). To be put plainly, Planning staff do not disagree that Midpen's planner classifications match many municipal planners' responsibilities. The point we are making is that municipal planners' classifications do not match us, and that using only their positions as our matches leaves out capital project management, which is a significant portion of the work we are expected to perform, by not only the Board and General Manager's Office, but by the very nature and structure of Midpen's unique project delivery process. We ask that Midpen Planners be acknowledged for the unique hybrid function we perform, and that our comparable positions and compensation accurately reflect what we do. We thus respectfully request again that Midpen re-visit the Planner II comparable matches and consider using a functional hybrid match, or span of responsibility match, or making a better internal and equitable alignment with Engineering & Construction counterparts.

Thank you for your consideration.

Respectfully submitted,

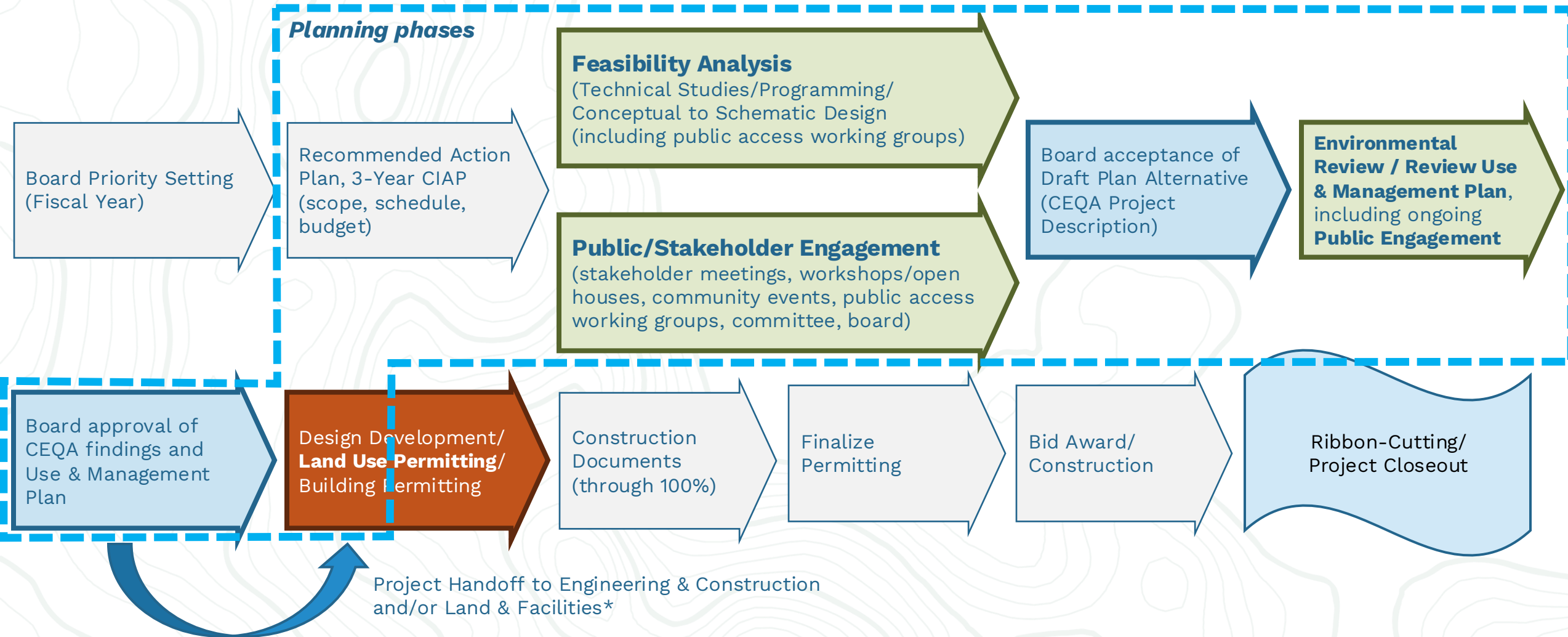
Planning Department staff

Attachments:

1. Public Access Project Delivery Process
2. Comparison Table – Midpen Planner II with Capital Project Manager II
3. Comparison Tables – Midpen Planner II with San Mateo County comparables
4. Comparison Tables – Midpen Planner II with Santa Clara County comparables
5. Comparison Tables – Midpen Planner II with City of San Jose comparables
6. Annotated Comparator Agency job descriptions
7. June 24, 2024 memo with March 4, 2024 memo attachments

CC: Ana Ruiz, General Manager  
 Susanna Chan, Assistant General Manager  
 Jane Mark, Planning Department Manager  
 Candice Basnight and Rebecca Wolfe, Human Resources

# Public Access Project Delivery Process



\*Planning stays involved for Land Use Permitting (e.g. Bear Creek Stables or La Honda Event Center Resource Management Permit)

## Attachment 2

This table compares the job functions performed by the Midpen Planner I-II and Capital Project Manager I-II using the latest draft job descriptions provided. The comparison demonstrates that each department has unique expertise and focus relevant to their specific role and phase in the project delivery process **but overlap in significant job functions related to project management and delivery**. Planning leads public access projects in scoping, programming, planning, public engagement, early design (conceptual and schematic level) and environmental review after which projects transition to Engineering & Construction who leads final design, permitting, bidding, and construction.

(A) Midpen: Planner I-II 06/11/25 HR-provided draft job description	(B) Midpen: Capital Project Manager I-II 06/11/25 HR-provided draft job description	(C) Analysis of CPM I-II Duties and Overlap with Planner I-II
Planner I-II job duties are identified by PL and corresponding number (e.g. PL1) in Analysis of CPM I-II Duties column	CPM I-II job duties are identified by CM and corresponding number (e.g. CM1) in Analysis of CPM I-II Duties column	Numbers in parenthesis refer to the planning duty that aligns with the CPM duty (e.g., PL1)
<ol style="list-style-type: none"> <li>1. Participates in the scoping, planning, programming, conceptual and schematic design development, land use permitting, and environmental review of capital improvement projects related to public access, new trails and trailheads, parking lots, buildings, facilities, and other District infrastructure.</li> <li>2. Manages assigned projects, developing, tracking, and reporting project scopes, schedules, and budgets; participates in the preparation of project implementation budgets, monitors and approves project expenditures, and processes project invoices.</li> <li>3. Participates in the development of consultant requests for proposals for professional services and the advertising and bid processes; evaluates proposals and recommends project award; coordinates with legal counsel to determine District needs and requirements for contractual services; negotiates contracts and agreements and administers same after award.</li> <li>4. Reviews documents, reports, and work products prepared by consultants and provides feedback and revisions of work products including feasibility studies, basis of design, concept and schematic design plans, detailed design drawings, environmental review documents, historical resource evaluations, transportation demand management studies, and other technical studies; facilitates review across multidepartment project team.</li> <li>5. Conducts and/or assists with the California Environmental Quality Act (CEQA) analysis of capital improvements, facilities, maintenance activities, land purchases, and proposed new public uses of District lands; reviews and prepares CEQA documents as part of the CEQA coordination program.</li> </ol>	<ol style="list-style-type: none"> <li>1. Participates in the development, implementation, and completion of capital improvement projects related to new trails, parking lots, buildings, facilities, and/or District infrastructure.</li> <li>2. Participates in the development of site plans and conceptual designs; addresses project design requirements and issues as they arise; develops options and solutions to resolve design, fiscal, schedule, legal, and/or construction issues; conducts outreach as appropriate to stakeholders affected by District projects.</li> <li>3. Participates in the development of consultant requests for proposals for professional services and the advertising and bid processes; evaluates proposals and recommends project award; coordinates with legal counsel to determine District needs and requirements for contractual services; negotiates contracts and agreements and administers same after award.</li> <li>4. Negotiates, administers, and manages contracts for services; reviews documents, reports, and other work products prepared by consultants and provides feedback and corrections; reviews and oversees consultant invoices and progress payments.</li> <li>5. Provides quality control on work products including but not limited to reviewing technical reports, construction drawings, letters, permits, and memorandum produced by consultants.</li> <li>6. Produces cost estimates, completion schedules, and project implementation budgets; monitors project expense budgets and approves/processes project expenditures; prepares reports and presentations for management and the Board of Directors.</li> <li>7. Oversees the scheduling of assigned construction projects to ensure contractual compliance with plans,</li> </ol>	<ul style="list-style-type: none"> <li>• <u>CM1 and PL1</u>: Planning participates in this duty at earlier phase of work through conceptual and schematic design before it's handed off to capital project manager.</li> <li>• <u>CM2 and PL1, PL7</u>: Planning participates in the development of conceptual and schematic design, resolves project issues during feasibility and environmental review phases, and leads the majority of public engagement efforts related to projects that occur in the early phase of project delivery.</li> <li>• <u>CM3 and PL3</u>: Planning performs this function, structuring the RFQP to account for E&amp;C-led future phases of work, so that E&amp;C has a more streamlined opportunity to utilize the same consultant from the conceptual and schematic design phase for the final design phase.</li> <li>• <u>CM4 and PL3, PL4</u>: Planning performs this function.</li> <li>• <u>CM5 and PL4, PL5, PL6</u>: Planning performs quality control and peer review on work products such as technical reports, conceptual and schematic design plans, and other planning phase-specific deliverables.</li> <li>• <u>CM6 and PL2, PL7, PL8, PL11</u>: Cost estimates, project schedules, budgets, expenditures, reports and presentations are also part of the phases of projects that Planning leads.</li> <li>• <u>CM8 and PL1</u>: Planning secures land use permits, e.g. coastal development, conditional use, grading, resource management.</li> <li>• <u>CM13 and PL14</u>: Planning performs this function related to planning phase-specific topics.</li> <li>• <u>CM14 and PL13, PL14</u>: Planning performs this function related to planning phase-specific topics and deliverables.</li> </ul>

**Attachment 2**

This table compares the job functions performed by the Midpen Planner I-II and Capital Project Manager I-II using the latest draft job descriptions provided. The comparison demonstrates that each department has unique expertise and focus relevant to their specific role and phase in the project delivery process **but overlap in significant job functions related to project management and delivery**. Planning leads public access projects in scoping, programming, planning, public engagement, early design (conceptual and schematic level) and environmental review after which projects transition to Engineering & Construction who leads final design, permitting, bidding, and construction.

<b>(A) Midpen: Planner I-II</b> 06/11/25 HR-provided draft job description	<b>(B) Midpen: Capital Project Manager I-II</b> 06/11/25 HR-provided draft job description	<b>(C) Analysis of CPM I-II Duties and Overlap with Planner I-II</b>
Planner I-II job duties are identified by PL and corresponding number (e.g. PL1) in Analysis of CPM I-II Duties column	CPM I-II job duties are identified by CM and corresponding number (e.g. CM1) in Analysis of CPM I-II Duties column	Numbers in parenthesis refer to the planning duty that aligns with the CPM duty (e.g., PL1)
<p>6. Participates in the research, analysis, and peer review of new facility designs, maintenance, and improvements to remove barriers in support of the Americans with Disabilities Act (ADA) program.</p> <p>7. Develops public engagement strategies for inclusive engagement on a project-by-project basis; plans and facilitates in-person and virtual public engagement events for projects; manages meeting logistics, develops content, and delivers presentations including addressing questions before, during, and after engagement events; provides support to other departments with public engagement strategies, tools, and implementation.</p> <p>8. Prepares staff reports for the General Manager, Board of Directors, and various other committees and advisory boards as directed; conducts briefings and presents materials, project information, and recommendations at public meetings.</p> <p>9. Monitors and conducts external project reviews to identify potential issues or development proposals of private or public lands near or adjacent to open space preserves that may impact District interests and goals; assists in preparing recommendations to permitting agencies or landowners to minimize impacts on District lands or interests; prepares comment letters for review, as appropriate.</p> <p>10. Supports the District's signage and/or historic resource programs; coordinates with other departments and external agencies in program initiatives; oversees outreach activities and facilitates updates and retention of program documentation, policies, and procedures.</p> <p>11. Participates in the three-year Action Plan and Budget Plan development, including project scopes, schedules, budgets, and resource loading of staff time required to deliver planning and capital projects.</p>	<p>specifications, materials, schedules, workmanship, and safety standards.</p> <p>8. Prepares materials for permit applications; applies for and obtains permits from other governmental agencies for District projects.</p> <p>9. Inspects work during each construction phase to ensure that workmanship conforms to specifications, plans, District standards/constraints, and the adherence to construction schedules.</p> <p>10. Maintains standard construction documents in conformance with changes in legal requirements and practices; advises consultants and staff in the preparation of technical specifications and construction details as it pertains to codes and constructability.</p> <p>11. Conducts final inspections to assure the project's completion and that final acceptance includes necessary warranties and resolution of liquidated damages.</p> <p>12. Provides appropriate operational staff with documents, warranties and, as necessary, an orientation of specialized functional components and systems.</p> <p>13. Attends and participates in professional group meetings; stays abreast of contemporary trends and innovations in open space, preserve, and related services; researches emerging products and enhancements and their applicability to District needs.</p> <p>14. Monitors changes in regulations and technology that may affect operations; implements policy and procedural changes after approval.</p> <p>15. Receives, investigates, and responds to problems and complaints in a professional manner; identifies and reports findings and takes necessary corrective action.</p> <p>16. Observes and complies with all District and mandated safety rules, regulations, and protocols.</p>	<ul style="list-style-type: none"> <li>• <u>CM15 and PL Abilities</u>: Planning performs this function, as listed in Planning Abilities section of the Planner II job description: "identify and respond to issues and concerns of the public, other District staff, and other boards and commissions."</li> <li>• <u>CM16 and PL15</u>: Planning performs this duty in its entirety.</li> </ul>

Attachment 2

This table compares the job functions performed by the Midpen Planner I-II and Capital Project Manager I-II using the latest draft job descriptions provided. The comparison demonstrates that each department has unique expertise and focus relevant to their specific role and phase in the project delivery process **but overlap in significant job functions related to project management and delivery**. Planning leads public access projects in scoping, programming, planning, public engagement, early design (conceptual and schematic level) and environmental review after which projects transition to Engineering & Construction who leads final design, permitting, bidding, and construction.

(A) Midpen: Planner I-II 06/11/25 HR-provided draft job description	(B) Midpen: Capital Project Manager I-II 06/11/25 HR-provided draft job description	(C) Analysis of CPM I-II Duties and Overlap with Planner I-II
Planner I-II job duties are identified by PL and corresponding number (e.g. PL1) in Analysis of CPM I-II Duties column	CPM I-II job duties are identified by CM and corresponding number (e.g. CM1) in Analysis of CPM I-II Duties column	Numbers in parenthesis refer to the planning duty that aligns with the CPM duty (e.g., PL1)
12. Participates in the preparation and development of grant applications; assists Grants Program staff with administering grants, monitoring budgets, and submitting reimbursement requests and audit material; addresses project inquiries from granting agencies; prepares necessary grant-supporting reports. 13. Researches, analyzes, and interprets environmental and land use data and trends; prepares written reports on various advance planning matters and elements of other agency general and land use plans. 14. Attends meetings, conferences, workshops, and training sessions; attends and participates in professional group meetings; stays abreast of contemporary trends and innovations in the field of planning and other types of public services as they relate to the area of assignment. 15. Observes and complies with all District and mandated safety rules, regulations, and protocols. 16. Performs other duties as assigned.	17. Performs other duties as assigned.	



## Attachment 3

**Table 3.1: Midpen Planner II vs San Mateo County Planner II** (comparable for Midpen Planner II) **and Capital Projects Manager I** (comparable for Midpen CPM II)

The highlighted duties in this table demonstrate that the Midpen Planner II performs most of the job duties of both comparator agency positions. **Although the majority of both comparables' duties match, only the County's Planner II was used as a match for Midpen Planner II, leaving out key job functions.**

<b>(A) Midpen: Planner II (PL)</b> 06/11/25 HR-provided draft job description	<b>(B) San Mateo County: Planner II</b> 2024-25 Compensation Study benchmarked comparator to Midpen Planner II, expecting a 8.10% increase 10/2025	<b>(C) San Mateo County: Capital Projects Manager I</b> 2024-25 Compensation Study benchmarked comparator to Midpen CPM II, expecting a 5% salary increase 10/2025
<ol style="list-style-type: none"> <li>1. Participates in the scoping, planning, programming, conceptual and schematic design development, land use permitting, and environmental review of capital improvement projects related to public access, new trails and trailheads, parking lots, buildings, facilities, and other District infrastructure.</li> <li>2. Manages assigned projects, developing, tracking, and reporting project scopes, schedules, and budgets; participates in the preparation of project implementation budgets, monitors and approves project expenditures, and processes project invoices.</li> <li>3. Participates in the development of consultant requests for proposals for professional services and the advertising and bid processes; evaluates proposals and recommends project award; coordinates with legal counsel to determine District needs and requirements for contractual services; negotiates contracts and agreements and administers same after award.</li> <li>4. Reviews documents, reports, and work products prepared by consultants and provides feedback and revisions of work products including feasibility studies, basis of design, concept and schematic design plans, detailed design drawings, environmental review documents, historical resource evaluations, transportation demand management studies, and other technical studies; facilitates review across multidepartment project team.</li> <li>5. Conducts and/or assists with the California Environmental Quality Act (CEQA) analysis of capital improvements, facilities, maintenance activities, land purchases, and proposed new public uses of District lands; reviews and prepares CEQA documents as part of the CEQA coordination program.</li> <li>6. Participates in the research, analysis, and peer review of new facility designs, maintenance, and improvements to remove barriers in support of the Americans with Disabilities Act (ADA) program.</li> <li>7. Develops public engagement strategies for inclusive engagement on a project-by-project basis; plans and facilitates in-person and virtual public engagement events for projects;</li> </ol>	<ol style="list-style-type: none"> <li>1. Gather, compile, and analyze statistical data; study trends in land use, demographics and environmental impacts. (PL-13)</li> <li>2. Conduct studies, compile data and information and prepare reports on land use, population, environmental impacts, transportation, ordinance amendments and other planning subjects. (PL-4)</li> <li>3. Make field surveys and investigate related planning and zoning projects and inquiries.</li> <li>4. Maintain automated historical records.</li> <li>5. Prepare reports on data collected to support recommendations on zoning, transportation, and other land use projects. (PL-13)</li> <li>6. Prepare recommendations and assist in presentations to the Planning Commission, Board of Supervisors, and public agencies. (PL-8)</li> <li>7. Prepare or assist in revising maps, charts, graphs and other visual aids including departmental brochures and publications on land use and policies. (PL-Qualifications)</li> <li>8. Act as liaison and consultant with the public, other agencies, department and/or sections of the Planning and Building Division. (PL-10, PL-Qualifications)</li> <li>9. Attend public hearings, task forces, and other land use related meetings. (PL-7, PL-8)</li> <li>10. May act as lead in the absence of the supervisor and on large projects. May act as supervisor in his/her absence. (PL-2, PL-4)</li> <li>11. Perform related duties as assigned. (PL-16)</li> </ol>	<ol style="list-style-type: none"> <li>1. Manage major and/or complex capital projects from program planning through final acceptance of construction and warranty period. (PL-1, PL-2)</li> <li>2. Oversee major maintenance and construction projects, which may include infrastructure, underground, structural, system upgrades, retrofits, replacement of building equipment and components.</li> <li>3. Conduct needs assessments, cost analyses and feasibility studies to determine project requirements, space needs, options and cost estimates. (PL-1, PL-4)</li> <li>4. Manage the consultant, contractor and vendor selection process, including the solicitation and evaluation of bids, coordinating requests for proposals and obtaining Board of Supervisors approvals. (PL-3)</li> <li>5. Provide guidance and coordination of work to consultants and contractors related to project criteria, regulations, codes, standards and schedules. (PL-2, PL-4, PL-Qualifications)</li> <li>6. Communicate orally and in writing with county officials, other county departments consultants, contractors, architects, engineers, outside agencies and the public on assigned projects. (PL-7, PL-8, PL-9)</li> <li>7. Research and plan the various mechanisms used to finance projects such as state and federal grants, county funding, lease purchase agreements, certificates of participation, and joint powers agreements. (PL-12)</li> <li>8. Keep projects within approved budget, and on their approved schedule; analyze claims, project costs, verify expenses, obtain fiscal approval when required and approve contractor/consultant payment requests. (PL-2, PL-3)</li> <li>9. Prepare, review and manage contracts, construction documents and technical reports for the development of new county facilities and the alteration of existing facilities or major maintenance projects; and requests for proposals and selection of various consultants and participate in their selection. (PL-1, PL-2, PL-3, PL-4)</li> </ol>

## Attachment 3

**Table 3.1: Midpen Planner II vs San Mateo County Planner II** (comparable for Midpen Planner II) **and Capital Projects Manager I** (comparable for Midpen CPM II)

The highlighted duties in this table demonstrate that the Midpen Planner II performs most of the job duties of both comparator agency positions. ***Although the majority of both comparables' duties match, only the County's Planner II was used as a match for Midpen Planner II, leaving out key job functions.***

<b>(A) Midpen: Planner II (PL)</b> 06/11/25 HR-provided draft job description	<b>(B) San Mateo County: Planner II</b> 2024-25 Compensation Study benchmarked comparator to Midpen Planner II, expecting a 8.10% increase 10/2025	<b>(C) San Mateo County: Capital Projects Manager I</b> 2024-25 Compensation Study benchmarked comparator to Midpen CPM II, expecting a 5% salary increase 10/2025
<p>manages meeting logistics, develops content, and delivers presentations including addressing questions before, during, and after engagement events; provides support to other departments with public engagement strategies, tools, and implementation.</p> <p>8. Prepares staff reports for the General Manager, Board of Directors, and various other committees and advisory boards as directed; conducts briefings and presents materials, project information, and recommendations at public meetings.</p> <p>9. Monitors and conducts external project reviews to identify potential issues or development proposals of private or public lands near or adjacent to open space preserves that may impact District interests and goals; assists in preparing recommendations to permitting agencies or landowners to minimize impacts on District lands or interests; prepares comment letters for review, as appropriate.</p> <p>10. Supports the District's signage and/or historic resource programs; coordinates with other departments and external agencies in program initiatives; oversees outreach activities and facilitates updates and retention of program documentation, policies, and procedures.</p> <p>11. Participates in the three-year Action Plan and Budget Plan development, including project scopes, schedules, budgets, and resource loading of staff time required to deliver planning and capital projects.</p> <p>12. Participates in the preparation and development of grant applications; assists Grants Program staff with administering grants, monitoring budgets, and submitting reimbursement requests and audit material; addresses project inquiries from granting agencies; prepares necessary grant-supporting reports.</p> <p>13. Researches, analyzes, and interprets environmental and land use data and trends; prepares written reports on various advance planning matters and elements of other agency general and land use plans.</p>		<p>10. <b>Assure that the pre-architectural work and conceptual designs meet the County's needs and are compatible with master plans.</b> (PL-1, PL-2, PL-4, PL-5, PL-6)</p> <p>11. Evaluate existing facilities and conduct on-site visits to identify repair or renovation projects and/or observe and approve work.</p> <p>12. <b>Prepare correspondence, communication and reports for the Board of Supervisors.</b> (PL-7, PL-8)</p> <p>13. Administer construction contracts, including inspection work, contract revisions, submittals, payments, schedules, budgets and project closeouts.</p> <p>14. <b>Act as coordinating liaison with county officials, consultants, contractors, architects, engineers, outside agencies and the public regarding capital improvement projects.</b> (PL-2, PL-7, PL-8)</p> <p>15. Maintain all project documents, recommend acceptance of assigned projects as being complete and perform project closeout.</p> <p>16. Manage permit applications, resolve claims and disputes, and file notices.</p> <p>17. <b>Serve as a point of contact for county departments and act as liaison on projects; provide input and recommendations regarding technical and financial aspects,</b> and coordination of various construction activities. (PL-7, PL-Qualifications)</p> <p>18. <b>Work with consultants, architects, engineers, end users, building inspectors, maintenance and operations staff, contractors and vendors during the course of projects.</b> (PL-1, PL-2, PL-3, PL-4, PL-5)</p> <p>19. <b>Perform related duties as assigned.</b> (PL-16)</p>

Attachment 3

**Table 3.1: Midpen Planner II vs San Mateo County Planner II** (comparable for Midpen Planner II) **and Capital Projects Manager I** (comparable for Midpen CPM II)

The highlighted duties in this table demonstrate that the Midpen Planner II performs most of the job duties of both comparator agency positions. ***Although the majority of both comparables’ duties match, only the County’s Planner II was used as a match for Midpen Planner II, leaving out key job functions.***

(A) Midpen: Planner II (PL) 06/11/25 HR-provided draft job description	(B) San Mateo County: Planner II 2024-25 Compensation Study benchmarked comparator to Midpen Planner II, expecting a 8.10% increase 10/2025	(C) San Mateo County: Capital Projects Manager I 2024-25 Compensation Study benchmarked comparator to Midpen CPM II, expecting a 5% salary increase 10/2025
14. Attends meetings, conferences, workshops, and training sessions; attends and participates in professional group meetings; stays abreast of contemporary trends and innovations in the field of planning and other types of public services as they relate to the area of assignment. 15. Observes and complies with all District and mandated safety rules, regulations, and protocols. 16. Performs other duties as assigned.		



**Table 3.2: Midpen Planner II vs San Mateo County Planner II** (comparable for Midpen Planner II)

The highlighted duties in this table are not performed by the benchmarked comparable position and demonstrate that the comparable position does not perform 70% of the duties of the listed in the Midpen Planner II job description. **Using only this match leaves out key job junctions performed by the Midpen Planner II.**

(A) Midpen: Planner II 06/11/25 HR-provided draft job description	(B) San Mateo County: Planner II 2024-25 Compensation Study benchmarked comparator to Midpen Planner II, expecting a 8.10% increase 10/2025
<div>1. Participates in the scoping, planning, programming, conceptual and schematic design development, land use permitting, and environmental review of capital improvement projects related to public access, new trails and trailheads, parking lots, buildings, facilities, and other District infrastructure.</div> <div>2. Manages assigned projects, developing, tracking, and reporting project scopes, schedules, and budgets; participates in the preparation of project implementation budgets, monitors and approves project expenditures, and processes project invoices.</div> <div>3. Participates in the development of consultant requests for proposals for professional services and the advertising and bid processes; evaluates proposals and recommends project award; coordinates with legal counsel to determine District needs and requirements for contractual services; negotiates contracts and agreements and administers same after award.</div> <div>4. Reviews documents, reports, and work products prepared by consultants and provides feedback and revisions of work products including feasibility studies, basis of design, concept and schematic design plans, detailed design drawings, environmental review documents, historical resource evaluations, transportation demand management studies, and other technical studies; facilitates review across multidepartment project team.</div> <div>5. Conducts and/or assists with the California Environmental Quality Act (CEQA) analysis of capital improvements, facilities, maintenance activities, land purchases, and proposed new public uses of District lands; reviews and prepares CEQA documents as part of the CEQA coordination program.</div> <div>6. Participates in the research, analysis, and peer review of new facility designs, maintenance, and improvements to remove barriers in support of the Americans with Disabilities Act (ADA) program.</div> <div>7. Develops public engagement strategies for inclusive engagement on a project-by-project basis; plans and facilitates in-person and virtual public engagement events for projects; manages meeting logistics, develops content, and delivers presentations including addressing questions before, during, and after engagement events; provides support to other departments with public engagement strategies, tools, and implementation.</div> <div>8. Prepares staff reports for the General Manager, Board of Directors, and various other committees and advisory boards as directed; conducts briefings and presents materials, project information, and recommendations at public meetings.</div> <div>9. Monitors and conducts external project reviews to identify potential issues or development proposals of private or public lands near or adjacent to open space preserves that may impact District interests and goals; assists in preparing recommendations to permitting agencies or landowners to minimize impacts on District lands or interests; prepares comment letters for review, as appropriate.</div>	<div>1. Gather, compile, and analyze statistical data; study trends in land use, demographics and environmental impacts</div> <div>2. Conduct studies, compile data and information and prepare reports on land use, population, environmental impacts, transportation, ordinance amendments and other planning subjects.</div> <div>3. Make field surveys and investigate related planning and zoning projects and inquiries.</div> <div>4. Maintain automated historical records.</div> <div>5. Prepare reports on data collected to support recommendations on zoning, transportation, and other land use projects.</div> <div>6. Prepare recommendations and assist in presentations to the Planning Commission, Board of Supervisors, and public agencies.</div> <div>7. Prepare or assist in revising maps, charts, graphs and other visual aids including departmental brochures and publications on land use and policies.</div> <div>8. Act as liaison and consultant with the public, other agencies, department and/or sections of the Planning and Building Division.</div> <div>9. Attend public hearings, task forces, and other land use related meetings.</div> <div>10. May act as lead in the absence of the supervisor and on large projects. May act as supervisor in his/her absence.</div> <div>11. Perform related duties as assigned.</div>

**Table 3.2: Midpen Planner II vs San Mateo County Planner II** (comparable for Midpen Planner II)

The highlighted duties in this table are not performed by the benchmarked comparable position and demonstrate that the comparable position does not perform 70% of the duties of the listed in the Midpen Planner II job description. **Using only this match leaves out key job junctions performed by the Midpen Planner II.**

(A) Midpen: Planner II 06/11/25 HR-provided draft job description	(B) San Mateo County: Planner II 2024-25 Compensation Study benchmarked comparator to Midpen Planner II, expecting a 8.10% increase 10/2025
<div>10. Supports the District’s signage and/or historic resource programs; coordinates with other departments and external agencies in program initiatives; oversees outreach activities and facilitates updates and retention of program documentation, policies, and procedures.</div> <div>11. Participates in the three-year Action Plan and Budget Plan development, including project scopes, schedules, budgets, and resource loading of staff time required to deliver planning and capital projects.</div> <div>12. Participates in the preparation and development of grant applications; assists Grants Program staff with administering grants, monitoring budgets, and submitting reimbursement requests and audit material; addresses project inquiries from granting agencies; prepares necessary grant-supporting reports.</div> <div>13. Researches, analyzes, and interprets environmental and land use data and trends; prepares written reports on various advance planning matters and elements of other agency general and land use plans.</div> <div>14. Attends meetings, conferences, workshops, and training sessions; attends and participates in professional group meetings; stays abreast of contemporary trends and innovations in the field of planning and other types of public services as they relate to the area of assignment.</div> <div>15. Observes and complies with all District and mandated safety rules, regulations, and protocols.</div> <div>16. Performs other duties as assigned.</div>	

## Attachment 4

**Table 4.1: Midpen Planner II vs Santa Clara County Associate Planner** (comparable for Midpen Planner II) **and Capital Project Manager I** (comparable for Midpen CPM II)

The highlighted duties in this table demonstrate that the Midpen Planner II performs most of the job duties of both comparator agency positions. ***Although the majority of both comparables' duties match, only the County's Associate Planner was used as a match for Midpen Planner II, leaving out key job functions.***

(A) Midpen: Planner II (PL) 06/11/25 HR-provided draft job description	(B) Santa Clara County: Associate Planner 2024-25 Compensation Study benchmarked comparator to Midpen Planner II, expecting a 4% increase 07/2025	(C) Santa Clara County: Capital Project Manager I (CPM) 2024-25 Compensation Study benchmarked comparator to Midpen CPM II, expecting a 4% increase 07/2025
<ol style="list-style-type: none"> <li>1. Leads the scoping, planning, programming, conceptual and schematic design development, land use permitting, and environmental review of capital improvement projects related to public access, new trails and trailheads, parking lots, buildings, facilities, and other District infrastructure.</li> <li>2. Manages assigned projects, developing, tracking, and reporting project scopes, schedules, and budgets; participates in the preparation of project implementation budgets, monitors and approves project expenditures, and processes project invoices.</li> <li>3. Leads the development of consultant requests for proposals for professional services and the advertising and bid processes; evaluates proposals and recommends project award; coordinates with legal counsel to determine District needs and requirements for contractual services; negotiates contracts and agreements and administers same after award.</li> <li>4. Reviews documents, reports, and work products prepared by consultants and provides feedback and revisions of work products including feasibility studies, basis of design, concept and schematic design plans, environmental review documents, historical resource evaluations, transportation demand management studies, and other technical studies; facilitates review across multidepartment project team.</li> <li>5. Conducts and/or assists with the California Environmental Quality Act (CEQA) analysis of capital improvements, facilities, maintenance activities, land purchases, and proposed new public uses of District lands; reviews and prepares CEQA documents as part of the CEQA coordination program.</li> <li>6. Participates in the research, analysis, and peer review of new facility designs, maintenance, and improvements to remove barriers in support of the Americans with Disabilities Act (ADA) program.</li> <li>7. Develops public engagement strategies for inclusive engagement on a project-by-project basis; plans and facilitates in-person and virtual public engagement events for projects; manages meeting logistics, develops content, and delivers</li> </ol>	<ol style="list-style-type: none"> <li>1. Participates in the development and management of planning studies, feasibility studies, master plans and concept plans, coordinates the work on minor projects, and reports on topics, such as land use, housing, historic resources, environmental impacts and economic development, in support of new or updated plan policies, regulations or programs; (PL-4)</li> <li>2. Analyzes and reviews land development applications, site plans and building permit applications for completeness and conformance with policies, ordinances, master plans, concept plans, County General Plan, conditions of approval, and State and Federal regulations, prepares conditions of approval where necessary, and takes discretionary action on certain land development projects that are reviewed at the staff level, making required findings;</li> <li>3. Abstracts information from aerial photographs, subdivision maps, census reports, building permits, etc., for analysis in planning studies; (PL-Qualifications)</li> <li>4. Analyzes geographic information systems data and creates maps; (PL-Qualifications)</li> <li>5. Prepares maps, plans, graphs, and other visual aids; (PL-Qualifications)</li> <li>6. Performs field inspections to gather data relevant to planning projects and the development review process and/or to verify that development projects comply with approved plans or to initiate actions necessary to correct violations of regulations or project conditions; (PL-Qualifications)</li> <li>7. Prepares recommendations and presents detailed reports on development applications, master plans, concept plans, feasibility studies and other planning-related documents to decision-making bodies such as Board of Supervisors, Parks and Recreation Commission, Planning Commission, Airport Land Use Commission, Historical Heritage Commission, Housing, Land Use, Environment and Transportation Committee, and San Martin Planning Advisory Committee; (PL-1, PL-4, PL-8, PL-Qualifications)</li> </ol>	<ol style="list-style-type: none"> <li>1. Develops project scope, budget, funding, and schedule; (PL-1, PL-2)</li> <li>2. Manages consultant and contractor selection process and participates as a member of consultant selection committee and is responsible for fee negotiations and approval of contracts; (PL-3)</li> <li>3. Communicates among the County, consultants, and other interested agencies or parties; (PL-4, PL-5, PL-7, PL-8, PL-9)</li> <li>4. Assures that project program and conceptual design meet the County's needs and are compatible with master plans; (PL-1, PL-2, PL-4, PL-5, PL-6)</li> <li>5. Responsible for keeping projects within approved budgets on their approved schedule; Analyzes claims and approves consultant/contractor payment requests; (PL-2)</li> <li>6. Participates in public hearings; Prepares and presents project reports; (PL-8)</li> <li>7. Provides guidance to consultant on project criteria, regulations, codes, standards and schedules; (PL-2, PL-4, PL-Qualifications)</li> <li>8. Identifies and manages responses to CEQA, ADA, energy conservation, and other special requirements; (PL-5, PL-6)</li> <li>9. Evaluates existing facilities; (PL-1)</li> <li>10. Reviews and approves technical reports, designs, and contract documents to assure adequacy, compliance with project program and constructability and cost efficiency; Coordinates the review of such documents by other County staff and/or consultant peer reviewers; (PL-4, PL-5, PL-Qualifications)</li> <li>11. Secures the approval of designs and construction documents by the appropriate governmental agencies; (PL-1, PL-8)</li> <li>12. May produce technical reports, studies, architectural/engineering contract documents and technical specifications; (PL-4, PL-14)</li> <li>13. Inspects progress and approves the completion of construction projects;</li> <li>14. May assign and approve the work of construction inspectors;</li> </ol>

## Attachment 4

**Table 4.1: Midpen Planner II vs Santa Clara County Associate Planner** (comparable for Midpen Planner II) **and Capital Project Manager I** (comparable for Midpen CPM II)

The highlighted duties in this table demonstrate that the Midpen Planner II performs most of the job duties of both comparator agency positions. ***Although the majority of both comparables' duties match, only the County's Associate Planner was used as a match for Midpen Planner II, leaving out key job functions.***

<b>(A) Midpen: Planner II (PL)</b> 06/11/25 HR-provided draft job description	<b>(B) Santa Clara County: Associate Planner</b> 2024-25 Compensation Study benchmarked comparator to Midpen Planner II, expecting a 4% increase 07/2025	<b>(C) Santa Clara County: Capital Project Manager I (CPM) 2024-25</b> Compensation Study benchmarked comparator to Midpen CPM II, expecting a 4% increase 07/2025
<p>presentations including addressing questions before, during, and after engagement events; provides support to other departments with public engagement strategies, tools, and implementation.</p> <p>8. Prepares staff reports for the General Manager, Board of Directors, and various other committees and advisory boards as directed; conducts briefings and presents materials, project information, and recommendations at public meetings.</p> <p>9. Monitors and conducts external project reviews to identify potential issues or development proposals of private or public lands near or adjacent to open space preserves that may impact District interests and goals; assists in preparing recommendations to permitting agencies or landowners to minimize impacts on District lands or interests; prepares comment letters for review, as appropriate.</p> <p>10. Manages the District's signage program; leads District sign committee meetings; prepares or modifies new field signs; prepares new signage artwork; conducts field research; improves and maintains District sign manual and sign inventory; researches appropriate sign locations; coordinates with field staff regarding installation; places orders for new signage with vendors.</p> <p>11. Leads the District's historic resource program; managing contract administration; directing consultants in preparation of Historic Resource Evaluations, conducting research; monitoring other District department workplans to ensure Historic Resource Evaluations conducted in accordance with policies and procedures; managing historic resource documentation including GIS application and historic resource library.</p> <p>12. Participates in the three-year Action Plan and Budget Plan development, including project scopes, schedules, budgets, and resource loading of staff time required to deliver planning and capital projects.</p> <p>13. Assists Grants Program staff with the preparation and development of grant applications, monitoring budgets, and</p>	<p>8. Enters development permit information and permit process workflow data in a central database;</p> <p>9. Tracks application and project expenses and verifies the accuracy of invoices; (PL-2)</p> <p>10. Coordinates staff, agency and community review of development applications, zoning and plan amendments;</p> <p>11. Answers inquiries and provides general information to the public regarding land use projects, permitting procedures, development policies, plans, zoning ordinances and other regulations; (PL-Qualifications)</p> <p>12. Provides information to the public regarding the permitting and development review requirements of other County departments such as Fire Marshal's Office, Environmental Health, Land Development Engineering, Geology, Roads and Airports, and Building, and County programs such as Williamson Act, Historic Preservation, and the Santa Clara Valley Habitat Plan;</p> <p>13. Provides customer support for the preparation and processing of routine to moderately difficult development applications, re-zonings, and plan amendments;</p> <p>14. Writes and delivers presentations; (PL8, PL-Qualifications)</p> <p>15. Participates in meetings, conferences, and workshops; (PL-15)</p> <p>16. Prepares environmental documents in compliance with the California Environmental Quality Act (CEQA) such as Categorical Exemptions, Negative Declarations or Addendum to Environmental Impact Reports; (PL-5)</p> <p>17. Conducts in-depth property specific research including the review of deeds and other legal documents;</p> <p>18. Conducts outreach to community groups, government agencies, developers and the public to encourage participation, resolve problems or obtain input; (PL-7)</p> <p>19. Resolves issues and complaints from the public or neighbors and permit applicants; (PL-Qualifications)</p> <p>20. Attends evening meetings; (PL-7, PL-8)</p> <p>21. May be assigned as a Disaster Service Worker, as required; (District policies)</p>	<p>15. May be assigned as a Disaster Service Worker, as required; (District policies)</p> <p>16. Performs other related duties as required. (PL-17)</p>



Attachment 4

**Table 4.1: Midpen Planner II vs Santa Clara County Associate Planner** (comparable for Midpen Planner II) **and Capital Project Manager I** (comparable for Midpen CPM II)  
The highlighted duties in this table demonstrate that the Midpen Planner II performs most of the job duties of both comparator agency positions. ***Although the majority of both comparables’ duties match, only the County’s Associate Planner was used as a match for Midpen Planner II, leaving out key job functions.***

(A) Midpen: Planner II (PL) 06/11/25 HR-provided draft job description	(B) Santa Clara County: Associate Planner 2024-25 Compensation Study benchmarked comparator to Midpen Planner II, expecting a 4% increase 07/2025	(C) Santa Clara County: Capital Project Manager I (CPM) 2024-25 Compensation Study benchmarked comparator to Midpen CPM II, expecting a 4% increase 07/2025
submitting reimbursement requests and audit material; addresses project inquiries from granting agencies; prepares necessary grant-supporting reports. 14. Researches, analyzes, and interprets environmental and land use data and trends; prepares written reports on various advance planning matters and elements of other agency general and land use plans. 15. Attends meetings, conferences, workshops, and training sessions; attends and participates in professional group meetings; stays abreast of contemporary trends and innovations in the field of planning and other types of public services as they relate to the area of assignment. 16. Observes and complies with all District and mandated safety rules, regulations, and protocols. 17. Performs other duties as assigned.	22. Performs related duties as required. (P-17)	

**Table 4.2: Midpen Planner II vs Santa Clara County Associate Planner** (comparable for Midpen Planner II)

The highlighted duties in this table are not performed by the benchmarked comparable position and demonstrate that the comparable position does not perform 70% of the duties of the listed in the Midpen Planner II job description. **Using only this match leaves out key job junctions performed by the Midpen Planner II.**

<b>(A) Midpen: Planner II</b> 06/11/25 HR-provided draft job description	<b>(B) Santa Clara County: Associate Planner</b> 2024-25 Compensation Study benchmarked comparator to Midpen Planner II
<ol style="list-style-type: none"><li>1. Leads the scoping, planning, programming, conceptual and schematic design development, land use permitting, and environmental review of capital improvement projects related to public access, new trails and trailheads, parking lots, buildings, facilities, and other District infrastructure.</li><li>2. Manages assigned projects, developing, tracking, and reporting project scopes, schedules, and budgets; participates in the preparation of project implementation budgets, monitors and approves project expenditures, and processes project invoices.</li><li>3. Leads the development of consultant requests for proposals for professional services and the advertising and bid processes; evaluates proposals and recommends project award; coordinates with legal counsel to determine District needs and requirements for contractual services; negotiates contracts and agreements and administers same after award.</li><li>4. Reviews documents, reports, and work products prepared by consultants and provides feedback and revisions of work products including feasibility studies, basis of design, concept and schematic design plans, environmental review documents, historical resource evaluations, transportation demand management studies, and other technical studies; facilitates review across multidepartment project team.</li><li>5. Conducts and/or assists with the California Environmental Quality Act (CEQA) analysis of capital improvements, facilities, maintenance activities, land purchases, and proposed new public uses of District lands; reviews and prepares CEQA documents as part of the CEQA coordination program.</li><li>6. Participates in the research, analysis, and peer review of new facility designs, maintenance, and improvements to remove barriers in support of the Americans with Disabilities Act (ADA) program.</li><li>7. Develops public engagement strategies for inclusive engagement on a project-by-project basis; plans and facilitates in-person and virtual public engagement events for projects; manages meeting logistics, develops content, and delivers presentations including addressing questions before, during, and after engagement events; provides support to other departments with public engagement strategies, tools, and implementation.</li><li>8. Prepares staff reports for the General Manager, Board of Directors, and various other committees and advisory boards as directed; conducts briefings and presents materials, project information, and recommendations at public meetings.</li><li>9. Monitors and conducts external project reviews to identify potential issues or development proposals of private or public lands near or adjacent to open space preserves that may impact District interests and goals; assists in preparing recommendations to permitting agencies or landowners to minimize impacts on District lands or interests; prepares comment letters for review, as appropriate.</li><li>10. Manages the District’s signage program; leads District sign committee meetings; prepares or modifies new field signs; prepares new signage artwork; conducts field research; improves</li></ol>	<ol style="list-style-type: none"><li>1. Participates in the development and management of planning studies, feasibility studies, master plans and concept plans, coordinates the work on minor projects, and reports on topics, such as land use, housing, historic resources, environmental impacts and economic development, in support of new or updated plan policies, regulations or programs;</li><li>2. Analyzes and reviews land development applications, site plans and building permit applications for completeness and conformance with policies, ordinances, master plans, concept plans, County General Plan, conditions of approval, and State and Federal regulations, prepares conditions of approval where necessary, and takes discretionary action on certain land development projects that are reviewed at the staff level, making required findings;</li><li>3. Abstracts information from aerial photographs, subdivision maps, census reports, building permits, etc., for analysis in planning studies;</li><li>4. Analyzes geographic information systems data and creates maps;</li><li>5. Prepares maps, plans, graphs, and other visual aids;</li><li>6. Performs field inspections to gather data relevant to planning projects and the development review process and/or to verify that development projects comply with approved plans or to initiate actions necessary to correct violations of regulations or project conditions;</li><li>7. Prepares recommendations and presents detailed reports on development applications, master plans, concept plans, feasibility studies and other planning-related documents to decision-making bodies such as Board of Supervisors, Parks and Recreation Commission, Planning Commission, Airport Land Use Commission, Historical Heritage Commission, Housing, Land Use, Environment and Transportation Committee, and San Martin Planning Advisory Committee;</li><li>8. Enters development permit information and permit process workflow data in a central database;</li><li>9. Tracks application and project expenses and verifies the accuracy of invoices;</li><li>10. Coordinates staff, agency and community review of development applications, zoning and plan amendments;</li><li>11. Answers inquiries and provides general information to the public regarding land use projects, permitting procedures, development policies, plans, zoning ordinances and other regulations;</li><li>12. Provides information to the public regarding the permitting and development review requirements of other County departments such as Fire Marshal's Office, Environmental Health, Land Development Engineering, Geology, Roads and Airports, and Building, and County programs such as Williamson Act, Historic Preservation, and the Santa Clara Valley Habitat Plan;</li><li>13. Provides customer support for the preparation and processing of routine to moderately difficult development applications, re-zonings, and plan amendments;</li><li>14. Writes and delivers presentations;</li></ol>

**Table 4.2: Midpen Planner II vs Santa Clara County Associate Planner** (comparable for Midpen Planner II)

The highlighted duties in this table are not performed by the benchmarked comparable position and demonstrate that the comparable position does not perform 70% of the duties of the listed in the Midpen Planner II job description. ***Using only this match leaves out key job junctions performed by the Midpen Planner II.***

(A) Midpen: Planner II 06/11/25 HR-provided draft job description	(B) Santa Clara County: Associate Planner 2024-25 Compensation Study benchmarked comparator to Midpen Planner II
<p>and maintains District sign manual and sign inventory; researches appropriate sign locations; coordinates with field staff regarding installation; places orders for new signage with vendors.</p> <p>11. Leads the District’s historic resource program; managing contract administration; directing consultants in preparation of Historic Resource Evaluations, conducting research; monitoring other District department workplans to ensure Historic Resource Evaluations conducted in accordance with policies and procedures; managing historic resource documentation including GIS application and historic resource library.</p> <p>12. Participates in the three-year Action Plan and Budget Plan development, including project scopes, schedules, budgets, and resource loading of staff time required to deliver planning and capital projects.</p> <p>13. Assists Grants Program staff with the preparation and development of grant applications, monitoring budgets, and submitting reimbursement requests and audit material; addresses project inquiries from granting agencies; prepares necessary grant-supporting reports.</p> <p>14. Researches, analyzes, and interprets environmental and land use data and trends; prepares written reports on various advance planning matters and elements of other agency general and land use plans.</p> <p>15. Attends meetings, conferences, workshops, and training sessions; attends and participates in professional group meetings; stays abreast of contemporary trends and innovations in the field of planning and other types of public services as they relate to the area of assignment.</p> <p>16. Observes and complies with all District and mandated safety rules, regulations, and protocols.</p> <p>17. Performs other duties as assigned.</p>	<p>15. Participates in meetings, conferences, and workshops;</p> <p>16. Prepares environmental documents in compliance with the California Environmental Quality Act (CEQA) such as Categorical Exemptions, Negative Declarations or Addendum to Environmental Impact Reports;</p> <p>17. Conducts in-depth property specific research including the review of deeds and other legal documents;</p> <p>18. Conducts outreach to community groups, government agencies, developers and the public to encourage participation, resolve problems or obtain input;</p> <p>19. Resolves issues and complaints from the public or neighbors and permit applicants;</p> <p>20. Attends evening meetings;</p> <p>21. May be assigned as a Disaster Service Worker, as required;</p> <p>22. Performs related duties as required.</p>

## Attachment 5

**Table 5.1: Midpen Planner II vs City of San Jose Planner II** (comparable for Midpen Planner II) **and Structure/Landscape Designer II** (comparable for Midpen CPM II)

The highlighted duties in this table demonstrate that the Midpen Planner II performs most of the job duties of the comparator agency positions. **Although the majority of both comparables' duties match, only the City's Planner II was used as a match for Midpen Planner II, leaving out key job functions.**

<b>(A) Midpen: Planner II (PL)</b> 06/11/25 HR-provided draft job description	<b>(B) San Jose: Planner II</b> 2024-25 Compensation Study benchmarked comparator to Midpen Planner II, expecting a 3.5-4% increase 07/2025	<b>(C) San Jose: Structure/Landscape Designer II</b> 2024-25 Compensation Study benchmarked comparator to Midpen CPM II, expecting a 3.5-4% increase 07/2025
<ol style="list-style-type: none"> <li>1. Participates in the scoping, planning, programming, conceptual and schematic design development, land use permitting, and environmental review of capital improvement projects related to public access, new trails and trailheads, parking lots, buildings, facilities, and other District infrastructure.</li> <li>2. Manages assigned projects, developing, tracking, and reporting project scopes, schedules, and budgets; participates in the preparation of project implementation budgets, monitors and approves project expenditures, and processes project invoices.</li> <li>3. Participates in the development of consultant requests for proposals for professional services and the advertising and bid processes; evaluates proposals and recommends project award; coordinates with legal counsel to determine District needs and requirements for contractual services; negotiates contracts and agreements and administers same after award.</li> <li>4. Reviews documents, reports, and work products prepared by consultants and provides feedback and revisions of work products including feasibility studies, basis of design, concept and schematic design plans, detailed design drawings, environmental review documents, historical resource evaluations, transportation demand management studies, and other technical studies; facilitates review across multidepartment project team.</li> <li>5. Conducts and/or assists with the California Environmental Quality Act (CEQA) analysis of capital improvements, facilities, maintenance activities, land purchases, and proposed new public uses of District lands; reviews and prepares CEQA documents as part of the CEQA coordination program.</li> <li>6. Participates in the research, analysis, and peer review of new facility designs, maintenance, and improvements to remove barriers in support of the Americans with Disabilities Act (ADA) program.</li> <li>7. Develops public engagement strategies for inclusive engagement on a project-by-project basis; plans and facilitates in-person and virtual public engagement events for projects;</li> </ol>	<ol style="list-style-type: none"> <li>1. Oversees and coordinates land use entitlements including zonings, development permits, administrative permits and other procedures by analysis of projects for conformance with City Policy and Ordinance, meeting and conferring with applicants, preparation of written correspondence, reports and legal documents, oral presentations at community meetings and public hearings and coordination with representatives of other City Departments and outside agencies. (PL-7, PL-8)</li> <li>2. Provides information and direction to professionals, developers and the general public concerning the General Plan, Planning related code interpretations such as but not limited to Zoning, Sign, CEQA, Historic Preservation, Planning development policies and guidelines, and status of land development projects .</li> <li>3. Participates in the review of the General Plan, analyzing land use compatibility issues, economic implications and consistency with other City policies for possible changes to the City's General Plan initiated by staff, the City Council or private individuals.</li> <li>4. Participates in the preparation of Specific Plans, special studies, land use policies and updates to the City's Planning development codes including the Zoning Ordinance and Sign Ordinance.</li> <li>5. Conducts research, data management, analysis and reporting in support of other Planning activities. Typical areas addressed include population characteristics, land development patterns, and maintenance of GIS layers and relational databases. (PL-13)</li> <li>6. Reviews and prepares environmental documents to meet the requirements of the California Environmental Quality Act (CEQA) or other governing environmental regulations. Includes the analysis of potential environmental impacts associated with a project, review of technical reports prepared by environmental consultants, research of regulatory and technical issues and other analytical work. (PL-4, PL-5)</li> </ol>	<ol style="list-style-type: none"> <li>1. Plans work and supervises sub-professional workers in field investigation and surveys in the course of routine project development. (PL-1, PL-2, PL-4)</li> <li>2. Reviews, analyzes and computes field data.</li> <li>3. Prepares designs, plans and specifications for conformance to established standards and directs the inspections of facilities under construction or repair.</li> <li>4. Consults with public and private consultants, contractors, and owners relative to construction and maintenance of public works facilities as assigned. (PL-3, PL-4)</li> <li>5. Prepares technical reports requiring research.</li> <li>6. Coordinates project management by overseeing, controlling and guiding construction of project.</li> <li>7. Prepares or reviews plans and specifications, prepares bidding documents, solicits bids, awards contracts, administers the contract, interprets plans and specifications, resolves field problems, gives final inspection and follows through with acceptance of project. (PL-3, PL-4)</li> <li>8. Administers consultant agreements. (PL-3)</li> <li>9. Issues and reviews legal documents such as construction agreements, bonds, insurances, and fees. (PL-3)</li> <li>10. Designs building projects to comply with all applicable codes and regulations.</li> <li>11. Develops schematic and preliminary building design concepts.</li> <li>12. Prepares reports and Council memos for City projects. (PL-8, PL-Qualifications)</li> <li>13. Participates in coordinating a full range of project management activities necessary to take a project from project definition through design, public bidding, construction and to completion of the project. (PL-1, PL-2, PL-3)</li> <li>14. Coordinates projects with other City departments, flood control districts, other public agencies and community groups and citizen organizations. (PL-7)</li> <li>15. Provides analysis and cost estimates of construction.</li> </ol>



Attachment 5

**Table 5.1: Midpen Planner II vs City of San Jose Planner II** (comparable for Midpen Planner II) **and Structure/Landscape Designer II** (comparable for Midpen CPM II)  
The highlighted duties in this table demonstrate that the Midpen Planner II performs most of the job duties of the comparator agency positions. **Although the majority of both comparables’ duties match, only the City’s Planner II was used as a match for Midpen Planner II, leaving out key job functions.**

(A) Midpen: Planner II (PL) 06/11/25 HR-provided draft job description	(B) San Jose: Planner II 2024-25 Compensation Study benchmarked comparator to Midpen Planner II, expecting a 3.5-4% increase 07/2025	(C) San Jose: Structure/Landscape Designer II 2024-25 Compensation Study benchmarked comparator to Midpen CPM II, expecting a 3.5-4% increase 07/2025
<p>manages meeting logistics, develops content, and delivers presentations including addressing questions before, during, and after engagement events; provides support to other departments with public engagement strategies, tools, and implementation.</p> <p>8. Prepares staff reports for the General Manager, Board of Directors, and various other committees and advisory boards as directed; conducts briefings and presents materials, project information, and recommendations at public meetings.</p> <p>9. Monitors and conducts external project reviews to identify potential issues or development proposals of private or public lands near or adjacent to open space preserves that may impact District interests and goals; assists in preparing recommendations to permitting agencies or landowners to minimize impacts on District lands or interests; prepares comment letters for review, as appropriate.</p> <p>10. Supports the District’s signage and/or historic resource programs; coordinates with other departments and external agencies in program initiatives; oversees outreach activities and facilitates updates and retention of program documentation, policies, and procedures.</p> <p>11. Participates in the three-year Action Plan and Budget Plan development, including project scopes, schedules, budgets, and resource loading of staff time required to deliver planning and capital projects.</p> <p>12. Participates in the preparation and development of grant applications; assists Grants Program staff with administering grants, monitoring budgets, and submitting reimbursement requests and audit material; addresses project inquiries from granting agencies; prepares necessary grant-supporting reports.</p> <p>13. Researches, analyzes, and interprets environmental and land use data and trends; prepares written reports on various advance planning matters and elements of other agency general and land use plans.</p>	<p>7. Prepares and delivers oral and written reports and recommendations on land use decisions at staff meetings, community meetings and public hearings. Prepares supporting visual presentation materials utilizing a variety of computerized and non-computerized presentation techniques. (PL-7, PL-8)</p> <p>8. Performs record keeping activities including the creation and maintenance of computerized tracking databases such as the Application Management and Data Automation (AMANDA) system. (District policies)</p> <p>9. Performs other duties of a similar nature or level. (PL-16)</p>	<p>16. Licensed Architects and Landscape Architects may be responsible for signing off and approving construction plans and drawings for professional landscape architecture work.</p> <p>17. Performs other duties of a similar nature or level. (PL-16)</p>

Attachment 5

**Table 5.1: Midpen Planner II vs City of San Jose Planner II** (comparable for Midpen Planner II) **and Structure/Landscape Designer II** (comparable for Midpen CPM II)  
The highlighted duties in this table demonstrate that the Midpen Planner II performs most of the job duties of the comparator agency positions. ***Although the majority of both comparables’ duties match, only the City’s Planner II was used as a match for Midpen Planner II, leaving out key job functions.***

(A) Midpen: Planner II (PL) 06/11/25 HR-provided draft job description	(B) San Jose: Planner II 2024-25 Compensation Study benchmarked comparator to Midpen Planner II, expecting a 3.5-4% increase 07/2025	(C) San Jose: Structure/Landscape Designer II 2024-25 Compensation Study benchmarked comparator to Midpen CPM II, expecting a 3.5-4% increase 07/2025
14. Attends meetings, conferences, workshops, and training sessions; attends and participates in professional group meetings; stays abreast of contemporary trends and innovations in the field of planning and other types of public services as they relate to the area of assignment. 15. Observes and complies with all District and mandated safety rules, regulations, and protocols. 16. Performs other duties as assigned.		

**Table 5.2: Midpen Planner II vs City of San Jose Planner II** (comparable for Midpen Planner II)

The highlighted duties in this table are not performed by the benchmarked comparable position and demonstrate that the comparable position does not perform 70% of the duties of the listed in the Midpen Planner II job description. **Using only this match leaves out key job junctions performed by the Midpen Planner II.**

(A) Midpen: Planner II 06/11/25 HR-approved draft job description	(B) San Jose: Planner II 2024-25 Compensation Study benchmarked comparator to Midpen Planner II
<ol style="list-style-type: none"> <li>1. Participates in the scoping, planning, programming, conceptual and schematic design development, land use permitting, and environmental review of capital improvement projects related to public access, new trails and trailheads, parking lots, buildings, facilities, and other District infrastructure.</li> <li>2. Manages assigned projects, developing, tracking, and reporting project scopes, schedules, and budgets; participates in the preparation of project implementation budgets, monitors and approves project expenditures, and processes project invoices.</li> <li>3. Participates in the development of consultant requests for proposals for professional services and the advertising and bid processes; evaluates proposals and recommends project award; coordinates with legal counsel to determine District needs and requirements for contractual services; negotiates contracts and agreements and administers same after award.</li> <li>4. Reviews documents, reports, and work products prepared by consultants and provides feedback and revisions of work products including feasibility studies, basis of design, concept and schematic design plans, detailed design drawings, environmental review documents, historical resource evaluations, transportation demand management studies, and other technical studies; facilitates review across multidepartment project team.</li> <li>5. Conducts and/or assists with the California Environmental Quality Act (CEQA) analysis of capital improvements, facilities, maintenance activities, land purchases, and proposed new public uses of District lands; reviews and prepares CEQA documents as part of the CEQA coordination program.</li> <li>6. Participates in the research, analysis, and peer review of new facility designs, maintenance, and improvements to remove barriers in support of the Americans with Disabilities Act (ADA) program.</li> <li>7. Develops public engagement strategies for inclusive engagement on a project-by-project basis; plans and facilitates in-person and virtual public engagement events for projects; manages meeting logistics, develops content, and delivers presentations including addressing questions before, during, and after engagement events; provides support to other departments with public engagement strategies, tools, and implementation.</li> <li>8. Prepares staff reports for the General Manager, Board of Directors, and various other committees and advisory boards as directed; conducts briefings and presents materials, project information, and recommendations at public meetings.</li> <li>9. Monitors and conducts external project reviews to identify potential issues or development proposals of private or public lands near or adjacent to open space preserves that may impact District interests and goals; assists in preparing recommendations to permitting agencies or landowners to minimize impacts on District lands or interests; prepares comment letters for review, as appropriate.</li> <li>10. Supports the District's signage and/or historic resource programs; coordinates with other departments and external agencies in program initiatives; oversees outreach activities and facilitates updates and retention of program documentation, policies, and procedures.</li> </ol>	<ol style="list-style-type: none"> <li>1. Oversees and coordinates land use entitlements including zonings, development permits, administrative permits and other procedures by analysis of projects for conformance with City Policy and Ordinance, meeting and conferring with applicants, preparation of written correspondence, reports and legal documents, oral presentations at community meetings and public hearings and coordination with representatives of other City Departments and outside agencies.</li> <li>2. Provides information and direction to professionals, developers and the general public concerning the General Plan, Planning related code interpretations such as but not limited to Zoning, Sign, CEQA, Historic Preservation, Planning development policies and guidelines, and status of land development projects.</li> <li>3. Participates in the review of the General Plan, analyzing land use compatibility issues, economic implications and consistency with other City policies for possible changes to the City's General Plan initiated by staff, the City Council or private individuals.</li> <li>4. Participates in the preparation of Specific Plans, special studies, land use policies and updates to the City's Planning development codes including the Zoning Ordinance and Sign Ordinance.</li> <li>5. Conducts research, data management, analysis and reporting in support of other Planning activities. Typical areas addressed include population characteristics, land development patterns, and maintenance of GIS layers and relational databases.</li> <li>6. Reviews and prepares environmental documents to meet the requirements of the California Environmental Quality Act (CEQA) or other governing environmental regulations. Includes the analysis of potential environmental impacts associated with a project, review of technical reports prepared by environmental consultants, research of regulatory and technical issues and other analytical work</li> <li>7. Prepares and delivers oral and written reports and recommendations on land use decisions at staff meetings, community meetings and public hearings. Prepares supporting visual presentation materials utilizing a variety of computerized and non-computerized presentation techniques</li> <li>8. Performs record keeping activities including the creation and maintenance of computerized tracking databases such as the Application Management and Data Automation (AMANDA) system.</li> <li>9. Performs other duties of a similar nature or level.</li> </ol>

**Table 5.2: Midpen Planner II vs City of San Jose Planner II** (comparable for Midpen Planner II)

The highlighted duties in this table are not performed by the benchmarked comparable position and demonstrate that the comparable position does not perform 70% of the duties of the listed in the Midpen Planner II job description. **Using only this match leaves out key job junctions performed by the Midpen Planner II.**

(A) Midpen: Planner II 06/11/25 HR-approved draft job description	(B) San Jose: Planner II 2024-25 Compensation Study benchmarked comparator to Midpen Planner II
<div>11. Participates in the three-year Action Plan and Budget Plan development, including project scopes, schedules, budgets, and resource loading of staff time required to deliver planning and capital projects.</div> <div>12. Participates in the preparation and development of grant applications; assists Grants Program staff with administering grants, monitoring budgets, and submitting reimbursement requests and audit material; addresses project inquiries from granting agencies; prepares necessary grant-supporting reports.</div> <div>13. Researches, analyzes, and interprets environmental and land use data and trends; prepares written reports on various advance planning matters and elements of other agency general and land use plans.</div> <div>14. Attends meetings, conferences, workshops, and training sessions; attends and participates in professional group meetings; stays abreast of contemporary trends and innovations in the field of planning and other types of public services as they relate to the area of assignment.</div> <div>15. Observes and complies with all District and mandated safety rules, regulations, and protocols.</div> <div>16. Performs other duties as assigned.</div>	



County of San Mateo  
Planner II

CLASS CODE	R050	SALARY	\$46.20 - \$57.75 Hourly \$3,696.00 - \$4,620.00 Biweekly \$8,008.00 - \$10,010.00 Monthly \$96,096.00 - \$120,120.00 Annually
REVISION DATE	January 09, 2001		

Definition

Under general supervision, research and analyze planning data, conduct planning studies, prepare environmental documents, and assist in land use and zoning administration for current and future community projects.

DISTINGUISHING CHARACTERISTICS

**Planner I** is the entry level in the Planner series. Under immediate supervision, incumbents learn how to apply their professional training to a work production environment and how to perform the simplest and least complex planning review activities. This class is flexibly staffed with Planner II and incumbents may advance to the higher level after gaining experience and demonstrating proficiency in the work.

**Planner II** is the full experienced journey level in the Planner series. Under general supervision, incumbents perform a full range of planner activities and exercise substantial independence and initiative in carrying out their assignments. This class is flexibly staffed with Planner III and incumbents may advance to the higher level after gaining experience and demonstrating proficiency in the work.

**Planner III** is the advanced journey level in the Planner Series. Under direction, incumbents carry out the major and more complex land use projects in all sections of the Division. Incumbents provide direction to other professional staff on projects and operate with independence within the parameters of legislative and divisional policy.

Examples Of Duties

Duties may include, but are not limited to, the following:

- Gather, compile, and analyze statistical data; study trends in land use, demographics and environmental impacts.
- Conduct studies, compile data and information and prepare reports on land use, population, environmental impacts, transportation, ordinance amendments and other planning subjects.

- Make field surveys and investigate related planning and zoning projects and inquiries.
- Maintain automated historical records.
- Prepare reports on data collected to support recommendations on zoning, transportation, and other land use projects.
- Prepare recommendations and assist in presentations to the Planning Commission, Board of Supervisors, and public agencies.
- Prepare or assist in revising maps, charts, graphs and other visual aids including departmental brochures and publications on land use and policies.
- Act as liaison and consultant with the public, other agencies, department and/or sections of the Planning and Building Division.
- Attend public hearings, task forces, and other land use related meetings.
- May act as lead in the absence of the supervisor and on large projects.
- May act as supervisor in his/her absence.
- Perform related duties as assigned.

## ATTACHMENT 1

### Qualifications

**Note:** The level and scope of the knowledge, skills and abilities listed below are related to job duties as defined under Distinguishing Characteristics.

### Knowledge of:

- The organization of local government and concepts of public administration.
- Principles, practices and trends in urban and regional planning, including physical, social and economic factors.
- Codes, ordinances and laws related to planning, zoning, environmental resource protection, and subdivisions.
- Basic computer operations.
- Basic lead and supervisory principals and practices.
- Research and statistical methods and sources of data.
- Mathematical principals, tools and practices used in determining density and structural floor area.
- Symbols, language and techniques used in planning, drafting, mapping and the basic principles involved in interpreting aerial photography.

### Skill/Ability to:

- Work cooperatively and effectively with the public, co-workers and individually and as a member of a professional and technical team and individually.
- Recognize the key importance of customers, their unique situation and the department's and division's relationship with the customer in problem resolution and information giving situations.
- Produce comprehensive, clear and concise reports, memos, letters, staff reports and major studies which are accurately researched, focused on essential information, reflect an appropriate level of analysis, and demonstrate objectivity.
- Make concise and understandable presentations, manage related discussions, facilitate decision-making, formulate alternatives, and summarize and respond to comments effectively.
- Make valid conclusions and appropriate alternative recommendations.
- Explain policy and procedures to the public and staff.
- Facilitate problem resolution.

- Operate and retrieve information using a computer.
- Adapt to changing situations even under pressure.
- Conduct research including gathering, interpreting and presenting data; reach conclusions, develop defensible recommendations and formulate feasible policy and regulations.
- Interpret and explain maps, charts and tables; coordinate the preparation of a wide range of visual aids which clearly illustrate issues concepts, and programs.

**Education and Experience:**

Any combination of education and experience that would likely provide the required knowledge, skills and abilities is qualifying. A typical way to qualify is:

**Planner I:** Bachelor's degree in Planning or a closely related field.

**Planner II:** Two years of professional planning experience.

**Planner III:** Three years of professional planning experience.



## County of San Mateo Capital Projects Manager I

CLASS CODE	N001	SALARY	\$53.70 - \$67.13 Hourly
			\$4,296.00 - \$5,370.40 Biweekly
			\$9,308.00 - \$11,635.87 Monthly
			\$111,696.00 - \$139,630.40 Annually

REVISION DATE August 19, 2019

### Definition

Perform construction and capital improvement project management work involving the planning, design, bidding and construction of assigned capital facility construction and major building remodel, renovation, upgrade, and tenant improvement projects; integrate of all phases of work, from the initial planning stages, to the completion of construction and warranty period; manage simultaneous capital improvement and major maintenance projects with varying budgeted costs, completion deadlines and levels of political sensitivity and visibility.

### DISTINGUISHING CHARACTERISTICS

Capital Projects Manager I is the first level of the Capital Projects Manager series. This classification is distinguished from Capital Project Manager II in that the latter is assigned to capital projects with a budget of up to \$40 million. Incumbents exercise discretion and latitude of judgement within established policies and communicate project information orally and in writing with department heads, Board members, the County Manager, heads of other governmental agencies, with contractors, county staff and the public.

### SUPERVISION RECEIVED AND EXERCISED

Depending on assignment, receive general direction from a Supervising Capital Project Manager or a higher-level manager. May also receive project direction from a Senior Capital Projects Manager. Exercise direct and indirect supervision over professional and technical staff, including consultants and contractors.

### Examples Of Duties

Duties may include, but are not limited to, the following:

- Manage major and/or complex capital projects from program planning through final acceptance of construction and warranty period.
- Oversee major maintenance and construction projects, which may include infrastructure, underground, structural, system upgrades, retrofits, replacement of building equipment and components.
- Conduct needs assessments, cost analyses and feasibility studies to determine project requirements, space needs, options and cost estimates.



- Manage the consultant, contractor and vendor selection process, including the solicitation and evaluation of bids, coordinating requests for proposals and obtaining Board of Supervisors approvals.
- Provide guidance and coordination of work to consultants and contractors related to project criteria, regulations, codes, standards and schedules.
- Communicate orally and in writing with county officials, other county departments consultants, contractors, architects, engineers, outside agencies and the public on assigned projects.
- Research and plan the various mechanisms used to finance projects such as state and federal grants, county funding, lease purchase agreements, certificates of participation, and joint powers agreements.
- Keep projects within approved budget, and on their approved schedule; analyze claims, project costs, verify expenses, obtain fiscal approval when required and approve contractor/ consultant payment requests.
- Prepare, review and manage contracts, construction documents and technical reports for the development of new county facilities and the alteration of existing facilities or major maintenance projects; and requests for proposals and selection of various consultants and participate in their selection.
- Assure that the pre-architectural work and conceptual designs meet the County's needs and are compatible with master plans.
- Evaluate existing facilities and conduct on-site visits to identify repair or renovation projects and/or observe and approve work.
- Prepare correspondence, communication and reports for the Board of Supervisors.
- Administer construction contracts, including inspection work, contract revisions, submittals, payments, schedules, budgets and project closeouts.
- Act as coordinating liaison with county officials, consultants, contractors, architects, engineers, outside agencies and the public regarding capital improvement projects.
- Maintain all project documents, recommend acceptance of assigned projects as being complete and perform project closeout.
- Manage permit applications, resolve claims and disputes, and file notices.
- Serve as a point of contact for county departments and act as liaison on projects; provide input and recommendations regarding technical and financial aspects, and coordination of various construction activities.
- Work with consultants, architects, engineers, end users, building inspectors, maintenance and operations staff, contractors and vendors during the course of projects.
- Perform related duties as assigned.

## Qualifications

### Knowledge of:

- Concepts of cost estimating, budgeting and scheduling techniques.
- Architectural planning, detailing and design practices and standards.
- Modern construction design methods and practices including, building construction materials.
- Principles, practices, theories and techniques of construction management including management of all phases of project delivery from project planning to post-construction.
- Structural, mechanical and electrical engineering principles as related to capital projects.
- Project development, management and finance mechanisms.
- Contract negotiation and management practices.
- Codes, ordinances, laws and environmental standards and requirements, including LEED.
- Construction administration including the roles and responsibilities of the various architectural/engineering disciplines, construction managers, contractors and other professionals in the design/construction process.

- Construction safety standards, procedures, best practices and personal protective equipment.
- Construction project management software and other various computer programs and applications relevant to the position.
- **Contract negotiation**, building cost estimates and budget preparation and control.
- Computer technology and management information systems.

Skill/Ability to:

- **Analyze department and County needs for new or remodeled facilities and make recommendations, prepare project scopes, budgets and schedules to meet those needs.**
- **Adhere to and manage project deadlines and time constraints, both practical and contractual.**
- Negotiate and prepare contract agreements for construction and remodeling projects.
- **Manage construction projects from inception** to completion.
- **Communicate effectively orally and in writing.**
- Establish and maintain cooperative working relationships with those contacted in the course of the work.
- **Anticipate, investigate and research a wide spectrum of technical problems and develop alternative solutions.**
- Apply architectural and/or engineering techniques and methods.
- **Review and approve designs and contract documents** for program compliance.
- **Prepare, maintain and monitor accurate project budgets, schedules and records.**
- **Prepare and present a variety of reports and correspondence.**
- **Use a personal computer for basic spreadsheet, word processing** and project management programs.
- **Drive to and from jobsites located throughout the County; walk construction sites and/or natural terrain;** climb ladders, scaffolds, lifts and inspect confined spaces to observe and approve work.

Education and Experience:

Any combination of education and experience that would likely provide the required knowledge, skills and abilities is qualifying. A typical way to qualify is:

**Education:** Graduation from an accredited college or university with a major in Architecture, Engineering, Construction Management or a closely related field.

**Experience:** Three years of experience as a construction superintendent, project manager or estimator for commercial or industrial construction, or as a superintendent of buildings and grounds for large complexes, or as a construction contract administrator in a public agency.

**Previous Classification**

Building Divisions Project Manager  
Construction Projects Manager

**Date Established/Revised**

Est: 4/9/86

Rev: 01/19/2012



COUNTY OF SANTA CLARA  
Established Date: Nov 3, 1958  
Revision Date: Jan 26, 2016

# Associate Planner

Bargaining Unit: SEIU Local 521 -  
Administrative, Professional, and Technical  
Unit

Class Code:  
L84

## SALARY RANGE

\$46.09 - \$55.79 Hourly  
\$3,687.28 - \$4,463.36 Biweekly  
\$7,989.11 - \$9,670.61 Monthly  
\$95,869.28 - \$116,047.36 Annually

## DEFINITION:

Under general direction, to provide service to the public and permit applicants, to review and process development applications for cities, agencies and other county departments, to conduct planning studies, feasibility studies, master plans and concept plans, to perform research and analysis of planning data, and to assist in the administration of zoning, planning, or parks and recreation development programs.

## DISTINGUISHING CHARACTERISTICS:

The Associate Planner is the full journey level class in the Planner series. The Associate Planner is distinguished from the entry level class of Assistant Planner in that the Associate Planner performs professional planning work of moderate difficulty, including coordinating the work on minor projects. The Associate Planner is fully aware of established procedures, regulations and policies, possesses the increased specialized knowledge of the planning field, and the expertise within one or more planning specialties such as community or architectural design, historical resources, agricultural preservation, housing, airport land use, open space, habitat protection or environmental planning. Although Senior Planners and higher level managers assign and review the work of the Associate Planner, Associate Planners receive general supervision when compared to the Assistant Planner.

## TYPICAL TASKS:

- Participates in the development and management of planning studies, feasibility studies, master plans and concept plans, coordinates the work on minor projects, and reports on topics, such as land use, housing, historic resources, environmental impacts

and economic development, in support of new or updated plan policies, regulations or programs;

- Analyzes and reviews land development applications, site plans and building permit applications for completeness and conformance with policies, ordinances, master plans, concept plans, County General Plan, conditions of approval, and State and Federal regulations, prepares conditions of approval where necessary, and takes discretionary action on certain land development projects that are reviewed at the staff level, making required findings;
- Abstracts information from aerial photographs, subdivision maps, census reports, building permits, etc., for analysis in planning studies;
- Analyzes geographic information systems data and creates maps;
- Prepares maps, plans, graphs, and other visual aids;
- Performs field inspections to gather data relevant to planning projects and the development review process and/or to verify that development projects comply with approved plans or to initiate actions necessary to correct violations of regulations or project conditions;
- Prepares recommendations and presents detailed reports on development applications, master plans, concept plans, feasibility studies and other planning-related documents to decision-making bodies such as Board of Supervisors, Parks and Recreation Commission, Planning Commission, Airport Land Use Commission, Historical Heritage Commission, Housing, Land Use, Environment and Transportation Committee, and San Martin Planning Advisory Committee;
- Enters development permit information and permit process workflow data in a central database;
- Tracks application and project expenses and verifies the accuracy of invoices;
- Coordinates staff, agency and community review of development applications, zoning and plan amendments;
- Answers inquiries and provides general information to the public regarding land use projects, permitting procedures, development policies, plans, zoning ordinances and other regulations;
- Provides information to the public regarding the permitting and development review requirements of other County departments such as Fire Marshal's Office, Environmental Health, Land Development Engineering, Geology, Roads and Airports, and Building, and County programs such as Williamson Act, Historic Preservation, and the Santa Clara Valley Habitat Plan;
- Provides customer support for the preparation and processing of routine to moderately difficult development applications, re-zonings, and plan amendments;
- Writes and delivers presentations;
- Participates in meetings, conferences, and workshops;
- Prepares environmental documents in compliance with the California Environmental Quality Act (CEQA) such as Categorical Exemptions, Negative Declarations or Addendum to Environmental Impact Reports;
- Conducts in-depth property specific research including the review of deeds and other legal documents;
- Conducts outreach to community groups, government agencies, developers and the public to encourage participation, resolve problems or obtain input;
- Resolves issues and complaints from the public or neighbors and permit applicants;
- Attends evening meetings;
- May be assigned as a Disaster Service Worker, as required;
- Performs related duties as required.

## EMPLOYMENT STANDARDS:

Possession of a Bachelor's degree from an accredited college with a major in planning, architecture, engineering, landscape architecture, natural resources, social science or related

field;

-AND-

Two (2) years of professional planning experience. A Master's degree in planning may be substituted for two (2) years of the required experience. A Master's degree in a closely related field may be substituted for one (1) year of the required experience.

Possession of a valid California Driver's License prior to appointment and the ability to qualify for and maintain a County Driver's Permit.

Possession of license, registration or certification in a related field, such as American Institute of Certified Planners (AICP), is desirable.

**Knowledge of:**

- Principles and practices of planning and zoning administration;
- Environmental protection regulations such as California Environmental Quality Act (CEQA), National Environmental Policy Act (NEPA), Clean Water Act, National Historic Preservation Act, and Endangered Species Act;
- State and local laws pertaining to land use such as Williamson Act, Historic Preservation Program, and Santa Clara Valley Habitat Plan;
- Relationship of land use planning to the requirements of other County departments such as Fire Marshal's Office, Environmental Health, Land Development Engineering, Geology, Roads and Airports, and Building;
- Principles of effective customer service;
- Research, report writing and presentation techniques;
- Statistics and math applicable to planning and property development;
- Common computer applications such as word processing, spreadsheet, database management, internet, and geographic information systems.

**Ability to:**

- Review project descriptions, plans or field conditions and apply policy and code provisions to determine conformance;
- Interpret the zoning ordinance and other policy documents;
- Perform research and analysis of data; Prepare clear and concise reports;
- Communicate technical reports, policies and ordinances to the public and decision-making bodies;
- Build relationships and work respectfully, tactfully and creatively with the public, agencies and staff;
- Speak and write effectively;
- Manage multiple projects and issues effectively and meet firm deadlines;
- Work independently or in a team environment.



## County of Santa Clara Capital Projects Manager I

<b>CLASS CODE</b>	L69	<b>SALARY</b>	\$59.56 - \$72.42 Hourly \$4,764.64 - \$5,793.68 Biweekly \$10,323.39 - \$12,552.97 Monthly \$123,880.64 - \$150,635.68 Annually
<b>BARGAINING UNIT</b>	Engineers & Architects Association	<b>ESTABLISHED DATE</b>	June 13, 1995
<b>REVISION DATE</b>	November 20, 2017		

### Definition

Under general direction, to provide project management, liaison, inspection, and contract administration for the design, construction and modification of County buildings, facilities and structures.

### Distinguishing Characteristics

This is the first working level in the series. Incumbents are responsible for small to moderate-sized projects in terms of dollar amount, technical complexity and permitting requirements. Projects at this level typically have a value of \$5 million dollars or less.

### Typical Tasks

- Develops project scope, budget, funding, and schedule;
- Manages consultant and contractor selection process and participates as a member of consultant selection committee and is responsible for fee negotiations and approval of contracts;
- Communicates among the County, consultants, and other interested agencies or parties;
- Assures that project program and conceptual design meet the County's needs and are compatible with master plans;
- Responsible for keeping projects within approved budgets on their approved schedule; Analyzes claims and approves consultant/contractor payment requests;
- Participates in public hearings; Prepares and presents project reports;
- Provides guidance to consultant on project criteria, regulations, codes, standards and schedules;
- Identifies and manages responses to CEQA, ADA, energy conservation, and other special requirements;
- Evaluates existing facilities;
- Reviews and approves technical reports, designs, and contract documents to assure adequacy, compliance with project program and constructability and cost efficiency; Coordinates the review of such documents by other County staff and/or consultant peer reviewers;

- Secures the approval of designs and construction documents by the appropriate governmental agencies;
- May produce technical reports, studies, architectural/engineering contract documents and technical specifications;
- Inspects progress and approves the completion of construction projects;
- May assign and approve the work of construction inspectors;
- May be assigned as a Disaster Service Worker, as required;
- Performs other related duties as required.

### Employment Standards

Sufficient education, training and experience to demonstrate the attainment of the knowledge and abilities listed below.

**Training and Experience Note:** Training and experience equivalent to possession of a Bachelor's Degree from an accredited college with a major in Architecture, Engineering (Civil, Mechanical or Electrical), Landscape Architecture, Construction Management or a closely related field;

AND

Two (2) years of recent experience in architecture, landscape architecture, or engineering project design and construction, construction management, or space planning as a fully licensed professional, or under a licensed professional.

Possession of California driver's license, upon appointment, and ability to qualify for and maintain County driver's authorization.

### Knowledge of:

- Modern construction and design methods and practices;
- Roles and responsibilities of the various architectural/engineering disciplines, construction managers, contractors and other participants in the design/construction process;
- Basic concepts of cost estimating, budgeting, and scheduling techniques;
- Applicable California codes, laws and regulations pertaining to public building projects;.
- Project deadlines and time constraints, both practical and contractual;
- Computer use and knowledge of various programs and applications relevant to the position.

### Ability to:

- Analyze departmental needs relating to small design and construction projects and prepare project scope budgets and schedules appropriate to the classification level;



- Coordinate the planning and program administration of small design and construction projects appropriate to the classification level;
- Negotiate contracts for consultant services for small design and construction projects appropriate to the classification level;
- Effectively communicate in oral and written form;
- Prepare project reports and correspondence;
- Make presentations to the public and various agencies.





## City of San Jose Planner II

CLASS CODE	4122	SALARY	\$101,468.64 - \$123,264.96 Annually
ESTABLISHED DATE	February 01, 1980	REVISION DATE	November 01, 2014

### CLASS SUMMARY

Performs beginning and journey-level professional planning duties in the fields of long-range planning, current planning, data analysis and related work as required.

### DISTINGUISHING CHARACTERISTICS

This is a three-level flexibly staffed class which is the first in the professional planning series. Planner III incumbents may provide training and lead direction to Planner I/II. These flexibly staffed classes differ from that of Planner IV in that an incumbent of the latter class is the full supervisory level manager and has responsibility for formulating and administering City policies or programs relative to the team, program or function to which they are assigned.

### MINIMUM QUALIFICATIONS

(These qualifications are typically required. An equivalent combination of education and experience sufficient to satisfactorily perform the duties of the job may be substituted.)

#### Education and Experience

- **Planner I:** Bachelor's Degree from an accredited college or university in urban or regional planning, urban design, urban studies, architecture, landscape architecture, urban geography, or environmental studies or a closely related field.
- **Planner II:** Bachelor's Degree from an accredited college or university in urban or regional planning, urban design, urban studies, architecture, landscape architecture, urban geography, or environmental studies or a closely related field and two (2) years of entry-level professional planning experience.
- **Planner III:** Bachelor's Degree from an accredited college or university in urban or regional planning, urban design, urban studies, architecture, landscape architecture, urban geography, or environmental studies or a closely related field and four (4) years of professional planning experience including two (2) years of experience at the City of San Jose Planner II level or equivalent.
- - **Acceptable Substitution (for Planner III):** Master's Degree or sixty (60) semester hours of graduate course work from an accredited college or university in urban or regional planning, urban design, urban studies, architecture, landscape architecture, urban geography, or environmental studies or a closely related field can substitute for the two years of professional planning experience equivalent to Planner II.

#### Licensing Requirements (such as driver's license, certifications, etc.)

Possession of a valid driver's license may be required for some assignments.

## OTHER QUALIFICATIONS

(Incumbents may be required to have different combinations of the listed qualifications, or more specific job-related qualifications depending on the position.)

**Minimum Knowledge, Skills and Abilities** (Needed at entry into the job in order to perform the essential duties.)

Knowledge of:

- Principles, practices, and purposes of City Planning and current trends in Federal, State, and local planning.
- Nomenclature, symbols, methods, practices, techniques, and instruments used in planning, drafting, mapping, and statistical analysis as applied to land use, transportation and circulation.
- Zoning, subdivisions, planning law, CEQA/NEPA, and general plan studies.
- Organization of local government and concepts of public administration.
- Team leadership, presentation, and project management principles. (at the Planner III level)

Ability to:

- Use computers and software such as Microsoft Office Suite, GIS, graphics/presentation programs, database management programs, and other comparable programs.
- Collect, analyze and interpret data pertaining to planning and zoning projects.
- Carry out complex oral and written instructions and prepare comprehensive and precise oral and written reports.
- Establish and maintain effective working relationships with others.
- Read, interpret and analyze architectural and landscape plans. (at the Planner III level)
- Interpret maps and legal descriptions (at the Planner III level)

**Desirable Qualifications** (likely to contribute to more successful job performance; can often be learned on the job):

Knowledge of:

- Principles and techniques involved in the development and maintenance of a comprehensive general plan, specific plans, and community plans.
- Accepted practices of local and state laws and regulations relating to municipal planning and zoning.
- Statistics and statistical analysis as applied to land use.
- Team leadership and project management principles.

Ability to:

- Read, interpret and analyze architectural and landscape plans.
- Prepare and interpret maps and legal descriptions.
- Analyze and interpret statistical, economic, and highly technical data pertaining to City planning.
- Speak clearly and effectively before professional, governmental, civic, and business groups.

Represent the City's interest and coordinate programs with local and regional agencies

## TYPICAL CLASS ESSENTIAL DUTIES

DUTY NO.	TYPICAL CLASS ESSENTIAL DUTIES: (These duties and estimated frequency are a representative sample; position assignments may vary depending on the business needs of the department.) Duties may include, but are not limited to, the following:	FREQUENCY*
1.	Oversees and coordinates land use entitlements including zonings, development permits, administrative permits and other procedures by analysis of projects for conformance with City Policy and Ordinance, meeting and conferring with applicants, preparation of written correspondence, reports and legal documents, oral presentations at community meetings and public hearings and coordination with representatives of other City Departments and outside agencies.	Continuous
2.	Provides information and direction to professionals, developers and the general public concerning the General Plan, Planning related code interpretations such as but not limited to Zoning, Sign, CEQA, Historic Preservation, Planning development policies and guidelines, and status of land development projects.	Frequent
3.	Participates in the review of the General Plan, analyzing land use compatibility issues, economic implications and consistency with other City policies for possible changes to the City's General Plan initiated by staff, the City Council or private individuals.	Frequent
4.	Participates in the preparation of Specific Plans, special studies, land use policies and updates to the City's Planning development codes including the Zoning Ordinance and Sign Ordinance.	Frequent
5.	Conducts research, data management, analysis and reporting in support of other Planning activities. Typical areas addressed include population characteristics, land development patterns, and maintenance of GIS layers and relational databases.	Frequent
6.	Reviews and prepares environmental documents to meet the requirements of the California Environmental Quality Act (CEQA) or other governing environmental regulations. Includes the analysis of potential environmental impacts associated with a project, review of technical reports prepared by environmental consultants, research of regulatory and technical issues and other analytical work.	Occasional
7.	Prepares and delivers oral and written reports and recommendations on land use decisions at staff meetings, community meetings and public hearings. Prepares supporting visual presentation materials utilizing a variety of computerized and non-computerized presentation techniques.	Occasional
8.	Performs record keeping activities including the creation and maintenance of computerized tracking databases such as the Application Management and Data Automation (AMANDA) system.	Occasional
9.	Performs other duties of a similar nature or level.	As Required

\*Frequency defined as %, (totaling 100%) or "Continuous" (daily or approximately 20%+), "Frequent"(weekly or approximately 15%+), "Occasional"(monthly or approximately 10%+), "As Required"(Intermittent or 5% or less)



## City of San Jose Structure/Landscape Designer II

CLASS CODE	3842	SALARY	\$114,070.32 - \$144,406.08 Annually
REVISION DATE	January 01, 2003		

### CLASS SUMMARY

Under general supervision, performs a variety of professional work of moderate difficulty in municipal public works construction or maintenance projects. Performs related work as required.

### DISTINGUISHING CHARACTERISTICS

This is the second level in a four-level professional series and is flexibly staffed with the Structure/Landscape Designer I class. Incumbents perform a variety of professional work of moderate difficulty in the investigation, development, construction, and maintenance of municipal projects, under general supervision of an Associate Structure/Landscape Designer or Senior Architect/Landscape Architect. This class differs from the class of Structure/Landscape Designer I in that incumbents of the latter perform entry level professional work under immediate supervision and are in training to handle more responsible assignments. This class differs from the next higher class of Associate Structure/Landscape Designer in that incumbents of the latter class are responsible for complete major municipal construction and design projects and perform work of considerable difficulty under direction.

### MINIMUM QUALIFICATIONS

#### Education and Experience

Graduation from an accredited College or University with a Bachelor's Degree in the designated specialty and one (1) year of increasingly responsible professional experience at a level equivalent to Structure/Landscape Designer with the City of San Jose.

Acceptance by the State of California for professional registration testing may be substituted for the degree. Proof of acceptance must be provided at the time of application.

#### Licensing Requirements

Possession of a valid California driver's license may be required.

### OTHER QUALIFICATIONS

#### Minimum Knowledge, Skills and Abilities:

- Knowledge of the principles and practices of the desired discipline.
- Knowledge of the strengths, properties and uses of materials of construction.
- Knowledge of the ability to perform varied drafting assignments.
- Knowledge of supervision principles and practices.
- Knowledge of legal contractual terminology and ability to analyze and review legal documents.
- Ability to write clear and concise reports.

- Ability to perform analysis for code compliance.
- Ability to prepare estimates, designs, plans and specifications.
- Ability to supervise technical staff.
- Ability to perform entry level research work and prepare technical reports.
- Ability to coordinate project management and to administer consultant contracts.
- Ability to develop and prepare technical reports.
- Ability to direct the inspection of facilities under construction or repair.
- Ability to communicate effectively, both orally and in writing.
- Ability to prepare master and detailed plans, construction specifications and cost estimates, sketches and color renderings.
- Ability to establish and maintain effective working relationships with others.

#### TYPICAL CLASS ESSENTIAL DUTIES

DUTY NO.	TYPICAL CLASS ESSENTIAL DUTIES	FREQUENCY
	Duties may include, but are not limited to, the following:	
1.	Plans work and supervises sub-professional workers in field investigation and surveys in the course of routine project development	
2.	Reviews, analyzes and computes field data.	
3.	Prepares designs, plans and specifications for conformance to established standards and directs the inspections of facilities under construction or repair.	
4.	Consults with public and private consultants, contractors, and owners relative to construction and maintenance of public works facilities as assigned.	
5.	Prepares technical reports requiring research.	
6.	Coordinates project management by overseeing, controlling and guiding construction of project.	
7.	Prepares or reviews plans and specifications, prepares bidding documents, solicits bids, awards contracts, administers the contract, interprets plans and specifications, resolves field problems, gives	

	final inspection and follows through with acceptance of project.	
8.	Administers consultant agreements.	
9.	Issues and reviews legal documents such as construction agreements, bonds, insurances, and fees.	
10.	Designs building projects to comply with all applicable codes and regulations.	
11.	Develops schematic and preliminary building design concepts.	
12.	Prepares reports and Council memos for City projects.	
13.	Participates in coordinating a full range of project management activities necessary to take a project from project definition through design, public bidding, construction and to completion of the project.	
14.	Coordinates projects with other City departments, flood control districts, other public agencies and community groups and citizen organizations.	
15.	Provides analysis and cost estimates of construction.	
16.	Licensed Architects and Landscape Architects may be responsible for signing off and approving construction plans and drawings for professional landscape architecture work.	As Required
17.	Performs other duties of a similar nature or level.	

#### ADDITIONAL INFORMATION

#### PHYSICAL REQUIREMENTS

	Climbing		Kneeling		Crawling
	Balancing		Lifting	X	Reaching



	Stooping	X	Fingering	X	Standing
X	Talking		Grasping	X	Walking
X	Hearing		Feeling		Pushing
	Crouching				

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.



Midpeninsula Regional  
Open Space District

# Memorandum

DATE: Tuesday, July 8, 2025

MEMO TO: Midpen Board of Directors and Action Plan and Budget Committee

FROM: Amanda Mills, Resource Management Specialist II  
Arianna Camponuri, Resource Management Specialist II  
Ariel Starr, Resource Management Specialist I  
Coty Sifuentes-Winter, Senior Resource Management Specialist  
David Liefert, Senior Resource Management Specialist  
Karine Tokatlian, Resource Management Specialist II  
Kylie Kammerer, Resource Management Specialist II  
Matt Sharp Chaney, Acting Senior Resource Management Specialist

SUBJECT: Joint Public Comment on Proposed Amendments to the Classification & Compensation Plan (R-25-87)

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As members of the Natural Resources Department, we appreciate the opportunity to comment on the proposed amendments to the Classification & Compensation Plan (R-25-87), scheduled for consideration on July 8, 2025. We sincerely thank the Board, General Manager's Office, and Human Resources for the thoughtful work already undertaken to address compensation equity. We are writing collectively to request that the Resource Management Specialist (RMS) classification series, at all levels, be included in the proposed compensation adjustments, to reflect parity with equivalent roles in the Planning and Capital Project Manager (CPM) series.

Please note that Natural Resource staff were given the results of the study on Tuesday, July 1, leaving less than one week to review the compensation study. Several team members were out of the office during this time due to the holiday. This limited review window did not allow for the adequate vetting of the comparator classifications or a comprehensive departmental response.

## **The NR Department: Central to Mission Delivery**

The Natural Resources Department plays a foundational role in delivering Midpen's mission to preserve, protect, and restore the natural environment and provide for ecologically sensitive public enjoyment. We are stewards of both long-term ecological health and near-term public access, balancing resource protection with capital improvements. Without robust staffing in the RMS series, Midpen would not be able to meet its central mission or goals for climate resilience, habitat connectivity, and sustainable land management.

Our team leads the planning, permitting, and execution of ecological restoration and capital improvement projects, wildfire resiliency initiatives, biodiversity conservation, sensitive species

recovery, development and review of resource policy and management plans, invasive species control, water-supply planning and infrastructure design, and environmental compliance, much of it on a landscape scale and in collaboration with Planning and Engineering & Construction. Because most projects at Midpen require the same core elements of project management, staff across these project delivery departments routinely carry out work of comparable scope, complexity, and responsibility. This overlap enables strong interdepartmental partnership and more efficient project delivery, as duties and leadership roles can be shared based on staff expertise rather than rigid departmental boundaries.

In addition, our staff are frequently called upon by regional, state, and even out-of-state agencies to serve as expert witnesses, provide testimony before legislative bodies in Sacramento, and contribute to the development of new legislation, species listing determinations, standards and best management practices.

### **Alignment of Duties Across Departments**

Across the RMS series, from entry to senior level, staff regularly perform work equivalent to Planning and Capital Project Manager classifications, including:

- Leading multi-million-dollar capital improvement and ecological restoration projects
- Coordinating and authoring Program Environmental Impact Reports (PEIRs) and associated CEQA documentation
- Managing complex consultant and contractor teams across multiple preserves
- Developing consultant requests for proposals and bid processes for professional and construction services
- Designing, permitting, and implementing fire, vegetation, and ecological management projects with multi-disciplinary teams
- Obtaining and administering programmatic permits utilized by multiple departments for project delivery and compliance with regulatory requirements
- Developing and implementing policies in support of Midpen programs, including Conservation Grazing and Agriculture
- Providing review for other external land management projects to improve environmental outcomes
- Tracking grant deliverables, collaborating with regulatory agencies, and ensuring compliance with federal, state, and local laws

This level of interdisciplinary, multi-agency project leadership, fiscal responsibility, and regulatory oversight matches the scope and complexity of duties performed by Planner I/II/III/Senior and CPM I/II/III/Senior staff. In fact, projects are occasionally transitioned between the Natural Resources and Planning or Engineering & Construction departments with minimal disruption. Additionally, Natural Resources staff scope, design, and permit projects that may be implemented by Engineering & Construction, reflecting the strong alignment in technical competencies and project management expectations across these classifications. However, only Natural Resources staff have

consistently demonstrated the specialized expertise required to lead complex environmental permitting efforts essential to project delivery across all departments.

### **Compensation Disparities and Structural Misalignment**

The current and proposed classification plan continues to place the RMS series one or more salary ranges below the Planning and CPM series, despite equivalent responsibilities. Failing to include RMS positions in the current amendment exacerbates an internal equity gap that undervalues essential mission-aligned work.

### **Ongoing Recruitment and Retention Challenges**

Midpen has experienced significant challenges in recruiting for RMS positions, particularly at the junior and senior levels. Two out of five current AO staff vacancies are in the Natural Resources Department, with the other three spread evenly between Grants, Information Systems and Technology, and Budget and Finance. In recent years, we have:

- Not seen enough highly qualified applicants despite targeted outreach and extended recruitment periods
- Re-flown multiple recruitments for the same position due to underqualified candidate pools
- Left positions open without clear recruitment timelines, stretching vacancies for months and delaying critical work
- Received feedback that compensation does not align with the leadership responsibility or regional salary expectations for this type of project management and technical work

Staffing challenges reflect the unique skillset required to fulfill RMS position descriptions and full extent of responsibilities. Staffing challenges also directly impact Midpen's ability to move forward with time-sensitive restoration and capital projects, regulatory deliverables, and grant-funded commitments. In some cases, these gaps risk compliance violations or lost funding opportunities. The longer positions remain vacant, the greater the burden on current staff, and the greater the risk of project delays and staff burnout. Moreover, vacancies necessitate a greater utilization of consultants to accomplish the District's mission-critical work, resulting in substantially higher labor costs than if the work were completed by equally qualified Midpen staff. These higher external labor costs are directly opposed to the District's aim of fiscally responsible land management.

These challenges are not unique to Midpen, but they underscore the importance of staying competitive. Over the last few years, several public agencies paused or canceled recruitments for natural resources roles altogether due to chronically underqualified applicant pools. Notably, 25% of the comparator agencies used in the study are also actively recruiting resource management staff, reinforcing the reality of a tight labor market.

### **Incorrect Comparator Used**

We also wish to raise a concern regarding the use of inappropriate benchmark classifications in compensation analysis, such as from the City and County of San Francisco. The District's

consultant compared the RMS classification to San Francisco's Natural Resources Specialist role. This is not an appropriate comparator as this is a field-based, technician-level role more akin to Midpen's Open Space Technical (OST). The appropriate comparator in San Francisco's structure is the Biologist (Class 2483), which includes duties such as project permitting, CEQA documentation, ecological planning, consultant oversight, and habitat restoration leadership. The difference in salary between these two different classifications is over 22%.

We urge the Committee and HR staff to revisit the comparator selection process in light of these concerns and ensure that future compensation studies are conducted with appropriate classifications and a meaningful opportunity for staff review.

### **Our Request**

We respectfully request that the Action Plan & Budget Committee:

- Amend the Classification & Compensation Plan to adjust salary ranges for the entire RMS classification series
- Better align RMS compensation with the Planning and CPM series to reflect consistent levels of responsibility, technical expertise, and leadership
- Support equitable recognition of the Natural Resources team's central role in delivering Midpen's mission

Compensation parity is not just about fairness—it's about function. Without a strong RMS team, Midpen cannot deliver on its mission to preserve and restore the natural environment. Many RMS job functions directly overlap with those of the Planning and CPM series, all of which require a specialized technical skillset and a high level of project management complexity. Given this alignment, the RMS classification series deserves compensation parity with equivalent roles in Planning and CPM series. Our department is not peripheral—it is integral to Midpen's mission and ability to protect natural resources, implement major capital projects in an ecologically sound manner, and meet state and regional conservation goals.

We appreciate your leadership and your time in addressing this inequity.

CC: Ana Ruiz, General Manager  
Brian Malone, Assistant General Manager  
Kirk Lenington, Natural Resources Department Manager  
Candice Basnight and Rebecca Wolfe, Human Resources

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Midpeninsula Regional  
Open Space District

# Memorandum

**DATE:** June 18, 2024

**MEMO TO:** Midpen Board of Directors

**FROM:** Melissa Borgesi, Planner II; Mattea Ottoboni, Planner II; Brittany Wheatman, Planner II; Tyler Smith, Planner III; Galli Basson, Planner III; Ashley Mac, Planner III; Tina Hugg, Senior Planner; Gretchen Laustsen, Senior Planner; Jared Hart, Senior Planner

**SUBJECT:** Planning Staff Response to Benchmarked Positions used in the Planner II Benchmark Compensation Study and Request to Align Planner II Compensation to Capital Project Manager II and Initiate Classification Study in FY25

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## INTRODUCTION

Thank you for the opportunity to comment on the results of the Gallagher / Koff & Associates (Koff) 2023-24 Compensation Study (Koff study) regarding Koff's analysis of the benchmarked Planner II position. After thorough review and research, the Planning Department staff have concluded that we disagree with the results of Koff's study. This disagreement arises mainly from the study's exclusion of Planner II's primary function in project management across most of the comparator agencies. Koff's analysis over-simplified the District Planner II position and compared it with positions that do not reflect the complexity of the job as written. In addition, the current job description is out of alignment with actual duties. Both these issues will continue to result in inaccuracies in future compensation studies.

Additionally, the Planner II series is out of alignment with other II series employees at the District with the Planner II series being compensated a lower level than other II series. The difference in pay will continue to grow with future cycles of cost-of-living adjustments and compensation studies. Therefore, Planning staff request the following:

- Align compensation of Planner II with Capital Project Manager II (CPM II).
- A classification study for the Planner series be accelerated to begin in fiscal year 2024-2025 so that the duties of the Planner II series can be more accurately classified and to correct internal misalignment between other District II series.

## DISCUSSION

### ***KOFF & ASSOCIATES COMPENSATION STUDY RESPONSE***

Koff's initial study was shared by HR with Planning staff on February 26, 2024. After conducting thorough research on job classifications at comparator agencies, Planning staff identified more accurate benchmark positions that closely align with the Planner II job description as the position is currently written. A memo from the Planning staff (Attachment 1 and 2), requesting changes to the benchmarked positions, was sent to Koff through HR on March 4, 2024. This memo includes analyses of the primary functions of Planner II, a comparison of recommended benchmark position job duties with detailed reasoning and annotated matching job descriptions of each comparator agency and the District CPM II.



Planning staff met with the General Manager, Assistant General Manager, and Human Resources staff on April 24, 2024 to discuss the Koff study and the outcome of Koff's review of Planning staff's memo. Koff's response (Attachment 3) rejected Planning staff's recommended changes with little explanation. Koff's short rejections were based on job duties that were out of with the scope of the Planner II job duties without addressing the areas where job duties did overlap and were in alignment.

Planning staff's initial memo to Koff (Attachment 1) emphasized the need to recognize project management functions performed by District Planner IIs, which are not the typical duties performed by journey-level planners at cities and counties of comparator agencies, who primarily facilitate applicant projects through their agencies' respective approval processes in compliance with their local land use regulations. Recognizing this gap in comparable job functions, Planning staff's analysis identified positions at comparator agencies that include these project management duties and experience with administering and managing projects and contracts that the District Planner II's regularly perform. Planning staff acknowledges that some of these positions have an expectation to supervise other staff, which is not something District Planner II's are classified to do and may require more than two years of experience, which exceeds the years of experience required of the District Planner II position. Recognizing that some of these positions are more senior, Planning staff's approach focused on job functions and made recommendations to use a hybrid of two positions with significant overlap in functions with the Planner II position in order to recognize the project management job functions that are largely absent from Koff's recommended positions. Hybrid matches are included in Koff's methodology as way to satisfy the criteria for matching the District's benchmarked position to two positions at comparator agencies.

In Planning staff's response to Koff, staff highlighted all the job functions that aligned with Planner II and provided supplemental written justification for the staff recommended benchmark positions. Koff's response provides a brief rejection of planning staff's recommendations, based on a few job duties that do not apply to the Planner II position, or level of experience required for the position. There is a lack of a comprehensive response to Planning staff and Koff does not address Planning staff's main point that the Planner II position performs project management duties typically not found in the Koff-recommended matched positions. Planning staff were not asking for an exact match, but to be recognized for the complex project management duties that are performed by the Planner II position. For that reason, Planning staff's recommendations for more appropriate benchmark positions included hybrid matches or more experienced positions that should have been considered more thoroughly (refer to Attachment 1, Pages 3-6 for staff-recommended comparator positions and justifications). Due to these reasons, we do not agree with the results of Koff's compensation study.

### ***ACCELERATION OF CLASSIFICATION STUDY***

Planning staff's request to be recognized for the project management duties the Planner II position performs further supports the need for the District to accelerate a classification study for the Planner II position to begin in fiscal year 2024-2025. The compensation study revealed that the Planner II job description is out of alignment with current Planner II job duties and the needs of the District to deliver complex planning projects. The longer that the Planner series is out of alignment with job duties, the longer staff will be compensated less than their peers, widening the pay gap between comparator positions and within the District's organizational structure.

Planning staff would also like to acknowledge that the Koff study as it is presented will have consequences for the future internal alignment of the Planner II series with other II series across the District. The salaries for the Planner II series at Step Range 31, and other II series positions are extremely misaligned (Attachment 4), most being above Step Range 34, despite the work of Planner II series providing equal value to public access as other II series positions. For example, the Capital Project Manager II series and the Planner II series have significant overlap in level of responsibility, complexity of project management duties and technical work, and similar required staff education and experience.

The two positions often work on the same projects, with different departments leading different phases. A reason that the Planner II has been misaligned with the Capital Project Manager II is because of the emphasis of project management in the title of the latter and no emphasis on this core work in the former. In addition, the salary gap between Capital Project Manager II series and Planner II series will only continue to grow larger with annual cost-of-living adjustments, which will make staff recruitment and retention more difficult for the Planning positions. Planning summarized the duties that overlap (Attachment 2, Pages 99-107).

Considering the internal misalignment of the II series and the conclusion of the Planner II benchmark compensation study, we ask that the Board accelerate a classification study for the Planner series benchmark position. A classification study should be prioritized as this study may take another two years to yield results when considering the time between development of a request for proposals for consulting services, conducting the study, and presenting the findings to the Board. Delaying the classification study, in conjunction with annual cost of living adjustments will continue to widen this compensation disparity.

### ***REQUEST TO THE BOARD***

Planning staff request the Board align compensation of Planner II with Capital Project Manager II due to the overlap in project management job functions that are performed by Planner II, as described in Attachment 1, pages 6 and 7, and Attachment 2, pages 99-107.

Planning staff respectfully request the Board initiate the classification study in fiscal year 2024-2025 so that the duties of the Planner II series can be more accurately classified and to correct internal misalignment between other District II series and to align compensation of Planner II with Capital Project Manager II.



Midpeninsula Regional  
Open Space District

# Memorandum

Comparator Agency	Classification Title Match - Koff	Review Requested for Recommended Matches - Planning Staff	Koff Response	Planning Rebuttal
Santa Clara Valley Water District (Valley Water)	Assistant Environmental Planner II	Assistant Environmental Planner II /Project Manager	Disagree - maintain match Project manager classification is a supervisory position responsible for legislative analysis and annual work plans - not comparable.	<p>Planning staff recommended a functional hybrid between the Assistant Environmental Planner II and Project Manager. Koff's response does not acknowledge the shared duties between the Project Manager Position and the District Planner II and those duties not included in the Assistant Environmental Planner II. The Project Manager duties description included supervision as only one component of the job, but also included duties that align with the District Planner II including management of part of a major project or total project of moderate scope, perform project management work as a team member for capital and operating projects and strategic issues within District policies.</p> <p>By stating a functional hybrid could not be achieved even though the majority of the job description matches the District Planner II duties, Koff's analysis is not accurate, and <b>Planning staff maintains its recommendation for a functional hybrid match to Assistant Environmental Planner II and Project Manager.</b></p>
Santa Clara Valley Open Space Authority	Associate Open Space Planner	no review		
County of Riverside	Park Planner	N/C	<p>Disagree - maintain match</p> <p>Park Planner is the journey level planner for</p>	Planning staff recommended that the County of Riverside be removed as a comparator agency because there is no comparable position. Koff's analysis states that there is a 70% match to the District Planner II position and the Park Planner position, but this statement ignores most of the Planner II's main project

			<p>park projects, including providing construction supervision and coordinating permits for construction. This makes the 70% threshold for a comparable match.</p>	<p>management duties and including this position skews the analysis. The Park Planner position primarily has simpler duties and does not include any project management, presentations to boards or committees, preparing environmental documents, or contract administration that Planner II performs. Additionally, this job only requires one year of experience and the District Planner II requires two. Most of the duties listed under the Park Planner job description involve other tasks that are not part of the District Planner II scope.</p> <p>Other County of Riverside positions were evaluated by Planning staff including Senior Park Planner, which required the same experience as Planner II, and Environmental Planner, Urban/Regional Planner III, and Facilities Capital Project Manager II, but ultimately none of these positions shared enough of the Planner II duties to represent a match.</p> <p><b>Planning staff maintains its recommendation that no other positions at the County of Riverside are a match.</b></p>
City of Walnut Creek	Associate Planner	Senior Planner /Project Manager	<p>Disagree - maintain match</p> <p>The Senior Planner is both the supervisory level and zoning administrator - not comparable. The Project Manager is a management level classification with authority to choose vendors/contractors, develops and determines project goals and schedules, and</p>	<p>Planning staff suggested a functional hybrid of the Senior Planner and Project Manager positions within the City of Walnut Creek. Koff's analysis erroneously states that the Project Manager position is not a comparison to the District Planner II because the Project Manager has the authority to choose vendors and contractors, which is listed as a job duty under the District Planner II job description. The District Planner II is also required to have the ability to recommend and implement goals, objectives, and practices for providing effective services, as well as preparing and monitoring scopes, schedules, and budgets. Though the District Planner II is not a zoning administrator or supervisor as the Walnut Creek Senior Planner is, Koff's response neglected to mention the strong overlap of duties including project management, and making presentations to councils, commissions, and citizen groups that are not part of the job duties of the Walnut Creek Associate Planner.</p>

			supervises staff - not comparable.	<b>While the Senior Planner and Project Manager position are higher level classifications, they meet the criteria of a functional hybrid match due to the shared project management job duties performed by District Planner II, and Planning staff maintains its recommendation for a span in scope hybrid match.</b>
<b>Midpeninsula Regional Open Space District</b>	<b>Planner II</b>			
County of Santa Cruz	Park Planner II	Park Planner III	<p>Disagree - maintain match</p> <p>Park Planner II is the journey level responsible for design and management of assigned projects, makes presentations to internal and community groups as well as decision-making authorities, and oversees and inspects park construction projects. This is the appropriate level match.</p>	<p>County of Santa Cruz Park Planner III performs all of the Park Planner II tasks in addition to more complex tasks. Planning staff recommended the Park Planner III as the more appropriate match because the responsibilities more closely align with the District Planner II including the preparation of technical reports and environmental documents, evaluation of design proposals and construction documents prepared by others, and the presentation of planning studies, analyses, and reports to boards, commissions, and committees which are not included in the scope of the Park Planner II position. There is a 70% match to the Park Planner II position, however, it neglects a number of duties expected of the District Planner II that are not expected of the Park Planner II.</p> <p>Since Park Planner III also meets a 70% match to Planner II and requires the same years of experience, <b>Planning staff maintains its recommendation of a match to the Park Planner III position.</b></p>
City of Palo Alto	Associate Planner	Associate Planner /Senior Planner	<p>Disagree - maintain match</p> <p>Senior Planner is the lead level classification who supervises the environmental impact report process, leading and coordinating the work of other staff members for planning</p>	<p>Planning staff suggested a span in scope alignment for these positions, acknowledging that while not all duties listed under the Senior Planner position are applicable to a District Planner II position, there is significant overlap in responsibilities of this more senior position. Both the District Planner II and City of Palo Alto Senior Planner positions include the full range of project management responsibilities and management of complex agency-wide programs that require extensive coordination between departments and consultants, which is not required for the City of Palo Alto Associate Planner position that was originally compared to.</p>

			projects - not comparable.	<b>Planning staff maintains its recommendation for a span in scope match to Associate Planner and Senior Planner.</b>
County of Sonoma	Park Planner II	Park Planner II /Senior Park Planner	<p>Disagree - maintain match</p> <p>The Senior Park Planner is a licensed landscape architect level serving as the subject matter expert in park planning - not comparable.</p>	<p>Planning staff suggested a span in scope alignment for these positions, acknowledging that while not all requirements listed under the Senior Park Planner position are applicable to a District Planner II position, there is significant overlap in responsibilities of this more senior position that should be taken into consideration. The responsibilities of a District Planner II exceed those of the County of Sonoma's Park Planner II in management of more complex projects and undertaking a larger range of functions, including external project review and management of District-wide programs such as the Historic Resources and Signage Programs.</p> <p><b>Planning staff maintains its recommendation for a span in scope match to Park Planner II and Senior Park Planner.</b></p>
County of Santa Clara	Associate Planner	Associate Planner /Project Manager	<p>Disagree - maintain match</p> <p>Project Manager is a manager classification with responsibility for program development, definition of project guidelines, evaluation of regulatory information, legislative review, management of contracts, and quality assurance auditing - not comparable.</p>	<p>Planning staff suggested a functional hybrid alignment for these positions as the responsibilities of a District Planner II have significant overlap with both Santa Clara County positions, although neither is a direct match. The County of Santa Clara Associate Planner position lacks primary project and consultant management functions in its job description that make up a large part of the work performed by District Planner IIs and these specific responsibilities are instead aligned with the County's Project Manager position.</p> <p><b>Planning staff maintains its recommendation for a functional hybrid match to Associate Planner and Project Manager.</b></p>
East Bay Regional Park District	Planner	Senior Planner	<p>Disagree - maintain match</p> <p>Senior planner is the lead level classification with authority to select</p>	<p>Planning staff recommended the Senior Planner position instead of the Planner position due to the level of involvement with managing consultants and consultant work required of the Senior Planner position, which aligns with the District Planner II position. Unlike the District, the East Bay Regional Parks District only offers two levels of planner positions, Planner and Senior Planner, and the</p>



			contractors, negotiate terms, easements, and environmental mitigations - not comparable.	<p>District Planner II position most closely aligns with the Senior Planner position due to the project management responsibilities that are not required of the Planner position.</p> <p>District Planner II requires two years of experience, whereas East Bay Planner requires one, and Senior Planner requires three. East Bay's Planner and Senior Planner positions are classified similar to County of Marin's Open Space Planner and Senior Open Space Planner positions. Koff identified that County of Marin is a span in responsibility match with Open Space Planner-Senior Open Space Planner.</p> <p>The project management duties shared by East Bay Senior Planner and Planner II should be acknowledged, and keeping with the same determination Koff made for County of Marin, <b>Planning staff updates its recommendation to a span in responsibility match to Planner and Senior Planner.</b></p>
County of Sacramento	Assistant Planner	Non-Comparator	<p>Disagree - maintain match</p> <p>Assistant Planner is the journey level planner classification with responsibility for environmental impact studies, project planning, coordination with outside agencies, and project compliance. This job description is lacking, but does meet the threshold for 70% comparability.</p>	<p>Planning staff recommended no match for this comparator agency because municipal planners, like those at the county of Sacramento facilitate their agency's approval process and do not perform the project management and contract management functions that are primary functions required of District Planner IIs</p> <p>To address project management and contract management functions performed by District Planner II's a span in scope hybrid match with the Associate Planner would be more appropriate and of greater likeness than Koff's recommended standalone match to Assistant Planner.</p> <p><b>Planning staff revises its recommendation to a span in scope hybrid match to Assistant Planner and Associate Planner.</b></p>
County of San Mateo	Planner II	Planner II /Capital Project Manager I	Disagree - maintain match	Planning staff recommended a functional hybrid match County of San Mateo's Planner II and Capital Project Management I.

			<p>Capital Project Manager I is a supervisory position with a focus on construction management including cost estimating, budgeting, scheduling, and financing, knowledge of structural and mechanical engineering principles, and experience required as a construction superintendent, or project manager for commercial or industrial construction make this not comparable.</p>	<p>Absent from the County of San Mateo Planner II and all County Planner series positions are project management and contract management functions that are primary functions performed by the District Planner II position. Like other municipal agencies, the County's Planner series largely focuses on facilitating the County's approval process.</p> <p>County of San Mateo's Capital Project Manager I's perform project management and contract management functions that align with District Planner II. While Capital Project Manager I job functions are construction and engineering focused, they require the same skills and ability to develop and manage contracts and project scopes that District Planner IIs also perform in their duties.</p> <p><b>Planning staff continues to maintain its recommendation for a functional hybrid match between the County of San Mateo's Planner II and Capital Project Manager I, which would be more appropriate and contributes to a greater likeness than Koff's recommendation to match to County of San Mateo County's Planner II.</b></p>
County of Marin	Open Space Planner	Senior Open Space Planner	<p>[Open Space Planner /Senior Open Space Planner]</p> <p>County of Marin: Span of Responsibility Match: This hybrid match represents that the duties are bridged by a higher and lower level classification at the comparator agency. The salary displayed is an average of the matches.</p>	<p><b>Planning staff agrees with Koff's revised recommendation.</b></p>



Midpeninsula Regional  
Open Space District

# Memorandum

Attachments:

1. March 4, 2024 Memo – Planning staff’s feedback on Koff’s Compensation Study results
2. March 4, 2024 Memo Attachments (Recommended Benchmark Position Job Duty Comparison, Annotated Job Descriptions, and Annotated Planner II and CPM II Job Descriptions)
3. April 24, 2024 Koff Response
4. Annotated FY23-24 District Salary Schedule

CC: Ana Ruiz, General Manager  
Susanna Chan, Assistant General Manager  
Jane Mark, Planning Department Manager



Midpeninsula Regional  
Open Space District

# Memorandum

**DATE:** March 4, 2024

**MEMO TO:** Candice Basnight, HR Manager  
Rebecca Wolfe, HR Supervisor

**FROM:** Melissa Borgesi, Planner II; Tyler Smith, Planner II; Mattea Ottoboni, Planner II; Brittany Wheatman, Planner II; Galli Basson, Planner III; Ashley Mac, Planner III; Tina Hugg, Senior Planner; Gretchen Laustsen, Senior Planner; Jared Hart, Senior Planner

**SUBJECT:** Request to Change Benchmarked Positions used in the Planner II Benchmark Compensation Study

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Thank you for the opportunity to submit feedback on the results of Gallagher / Koff & Associates (Koff) 2023-24 Compensation Study (Koff study) that benchmarked the Planner II position. Planning Department staff have reviewed the results of the Koff study, conducted thorough research of job classifications at comparator agencies and have identified more accurate benchmark positions that more closely align with the Planner II job description. The duties and minimum qualifications defined in the job description for District's Planner II align with more experienced planning and project management positions at the comparator agencies that should be analyzed as functional hybrid and span in scope hybrid comparators. Planning department staff request that Koff reevaluate the Planner II benchmark prior to the scheduled April 10<sup>th</sup> Board meeting based on feedback provided below.

The results of Planning staff's analyses are summarized below.

## **KOFF & ASSOCIATES COMPENSATION STUDY**

The District's Planner II job description lists 22 job functions, a majority of which are specific to project management of planning and capital improvement projects. Project management was not the primary function of planning staff at most of the comparator agencies. Other District's Planner II primary functions include environmental review and external agency review. The remaining job functions listed in the job description may be incidental to these primary functions or performed on a case-by-case basis depending on how a Planner II has been resource loaded to support and/or manage District programs.

Since the adoption of Measure AA in 2014 (one year after Planning's last class and compensation study) and the Financial and Operational Sustainability Model (FOSM) Report in 2015, the structure of the District and that of the Planning department has changed and grown over the past several years. The resulting robust and aggressive Capital Improvement and Action Plans since 2014 necessitate that the Planning department lean on Planner IIs to work on many of the District's most complex, challenging, and politically high-profile projects. Additionally, as outlined in the District's Planner II job description within the Class Characteristics section, "positions at this level usually perform most of the duties required of the positions at the Planner III level".

Staff have excerpted verbatim and reorganized the Planner II job duties to highlight these primary job functions below:

Project Management

- Participates in the scoping, planning, preliminary design and environmental review of capital improvement projects related to new trails, parking lots, or facilities.
- Manages assigned projects and tasks; prepares scopes, schedules and budgets; monitors and approves expenditures; coordinates with participants and stakeholders; recommends adjustments as necessary.
- Develops, administers, and monitors planning and engineering consultant contracts; reviews and manages consultant work and compares tasks completed against invoice amounts to authorize payment.
- Confers with and advises design and engineering professionals, building and construction professionals, environmental planners and professionals, attorneys, and the general public regarding District development policies and standards; provides and clarifies information relative to land use, environmental compliance, ADA compliance, historic preservation, capital improvement, and other issues.
- Reviews routine to complex planning projects, which may include land use, management, policy, natural resources, regional, site and long range, and capital improvement planning, design and implementation.
- Prepares staff reports for planning documents and studies, contract solicitation and authorization, permit applications, and grant proposals.
- Compiles information for a variety of studies and reports; researches and reviews previous entitlements and records; develops recommendations and prepares written reports on various planning matters.
- Prepares staff reports for the General Manager, Board of Directors, and various other committees and advisory boards as directed; conducts briefings and presents materials, project information, and recommendations at public meetings.
- Prepares staff reports for use and management plan amendments, feasibility and planning studies, contract solicitation and authorization, permit applications, and grant proposals.
- Researches and compiles information for the preparation of use and management plans for District preserves and other planning activities; conducts or directs field or background research; meets with District personnel, members of the public, neighbors, and other agency staff to solicit input and identify problems and opportunities; plans and conducts public workshops and resolves issues.
- Develops and solicits consultant requests for proposal for professional services; evaluates proposals and recommends award of contract; administers contracts after award.

Environmental Review

- Conducts and/or assists with the California Environmental Quality Act (CEQA) environmental analysis of capital improvements, facilities, maintenance activities, and proposed new public uses on District lands. Reviews and prepares CEQA documents (e.g., Initial Studies, Categorical Exceptions, Negative Declarations) and sections of CEQA documents (e.g., Mitigated Negative Declarations and Environmental Impacts Reports) as part of the CEQA Coordination program.

External Review

- Monitors and conducts external project reviews to identify potential issues or development proposals of private or public lands near or adjacent to open space preserves that may impact District interests and goals; assists in preparing recommendations to permitting agencies or landowners to minimize impacts on District lands or that may affect District interests; prepares comment letters for review by a more senior level planner or the Planning Manager, as appropriate.

### *Recommended Position Benchmarks*

Below is a summary of Planning staff's review of Koff's Planner II compensation study and research of job classifications at comparator agencies. Through this analysis Planning staff reviewed the study's benchmarked job classifications and identified other positions at comparator agencies that more accurately align with the District's Planner II classification based on the Planner II job description. Refer to Attachment A – Recommended Benchmark Position Job Duty Comparison and Attachment B – Annotated Job Descriptions for a complete justification and detailed comparison between the positions summarized below.

Many of the matched positions in Koff's study contain a very limited scope of abilities, knowledge, and primary functions identified in the job descriptions compared to the District's Planner II classification. While the abilities/knowledge/functions listed in the descriptions of comparator positions appear to match, they do not account for the wide-ranging duties and responsibilities identified in the District's Planner II job description. The Planner II job description contains more breadth of responsibility than many comparator agency positions and does not result in a match between the two positions.

With the exception of the Santa Clara Valley Open Space Authority position, Associate Open Space Planner, all of the matched positions in comparator agencies that were selected for comparison lacked primary Planner II functions such as project management and consultant management. These tasks were typically included in project manager positions and more experienced positions at the comparator agencies. By comparing the Planner II to planner positions at other agencies with less experience and limited scope of responsibility, it misrepresents the breadth of the District's Planner II duties and lowers the salary that befits the skill set and responsibilities of the Planner II position.

The project management primary functions performed by Planner IIs at the District generally are not the typical duties performed by junior planners at cities and counties, who primarily process applicant projects through their agencies' respective approval processes. Project management positions and more experienced planner positions better align with the District's Planner II position, but these do not always exist at the comparator agencies. District Planner IIs manage all aspects of their projects, including administering contracts and managing consultants work, which is observed in more experienced planning positions and project management positions at many comparator agencies.

<b>Comparator Agency</b>	<b>Benchmark Position</b>	<b>Recommended Benchmark Position</b>
Santa Clara Valley Open Space Authority	Associate Planner	Associate Planner (no change)
East Bay Regional Park District	Planner	Senior Planner
County of Marin	Open Space Planner	Senior Open Space Planner
County of Santa Cruz	Park Planner II	Park Planner III
City of Walnut Creek	Associate Planner	Project Manager-Senior Planner*
Santa Clara Valley Water District	Assistant Environmental Planner II	Assistant Environmental Planner II-Project Manager)*
County of San Mateo	Planner II	Planner II-Capital Project Manager I*
County of Santa Clara	Associate Planner	Associate Planner-Project Manager*
County of Sonoma	Park Planner II	Park Planner II-Senior Park Planner**
City of Palo Alto	Associate Planner	Associate Planner-Senior Planner**
County of Riverside	Park Planner	No Match
County of Sacramento	Associate Planner	No Match
*Functional Hybrid		
**Span in Scope Hybrid		

***Alignment with More Experienced Positions*****East Bay Regional Park District (Planner → Senior Planner)**

East Bay Regional Park District's (EBRPD) Planner was the benchmarked position to the District's Planner II. However, unlike the EBRPD Planner position, the EBRPD Senior Planner fully manages consultants and consultant work, which better aligns with the District's Planner II primary functions identified in the job description. The EBRPD Planner does not have any project management or consultant management duties and is therefore out of alignment with the Planner II primary functions. The job description for the EBRPD Senior Planner is a more direct comparison to the District's Planner II, as it better matches the scope of tasks and depth of knowledge detailed in the Planner II job description.

**County of Marin (Open Space Planner → Senior Planner)**

Marin County's Open Space Planner was the benchmarked position to the District's Planner II. However, unlike Marin County's Open Space Planner position, Marin County's Senior Open Space Planner manages all aspects of project management including contract administration and supervision of consultant work, which better aligns with the District's Planner II primary functions identified in the job description. Marin County's Senior Open Space Planner also has an expectation to prepare environmental documents, monitor external projects, and represent their agency at private/public meetings, which are also District Planner II primary functions.

**County of Santa Cruz (Park Planner II → Park Planner III)**

The County of Santa Cruz's Park Planner II was the benchmarked position to the District's Planner II. However, the County of Santa Cruz's Park Planner III position leads more complex planning projects than the County's Park Planner II position and is expected to lead coordination efforts across multiple organizations. The County's Park Planner III position also makes presentations to the public, boards, commissions, and committees, which are duties completed by District's Planner II and identified in the job description. In addition, the Park Planner III is expected to evaluate design proposals and construction documents prepared by others. The District's Planner II completes the work of the County of Santa Cruz's Park Planner III position and is also responsible for reviewing technical studies completed by subject matter experts and coordinating with staff in other departments. Finally, the District's Planner II requires the same experience and education as the County of Santa Cruz's Park Planner III position, which coupled with the above, makes it a better match to the District Planner II.

***Functional Hybrid Alignments*****City of Walnut Creek (Associate Planner → Project Manager/Senior Planner)**

The City of Walnut Creek's Associate Planner was the benchmarked position to the District's Planner II. However, a functional hybrid match of Walnut Creek's Project Manager and Senior Planner is better aligned with the duties performed by District Planner IIs. This is because the comprehensive project management primary functions outlined in the District's Planner II job description matched those respective duties identified in Walnut Creek's Project Manager and Senior Planner descriptions.

**Santa Clara Valley Water District (Assistant Environmental Planner → Assistant Environmental Planner II/Project Manager)**

Santa Clara Valley Water's (Valley Water) Assistant Environmental Planner was the benchmarked position to the District's Planner II. However, Valley Water's Assistant Environmental Planner strictly focuses on environmental (CEQA) review. Due to the comprehensive project management functions performed by District Planner IIs and described in the job description, a functional hybrid match of Valley Water's Assistant Environmental Planner and Project Manager is better aligned with the duties performed by Planner IIs.



County of San Mateo (Planner II → Planner II/Capital Project Manager I)

The County of San Mateo's Planner II was the benchmarked position to the District's Planner II. However, the County of San Mateo's Planner II lacks primary project management functions based on the job description and does not align with the District's Planner II position. To address this missing primary function, a match consisting of a functional hybrid with Capital Project Manager I, better aligns with the District Planner II position.

County of Santa Clara (County Parks): Associate Planner → Associate Planner/Project Manager

The County of Santa Clara's Associate Planner was the benchmarked position to the District's Planner II. However, the County of Santa Clara's Associate Planner lacks primary project and consultant management functions in its job description and does not align with the District's Planner II position. To address this missing primary function, a match consisting of a functional hybrid with the Project Manager position would better align with the District's Planner II position as described in the respective job descriptions.

***Span in Scope Hybrid Alignments***County of Sonoma (Park Planner II → Park Planner II/Senior Park Planner)

Sonoma County's Park Planner II was the benchmarked position to the District's Planner II and covers many of the same duties and responsibilities of a District Planner II. However, the District Planner II position includes work and management of more complex projects and a larger range of functions, including external project review and management of District-wide programs such as the Historic Resources and Signage Program. Sonoma County's Senior Park Planner position includes many responsibilities that are undertaken by District Planner IIs, including project management of complex projects and coordination with consultants and other agencies. Senior Park Planners are required to have three years of professional experience and to be licensed landscape architects, which exceeds the responsibilities of a District Planner II. Therefore, a hybrid of the Park Planner II and Senior Park Planner is most comparable to the role of a District Planner II.

City of Palo Alto (Associate Planner → Associate Planner/Senior Planner)

The City of Palo Alto's Associate Planner was the benchmarked position to the District's Planner II, but the District Planner II has a wider range of tasks as part of the primary functions. The City of Palo Alto's Senior Planner position includes many advanced tasks and responsibilities expected of District Planner IIs, including the full range of project management responsibilities and management of complex agency-wide programs that require extensive coordination between departments and consultants. The Senior Planner position requires five years of professional experience (or two years with a Master's degree), which is higher than the two years of professional experience required for District Planner IIs. However, although the Senior Planner position has higher expectations for professional experience, over half of the position's responsibilities overlap with the District Planner II position's responsibilities, including the advanced tasks mentioned above. This overlap indicates that the District Planner II position aligns more closely with a hybrid of the City of Palo Alto's Associate Planner and Senior Planner positions.

### ***Benchmarked Positions That Do Not Match***

#### Park Planner (County of Riverside)

The County of Riverside's Park Planner was the benchmarked position to the District's Planner II. However, the County of Riverside's Park Planner position lacks the project management and range of functions that District's Planner IIs perform. No position or hybrid of positions at the County of Riverside adequately reflect the breadth of work and responsibilities in the District's Planner II job description. For example, while the County of Riverside's Senior Park Planner role does perform project management duties, it also supervises staff and allocates staff resources which does not align with the District's Planner II job description. The County of Riverside's Urban/Regional Planner III and Environmental Planner III positions share some job functions with the District's Planner II but there is not enough overlap to result in a direct match or a hybrid match. For the above reasons, the comparison with the County of Riverside should be removed from consideration.

#### Assistant Planner (County of Sacramento)

The County of Sacramento's Assistant Planner was the benchmarked position to the District's Planner II. However, the County of Sacramento's Assistant Planner position lacks the project management and consultant management functions that the District's Planner II performs. The County's Assistant Planners "under general supervision, perform analytical planning and environmental work in the administration and development of community and general plans, zoning regulations, and environmental documents; explains the planning program, policies, local ordinances, and State and Federal regulations to the public." The County's position's duties include review of permit and development applications and education of the public on governmental functions, which is not a match for the District's Planner II job description. Functions that are aligned with the District's Planner II job description are performed at a less complex level. The County's Associate Planner position is next in the series and though it does include some project management functions, its primary role is to supervise lower-level employees. It is therefore not a match for the District's Planner II position. No position or hybrid of positions at the County of Sacramento adequately reflect the breadth of work and responsibilities in the District's Planner II job description. For the above reasons, the comparison with the County of Sacramento should be removed from consideration.

### **INTERNAL CLASSIFICATION ALIGNMENT**

Though this effort is focused on external comparators, because the project delivery process at the District is unique with close project collaboration and shared responsibilities, internal comparators are necessary to inform internal alignment, particularly between Planner II and CPM II positions and job functions. Planning staff recommend aligning the Planner II series with the CPM II series. Planner II series is most aligned with the CPM II series given the shared projects and responsibilities. Planner II job functions match 70-80% of the primary **project manager** job functions of the CPM II (see Appendix C – Annotated Planner II and CPM II Job Descriptions).

Planning and Engineering & Construction (E&C) project managers significantly overlap in primary job functions, because they share and manage the same large capital improvement and public access projects. Based on the 2015 FOSM findings, a restructuring occurred within the Planning Department, leading to the creation of an E&C department. Planning project managers initiate the projects and advance them through feasibility, preliminary or conceptual design, and environmental review before handing off the projects to E&C project managers to complete final design, permitting, and construction. The project complexity remains the same, but Planning's involvement is during an earlier project phase when the project scope and conceptual plan are being developed for Board of Director consideration and approval. This often entails development of multiple alternatives as well as greater public engagement and political

complexity, which lead to long project timelines. The technical work involved during this phase is complex and forms the foundation for E&C's work, e.g. boundary and topographic surveys, geotechnical studies, traffic studies, cultural resource studies, biological and vegetation studies, wetland delineations, etc. In addition, because of Planning's role with these initial technical studies and land use permitting parameters, Planning staff are critical subject matter experts that must remain on E&C's project team through the next phase of work, e.g. La Honda Parking Feasibility Study, Rancho and Purisima Multimodal Access Implementation, Hwy 35 Parking and Trail Crossing.

## CONCLUSION

Planning department staff request Koff reevaluate the Planner II position to the benchmarked positions recommended in this memo based on the current Planner II job description. The analysis summarized above shows that the Planner II position is better aligned with different positions at the comparator agencies based on breadth of primary functions of the Planner II. Additionally, the Planner II and CPM II positions currently align in the District's Classification and Compensation Plan, and due to the significant overlap in primary job functions described in the job descriptions, Planning staff ask that this alignment remain, and the Human Resources department set the salary schedules accordingly. These changes should be made prior to the scheduled April 10<sup>th</sup> Board meeting.

### Attachments:

- A. – Recommended Benchmark Position Job Duty Comparison**
- B. – Annotated Job Descriptions**
- C. – Annotated Planner II and CPM II Job Descriptions**

CC: Susanna Chan, Assistant General Manager  
Jane Mark, Planning Department Manager

Attachment A - Recommended Benchmark Position Job Duty Comparison

Agency	Matched Position	Why do you disagree with the presented analysis?	What position, if any, do you think is a better match at the agency	Why do you believe the position(s) is a better match?	Additional comments regarding Benefits Detail and/or Total Compensation data.
Santa Clara Valley Water District (Valley Water)	Assistant Environmental Planner II	Assistant Environmental Planner II's do not lead projects, but rather strictly work on CEQA.	<b>Functional Hybrid:</b>  <b>Assistant Environmental Planner II &amp; Project Manager</b>	<p>A hybrid comparison of an Assistant Environmental Planner II and Project Manager is a better match to Midpen's Planner II work since District Planners work on CEQA and lead Midpen projects.</p> <p>Similar with Valley Water Project Managers, District Planner II's manage a project of moderate scope (many times more complex scopes with the assistance of a Senior Planner ex: LHC Feasibility Study and Rancho Multimodal), perform complex professional project management work as a team member for capital and operating projects and strategic issues within Midpen policies.</p> <p>Valley Water Project Managers participate in and review project initiation, planning, change management, control and close-out procedures. While District Planner II's lead (rather than participate) project initiation, planning change management, control and hand off procedures to E&amp;C.</p> <p>The only scope of work District Planner's do not complete under Valley Water's Project Manager's job description is staff supervision. However, Planner II's do mentor Planner I's, interns, and oversee consultants.</p> <p><u>Comparable responsibilities of a Project Manager (verbatim from job descriptions):</u></p> <ul style="list-style-type: none"><li>To manage part of a major project or a total project of moderate scope; to perform complex professional project management work as a team member for capital and operating projects and strategic issues within District policies; to participate in and review project initiation, planning, change management, control, and close-out procedures<ul style="list-style-type: none"><li>District Planner II: <i>Participates in the scoping, planning, preliminary design and environmental review of capital improvement projects related to new trails, parking lots, or facilities.</i></li><li>District Planner II: <i>Reviews routine to complex planning projects, which may include land use, management, policy, natural resources, regional, site and long range, and capital improvement planning, design and implementation.</i></li><li>District Planner II: Manages assigned projects and tasks; prepares scopes, schedules and budgets; monitors and approves expenditures; coordinates with participants and stakeholders; recommends adjustments as necessary.</li></ul></li></ul>	<p>Assistant Environmental Planner II: \$112,091.20-143,416.00 annually</p> <p>Project Manager: \$139,672.00 - \$178,776.00 annually</p>
Santa Clara Valley Open Space Authority	Associate Open Space Planner	Not Applicable –Associate Open Space Planner best matches with Planner II.			
County of Riverside	Park Planner	The County of Riverside's Park Planner position is not a match for Midpen's Planner II. Park Planner requires 1 year of experience, while Planner II requires 2 years of increasingly responsible experience. While the District Planner II is responsible for approximately half of duties associated with the County of Riverside Park Planner role, these	None found. Midpen's Planner II functions with responsibilities of Park Planner, Environmental Planner, Urban/Regional Planner, Project Manager. This is not one or two position		

Attachment A - Recommended Benchmark Position Job Duty Comparison

Agency	Matched Position	Why do you disagree with the presented analysis?	What position, if any, do you think is a better match at the agency	Why do you believe the position(s) is a better match?	Additional comments regarding Benefits Detail and/or Total Compensation data.
		<p>duties represent a limited portion of the job responsibilities for Midpen’s Planner II. Significant primary functions of the Planner II that are not part of Park Planner duties include:</p> <p><u>Essential Functions and Abilities</u></p> <ul style="list-style-type: none"><li>• Participates in the scoping, planning, preliminary design and environmental review of capital improvement projects related to new trails, parking lots, or facilities. (Park Planner position responsible for design).</li><li>• Conducts and/or assists with the California Environmental Quality Act (CEQA) environmental analysis of capital improvements, facilities, maintenance activities, and proposed new public uses on District lands. Reviews and prepares CEQA documents (e.g., Initial Studies, Categorical Exceptions, Negative Declarations) and sections of CEQA documents (e.g., Mitigated Negative Declarations and Environmental Impacts Reports) as part of the CEQA Coordination program.</li><li>• Manages assigned projects and tasks; prepares scopes, schedules and budgets; monitors and approves expenditures; coordinates with participants and</li></ul>	<p>hybrid that matches the responsibilities of Planner II.</p>		

Attachment A - Recommended Benchmark Position Job Duty Comparison

Agency	Matched Position	Why do you disagree with the presented analysis?	What position, if any, do you think is a better match at the agency	Why do you believe the position(s) is a better match?	Additional comments regarding Benefits Detail and/or Total Compensation data.
		<p>stakeholders; recommends adjustments as necessary.</p> <ul style="list-style-type: none"><li>• Conduct research projects, evaluate alternatives, and make sound recommendations.</li><li>• Interpret planning programs to the general public; identify and respond to issues and concerns of the public, other District staff, and other boards and commissions.</li><li>• Provide support to the Historic Resources Coordination, Signage, CEQA and ADA Program.</li></ul> <p>Other positions evaluated:</p> <p><i>Environmental Planner</i> District Planners prepare CEQA documentation that is submitted to a County for review. A County functions as a lead agency and environmental planners review and process CEQA documentation. The Environmental Planner III’s primary functions are CEQA program compliance focused, which does not align with Planner II job functions.</p> <p><i>Urban/Regional Planner III</i> functions similar to a city planner, working with project applicants and facilitating the county’s approval process. These planners may be involved in planning studies like the Planner II but lacks the primary project management functions.</p> <p><i>Facilities Capital Project Manager II</i> has some overlap with the</p>			

Attachment A - Recommended Benchmark Position Job Duty Comparison

Agency	Matched Position	Why do you disagree with the presented analysis?	What position, if any, do you think is a better match at the agency	Why do you believe the position(s) is a better match?	Additional comments regarding Benefits Detail and/or Total Compensation data.
		District Planner II’s functions but is specific to architectural and engineering job functions.			
City of Walnut Creek	Associate Planner	<p>In general, any of the planner series’ described job functions at City of Walnut Creek do not align with District Planner job definitions.</p> <p>Many of the job duties described within Associate Planner generally align with Planner II job function, but does not reflect the comprehensive project management <u>primary functions</u> that are performed by Planner II, which is better captured by the Project Manager position.</p> <p>Planner II <i>manages</i> assigned projects and tasks; prepares scopes, schedules and budgets; monitors and approves expenditures; coordinates with participants and stakeholders; recommends adjustments as necessary. Associate Planner does not perform these functions.</p> <p>Associate Planner <i>may</i> administer contracts and oversee work of consultants. Planner IIs <i>develops contract scope of work, administers and monitors</i> contracts.</p> <p>Associate Planner is not expected to gather, analyze, and interpret environmental and land use data, whereas Planner II is expected to perform this function.</p>	<p>Functional Hybrid:</p> <p>Project Manager &amp; Senior Planner</p>	<p>Associate Planner: 2 years’ experience Senior Planner: 3 years’ experience Project Manager: 4 years’ experience</p> <p>The District lacks a centralized Project Management Office (PMO). The absence of a PMO results in planners managing all aspects of each of their individual projects.</p> <p>Planner II primary functions are project management focused and aligns with 50-70% of described job functions and job duties for Project Manager.</p> <p><u>Comparable responsibilities of a Project Manager (verbatim from job descriptions):</u></p> <ul style="list-style-type: none"><li>Organizes, coordinates, and manages one or more major projects or programs in cooperation with other departments, outside agencies, contractors, work teams, and others as required.<ul style="list-style-type: none"><li>District Planner II: <i>manages assigned projects and tasks; prepares scopes, schedules and budgets; monitors and approves expenditures; coordinates with participants and stakeholders; recommends adjustments as necessary</i></li><li>District Planner II: <i>Researches and compiles information for the preparation of use and management plans for District preserves and other planning activities; conducts or directs field or background research; meets with District personnel, members of the public, neighbors, and other agency staff to solicit input and identify problems and opportunities; plans and conducts public workshops and resolves issues.</i></li></ul></li><li>Develops and monitors work plans, project goals, and schedules, including recommending and implementing changes.<ul style="list-style-type: none"><li>District Planner II: <i>Participates in the scoping, planning, preliminary design and environmental review of capital improvement projects related to new trails, parking lots, or facilities.</i></li><li>District Planner II: <i>manages assigned projects and tasks; prepares scopes, schedules and budgets; monitors and approves expenditures; coordinates with participants and stakeholders; recommends adjustments as necessary</i></li></ul></li><li>Analyzes and prepares written reports on program and project performance using project management methods and techniques; prepares and administers budgets, contracts and other administrative functions.<ul style="list-style-type: none"><li>District Planner II: <i>Prepares staff reports for the General Manager, Board of Directors, and various other committees and advisory boards as directed; conducts briefings and presents materials, project information, and recommendations at public meetings.</i></li><li>District Planner II: <i>Researches, analyzes, and interprets environmental and land use data and trends; prepares written reports on various advance planning matters and elements of other agency general and land use plans.</i></li><li>District Planner II: <i>manages assigned projects and tasks; prepares scopes, schedules and budgets; monitors and approves expenditures; coordinates with participants and stakeholders; recommends adjustments as necessary</i></li></ul></li><li>Serves as principal contact for assigned projects or program</li></ul>	<p>Senior Planner: \$119,847.26 - \$145,033.98 Annually Top Monthly: \$12,086.17</p> <p>Project Manager: \$123,520.28 - \$150,134.66 Annually Top Monthly: \$12,511.22</p>



Attachment A - Recommended Benchmark Position Job Duty Comparison

Agency	Matched Position	Why do you disagree with the presented analysis?	What position, if any, do you think is a better match at the agency	Why do you believe the position(s) is a better match?	Additional comments regarding Benefits Detail and/or Total Compensation data.
				<ul style="list-style-type: none"><li>○ District Planner II: <i>Researches and gathers information regarding historical and cultural resources on District properties to support the Historic Resources Coordination program.</i></li><li>• Manages vendor selection process and administers vendor contracts as necessary; writes grant applications, requests for proposals, and contracts.<ul style="list-style-type: none"><li>○ District Planner II: <i>Develops and solicits consultant requests for proposal for professional services; evaluates proposals and recommends award of contract; administers contracts after award.</i></li><li>○ District Planer II: <i>Develops, administers, and monitors planning and engineering consultant contracts; reviews and manages consultant work and compares tasks completed against invoice amounts to authorize payment.</i></li><li>○ District Planner II: <i>Participates in the preparation and development of grant applications; assists Grants Program staff with administering grants, monitoring budgets, and submitting reimbursement requests and audit material; addresses project inquiries from granting agencies; prepares necessary grant-supporting reports.</i></li></ul></li></ul> <p>Due to the Planner IIs primary function duties as project managers, these primary tasks are more comprehensively reflected by the combination of Project Manager and Senior Planner positions.</p> <p><u>Comparable responsibilities of a Senior Planner (verbatim from job descriptions):</u></p> <ul style="list-style-type: none"><li>• Participate in budget preparation and administration; prepare cost estimates for budget recommendations; monitor and control expenditures.<ul style="list-style-type: none"><li>○ District Planner II: <i>Manages assigned projects and tasks; prepares scopes, schedules and budgets; monitors and approves expenditures; coordinates with participants and stakeholders; recommends adjustments as necessary.</i></li></ul></li><li>• Administers contracts and oversees the work of consultants.<ul style="list-style-type: none"><li>○ District Planner II: <i>Develops and solicits consultant requests for proposal for professional services; evaluates proposals and recommends award of contract; administers contracts after award.</i></li><li>○ District Planner II: <i>Develops, administers, and monitors planning and engineering consultant contracts; reviews and manages consultant work and compares tasks completed against invoice amounts to authorize payment.</i></li><li>○ District Planner II: <i>Confers with and advises design and engineering professionals, building and construction professionals, environmental planners and professionals, attorneys, and the general public regarding District development policies and standards; provides and clarifies information relative to land use, environmental compliance, ADA compliance, historic preservation, capital improvement, and other issues.</i></li></ul></li><li>• Gather, analyze, and interpret data relating to local environmental and land use issues; prepare comprehensive reports and recommend courses of action.<ul style="list-style-type: none"><li>○ District Planner II: <i>Researches, analyzes, and interprets environmental and land use data and trends; prepares written reports on various advance planning matters and elements of other agency general and land use plans.</i></li></ul></li></ul>	

Attachment A - Recommended Benchmark Position Job Duty Comparison

Agency	Matched Position	Why do you disagree with the presented analysis?	What position, if any, do you think is a better match at the agency	Why do you believe the position(s) is a better match?	Additional comments regarding Benefits Detail and/or Total Compensation data.
County of Santa Cruz	Park Planner II	<p>The Park Planner II does not lead complex planning projects, nor are they expected to coordinate with external agencies and make presentations to decision making bodies. The District's Planner II position is expected to review <i>routine to complex</i> planning projects, <i>manage</i> assigned projects and tasks and <i>provide interpretations</i> of relevant zoning/local codes and environmental and historic preservation regulations, laws, policies, and guidelines.</p> <p>The Park Planner II has limited primary functions that relate solely to park development and management. District Planner II primary functions extend beyond management of open space preserves, including monitoring and commenting on external projects, managing historic resource and signage programs that require extensive inter-agency coordination, and conduct/assist with CEQA environmental analysis to prepare CEQA documents.</p> <p>The Park Planner II also requires fewer years of professional experience (one year) than the Planner II position at the District (two years).</p>	Park Planner III	<p>The Park Planner III position at the County of Santa Cruz leads complex planning projects and is expected to lead coordination efforts across multiple organizations. This position also makes presentations to the public, boards, commissions, and committees, which is completed by those in the District's Planner II position.</p> <p>In addition, the Park Planner III is expected to evaluate design proposals and construction documents prepared by others. A Planner II at the District completes this work as well as reviews all technical studies completed by subject matter experts and coordinates with other departments.</p> <p>Park Planner III has the same experience and education requirements as a District Planner II.</p> <p><u>Comparable responsibilities of a Park Planner III (verbatim from job descriptions):</u></p> <ul style="list-style-type: none"><li>• Present major planning studies analyses and reports to boards, commissions and committees.<ul style="list-style-type: none"><li>○ District Planner II: <i>Prepares staff reports for the General Manager, Board of Directors, and various other committees and advisory boards as directed; conducts briefings and presents materials, project information, and recommendations at public meetings.</i></li><li>○ District Planner IIs also present these reports/finding to the Board of Directors, Committees, and other public bodies.</li></ul></li><li>• Complete complex assignments, determine alternative choices and make recommendations.<ul style="list-style-type: none"><li>○ District Planner II: <i>Manages assigned projects and tasks; prepares scopes, schedules and budgets; monitors and approves expenditures; coordinates with participants and stakeholders; recommends adjustments as necessary.</i></li><li>○ District Planner II: <i>Reviews routine to complex planning projects, which may include land use, management, policy, natural resources, regional, site and long range, and capital improvement planning, design and implementation.</i></li><li>○ District Planner II: <i>Compiles information for a variety of studies and reports; researches and reviews previous entitlements and records; develops recommendations and prepares written reports on various planning matters.</i></li></ul></li><li>• Prepare clear and concise administrative and technical reports, resolutions, permit applications and environmental documents associated with park development, oversee the park master process from consultant selection to final approval.<ul style="list-style-type: none"><li>○ District Planner II: <i>Compiles information for a variety of studies and reports; researches and reviews previous entitlements and records; develops recommendations and prepares written reports on various planning matters.</i></li></ul></li><li>• Evaluate design proposals and construction documents prepared by others.<ul style="list-style-type: none"><li>○ District Planner II: <i>Develops, administers, and monitors planning and engineering consultant contracts; reviews and manages consultant work</i></li><li>○ District Planner II: <i>Confers with and advises design and engineering professionals, building and construction professionals, environmental planners and professionals, attorneys, and the general public regarding District development policies and standards; provides and clarifies information relative to land use, environmental compliance, ADA compliance, historic preservation, capital improvement, and other issues.</i></li></ul></li><li>• Provide leadership to team efforts, including public groups.</li></ul>	<p>Park Planner II: \$81,348.80 - \$102,960.00 Annually Top Monthly: \$8,580.00</p> <p>Park Planner III: \$89,668.80 - \$113,505.60 Annually Top Monthly: \$9,459.00</p>

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				<ul style="list-style-type: none"><li>○ District Planner II: <i>Manages assigned projects and tasks; prepares scopes, schedules and budgets; monitors and approves expenditures; coordinates with participants and stakeholders; recommends adjustments as necessary.</i></li><li>○ District Planner II: <i>Conducts briefings and presents materials, project information, and recommendations at public meetings.</i></li></ul>	
City of Palo Alto	Associate Planner	<p>The Associate Planner position has similar responsibilities to a District Planner II, however, the District Planner II has a wider range of tasks as part of the primary functions, including management of the District’s Historic Resource Program and Signage Program. The Associate Planner does not assign and monitor work of subordinate and/or temporary personnel, however, District Planner II positions are involved in assigning work and training Planning Interns in limited capacities.</p> <p>The Associate Planner position does not manage projects and consultants at the same level as District Planner IIs, who lead the project team from scoping, budget, and contract development through project completion.</p>	<b>Span in Scope Hybrid with Associate Planner and Senior Planner</b>	<p>The Senior Planner position includes many advanced tasks and responsibilities expected of District Planner IIs, including the full range of project management responsibilities and management of complex District-wide programs that require extensive coordination between departments and consultants. The Senior Planner classification also states that this “<i>position <u>may</u> act as project manager on assigned projects, including coordination of the work of other professional and technical personnel</i>” whereas this is the expectation of District Planner IIs.</p> <p>The Senior Planner position requires five years of professional experience (or two years with a Master’s Degree), which is higher than the two years of professional experience required for District Planner IIs. Although the Senior Planner position has higher expectations for professional experience, over half of the position responsibilities overlap with District Planner IIs, including the advanced tasks mentioned above, which indicates that District Planner II position aligns more closely with a hybrid of the City of Palo Alto Associate Planner and Senior Planner roles.</p> <p><u>Comparable responsibilities of a Senior Planner (verbatim from job descriptions):</u></p> <ul style="list-style-type: none"><li>• Supervises preparation of environmental impact reports on projects submitted for City approval.<ul style="list-style-type: none"><li>○ District Planner II: <i>Conducts and/or assists with the California Environmental Quality Act (CEQA) environmental analysis of capital improvements, facilities, maintenance activities, and proposed new public uses on District lands. Reviews and prepares CEQA documents (e.g., Initial Studies, Categorical Exceptions, Negative Declarations) and sections of CEQA documents (e.g., Mitigated Negative Declarations and Environmental Impacts Reports) as part of the CEQA Coordination program.</i></li></ul></li><li>• Prepares reports, including coordinating the work of other staff members, on special planning or transportation studies for the Architectural Review Board, Historic Resources Board, Planning Commission, City Council, appointed committees and other City staff.<ul style="list-style-type: none"><li>○ District Planner II: <i>Prepares staff reports for the General Manager, Board of Directors, and various other committees and advisory boards as directed; conducts briefings and presents materials, project information, and recommendations at public meetings.</i></li></ul></li><li>• Coordinates and monitors the work of planning, environmental and transportation consultants.<ul style="list-style-type: none"><li>○ District Planner II: <i>Develops, administers, and monitors planning and engineering consultant contracts; reviews and manages consultant work and compares tasks completed against invoice amounts to authorize payment.</i></li></ul></li><li>• Coordinates and monitors implementation of the City’s Historic Preservation Program.<ul style="list-style-type: none"><li>○ District Planner II: <i>Researches and gathers information regarding historical and cultural resources on District properties to support the Historic Resources Coordination program.</i></li></ul></li><li>• Makes public presentations before appointed boards, commissions, committees, and the City Council.</li></ul>	<p>Associate Planner: \$100,422.40 - \$123,281.60 Annually Top Monthly: \$10,273.47</p> <p>Senior Planner: \$123,947.20 - \$152,193.60 Annually Top Monthly: \$12,682.80</p>

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				<ul style="list-style-type: none"><li>○ District Planner II: <i>Prepares staff reports for the General Manager, Board of Directors, and various other committees and advisory boards as directed; conducts briefings and presents materials, project information, and recommendations at public meetings.</i></li><li>● As needed, assigns and monitors work of technical, subordinate professional and temporary personnel who may assist in the above tasks.</li><li>○ District Planner IIs work closely with Planning Interns to assign work and provide limited training in planning tasks and responsibilities.</li></ul>	
County of Sonoma	Park Planner II	<p>The Park Planner II position covers many of the same duties and responsibilities of a District Planner II, however, the District Planner II position includes work and management of more complex projects and a larger range of primary functions, including external project review and commenting as well as management of District-wide programs such as the Historic Resource Program and Sign Program.</p> <p>The experience required for a Park Planner II is at or potentially below the requirements for a District Planner II. The Park Planner II position typically requires two years of professional experience in a related field, however, “<i>any combination of training and experience which would likely provide for possession of stated knowledge and abilities</i>” would be sufficient.</p>	Span in Scope Hybrid with Park Planner II and Senior Park Planner	<p>The Senior Park Planner position includes many responsibilities that are undertaken by District Planner IIs, including project management of complex projects and coordination with consultants and other agencies. Senior Park Planners are expected to be licensed landscape architects and act as subject matter experts, which exceeds the responsibilities of a District Planner II, so a hybrid of the Park Planner II and Senior Park Planner is most comparable to the role of a District Planner II.</p> <p>Senior Park Planners typically have three years of professional experience (while District Planner IIs require two years). However, the Senior Park Planner description states that “<i>any combination of education, training and experience, which would likely provide for possession of stated knowledge and abilities</i>” would be sufficient.</p> <p><u>Comparable responsibilities of a Senior Park Planner (verbatim from job descriptions):</u></p> <ul style="list-style-type: none"><li>● Conducts short-term and long-range planning for the regional parks system; makes preliminary field investigations of proposed park, recreation or historic sites to assess suitability and potential usage<ul style="list-style-type: none"><li>○ District Planner II: <i>Participates in the scoping, planning, preliminary design and environmental review of capital improvement projects related to new trails, parking lots, or facilities. Reviews routine to complex planning projects, which may include land use, management, policy, natural resources, regional, site and long range, and capital improvement planning, design and implementation.</i></li><li>○ District Planner II: <i>Researches and gathers information regarding historical and cultural resources on District properties to support the Historic Resources Coordination program.</i></li></ul></li><li>● Reviews and interprets aerial photographs and topographic maps<ul style="list-style-type: none"><li>○ District Planner II: <i>Compiles information for a variety of studies and reports; researches and reviews previous entitlements and records; develops recommendations and prepares written reports on various planning matters.</i></li></ul></li><li>● Prepares, develops and reviews park development plans, environmental documents, design studies, preliminary plans, construction drawings, specifications, cost estimates, documents for public bid or construction, contracts, and associated documents and regulatory permits for park projects.<ul style="list-style-type: none"><li>○ District Planner II: <i>Conducts and/or assists with the California Environmental Quality Act (CEQA) environmental analysis of capital improvements, facilities, maintenance activities, and proposed new public uses on District lands. Reviews and prepares CEQA documents.</i></li><li>○ District Planner II: <i>Confers with and advises design and engineering professionals, building and construction professionals, environmental planners and professionals, attorneys, and the general public regarding District development policies and standards; provides and clarifies information relative to land use, environmental</i></li></ul></li></ul>	<p>Park Planner II: \$94,483.92 - \$114,854.21 Annually Top Monthly: \$9,571.18</p> <p>Senior Park Planner: \$112,266.18 - \$136,435.03 Annually Top Monthly: \$11,369.59</p>

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				<p><i>compliance, ADA compliance, historic preservation, capital improvement, and other issues.</i></p> <ul style="list-style-type: none"><li>• Reviews the work of consultants engaged in the preparation of site and facility development plans, environmental documents, landscape plans, grading plans, design details, cost estimates construction drawings, and specifications.<ul style="list-style-type: none"><li>○ District Planner II: <i>Confers with and advises design and engineering professionals, building and construction professionals, environmental planners and professionals, attorneys, and the general public regarding District development policies and standards; provides and clarifies information relative to land use, environmental compliance, ADA compliance, historic preservation, capital improvement, and other issues.</i></li></ul></li><li>• Spot-checks landscape architectural plans in process; consults with staff regarding problems in the development and execution of park projects;<ul style="list-style-type: none"><li>○ District Planner II: <i>Confers with and advises design and engineering professionals, building and construction professionals, environmental planners and professionals, attorneys, and the general public regarding District development policies and standards; provides and clarifies information relative to land use, environmental compliance, ADA compliance, historic preservation, capital improvement, and other issues.</i></li></ul></li><li>• Prepares and administers grant applications and programs for park acquisition and development; conducts public meetings to present public information and elicit responses; prepares project descriptions and renderings for public presentations; makes presentations to the Board of Supervisors and other public bodies.<ul style="list-style-type: none"><li>○ District Planner II: <i>Participates in the preparation and development of grant applications; assists Grants Program staff with administering grants, monitoring budgets, and submitting reimbursement requests and audit material; addresses project inquiries from granting agencies; prepares necessary grant-supporting reports.</i></li><li>○ District Planner II: <i>Prepares staff reports for the General Manager, Board of Directors, and various other committees and advisory boards as directed; conducts briefings and presents materials, project information, and recommendations at public meetings.</i></li></ul></li><li>• Participates with public groups and other County departments and public agencies in preparing long-range and County-wide plans and special studies.<ul style="list-style-type: none"><li>○ District Planner II: <i>Researches and compiles information for the preparation of use and management plans for District preserves and other planning activities; conducts or directs field or background research; meets with District personnel, members of the public, neighbors, and other agency staff to solicit input and identify problems and opportunities; plans and conducts public workshops and resolves issues.</i></li></ul></li><li>• Coordinates park improvement work with other phases of development projects.<ul style="list-style-type: none"><li>○ District Planner II: <i>Researches and compiles information for the preparation of use and management plans for District preserves and other planning activities; conducts or directs field or background research; meets with District personnel, members of the public, neighbors, and other agency staff to solicit input and identify problems and opportunities; plans and conducts public workshops and resolves issues.</i></li></ul></li></ul>	



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County of Santa Clara	Associate Planner	<p>The Associate Planner does have many functions that line up with the District Planner II, including the development and management of planning and feasibility studies, conducting research and preparing recommendations. Both roles include the preparation of environmental CEQA documents and outreach to external groups.</p> <p>The Associate Planner does not conduct project management duties in the same way that District Planner II’s do. The description and tasks associated with the Associate Planner are more appropriate to a counter planner that processes permit and development applications. This role also does not have any contract administration or consultant management duties. Because these primary functions are not included in the job description for the Associate Planner, and functional hybrid is proposed between the Associate Planner and Project Manager positions.</p>	<b>Functional Hybrid with Associate Planner and Project Manager Positions</b>	<p>The County of Santa Clara also has a Project Manager position that covers many of the same functions as the District Planner II. The Associate Planner position has the same professional work experience requirements (two years) as the District Planner II position, while the Project Manager position requires three years of full-time project management-related professional experience. The Santa Clara positions and professional experience requirements do not fully overlap with the District Planner II position, therefore a hybrid between the Associate Planner and Project Manager is recommended.</p> <p><u>Comparable responsibilities of a Project Manager (verbatim from job descriptions):</u></p> <ul style="list-style-type: none"><li>Plans and oversees projects of high complexity to completion.<ul style="list-style-type: none"><li>District Planner II: <i>Manages assigned projects and tasks; prepares scopes, schedules and budgets; monitors and approves expenditures; coordinates with participants and stakeholders; recommends adjustments as necessary.</i></li><li>District Planner II: <i>Reviews routine to complex planning projects, which may include land use, management, policy, natural resources, regional, site and long range, and capital improvement planning, design and implementation.</i></li></ul></li><li>Prepares, monitors, and manages project budgets<ul style="list-style-type: none"><li>District Planner II: <i>Manages assigned projects and tasks; prepares scopes, schedules and budgets; monitors and approves expenditures; coordinates with participants and stakeholders; recommends adjustments as necessary.</i></li></ul></li><li>Works with project leadership and stakeholders to identify and establish project goals, scope, objectives, priorities, timelines, schedules, resources, and deliverables<ul style="list-style-type: none"><li>District Planner II: <i>Manages assigned projects and tasks; prepares scopes, schedules and budgets; monitors and approves expenditures; coordinates with participants and stakeholders; recommends adjustments as necessary.</i></li><li>District Planner II: <i>Researches and compiles information for the preparation of use and management plans for District preserves and other planning activities; conducts or directs field or background research; meets with District personnel, members of the public, neighbors, and other agency staff to solicit input and identify problems and opportunities; plans and conducts public workshops and resolves issues.</i></li></ul></li><li>Manages the analysis of procedures and systems to assess and improve the operational execution of special projects<ul style="list-style-type: none"><li>District Planner II: <i>Researches, analyzes, and interprets environmental and land use data and trends; prepares written reports on various advance planning matters and elements of other agency general and land use plans.</i></li><li>District Planner II: <i>Researches and gathers information regarding historical and cultural resources on District properties to support the Historic Resources Coordination program.</i></li><li>District Planner II: <i>Performs work to support the District’s signage program; serves on District sign committee; prepares or modifies new field signs; prepares new signage artwork; conducts field research; improves and maintains District sign manual and sign inventory; researches appropriate sign locations; coordinates with field staff regarding installation; places orders for new signage with vendors.</i></li></ul></li><li>Advises on project feasibility and recommends solutions</li></ul>	<p>Associate Planner: \$95,869.28 - \$116,047.36 Annually Top Monthly: 9,670.61</p> <p>Project Manager \$122,545.28 - \$148,973.76 Annually Top Monthly: \$12,414.48</p>

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				<ul style="list-style-type: none"><li>○ District Planner II: <i>Compiles information for a variety of studies and reports; researches and reviews previous entitlements and records; develops recommendations and prepares written reports on various planning matters.</i></li><li>• Formulates strategies and establishes priorities to achieve objectives<ul style="list-style-type: none"><li>○ District Planner II: <i>Manages assigned projects and tasks; prepares scopes, schedules and budgets; monitors and approves expenditures; coordinates with participants and stakeholders; recommends adjustments as necessary.</i></li></ul></li><li>• Monitors and creates, as needed, tracking tools, schedules, reports, procedures, and processes to support successful project implementation<ul style="list-style-type: none"><li>○ District Planner II: <i>Manages assigned projects and tasks; prepares scopes, schedules and budgets; monitors and approves expenditures; coordinates with participants and stakeholders; recommends adjustments as necessary.</i></li></ul></li><li>• Identifies and defines system resources, develops project plans, budgets, and work schedules for the implementation of new systems and/or application of enhancements<ul style="list-style-type: none"><li>○ District Planner II: <i>Manages assigned projects and tasks; prepares scopes, schedules and budgets; monitors and approves expenditures; coordinates with participants and stakeholders; recommends adjustments as necessary.</i></li><li>○ District Planner II: <i>Researches, analyzes, and interprets environmental and land use data and trends; prepares written reports on various advance planning matters and elements of other agency general and land use plans.</i></li><li>○ District Planner II: <i>Researches and compiles information for the preparation of use and management plans for District preserves and other planning activities; conducts or directs field or background research; meets with District personnel, members of the public, neighbors, and other agency staff to solicit input and identify problems and opportunities; plans and conducts public workshops and resolves issues.</i></li></ul></li><li>• Monitors and evaluates the performance of vendors and ensures that contracts and agreements are met and problems are dealt with on a timely basis<ul style="list-style-type: none"><li>○ District Planner II: <i>Develops, administers, and monitors planning and engineering consultant contracts; reviews and manages consultant work and compares tasks completed against invoice amounts to authorize payment.</i></li></ul></li><li>• Evaluates and makes recommendations relating to workflow and staffing patterns and assists in the establishment of performance standards and workload measures<ul style="list-style-type: none"><li>○ District Planner II: <i>Manages assigned projects and tasks; prepares scopes, schedules and budgets; monitors and approves expenditures; coordinates with participants and stakeholders; recommends adjustments as necessary.</i></li></ul></li><li>• Participates in meetings and serves as liaison with County departments and stakeholders, and represents the project in contacts with the public and private agencies and concerned community groups and organizations;<ul style="list-style-type: none"><li>○ District Planner II: <i>Prepares staff reports for the General Manager, Board of Directors, and various other committees and advisory boards as directed; conducts briefings and presents materials, project information, and recommendations at public meetings.</i></li><li>○ District Planner II: <i>Researches and compiles information for the preparation of use and management plans for District preserves and other planning activities; conducts or directs field or background research; meets with District personnel, members of the public, neighbors, and other agency staff to solicit input and identify problems and opportunities; plans and conducts public workshops and resolves issues.</i></li></ul></li></ul>	



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				<ul style="list-style-type: none"><li>Assists with the development and management of contracts, data sharing agreements, and other legal, regulatory, and compliance activities, in coordination with County Counsel and other County partners.<ul style="list-style-type: none"><li>District Planner II: <i>Develops and solicits consultant requests for proposal for professional services; evaluates proposals and recommends award of contract; administers contracts after award.</i></li><li>District Planner II: <i>Develops, administers, and monitors planning and engineering consultant contracts; reviews and manages consultant work and compares tasks completed against invoice amounts to authorize payment.</i></li><li>District Planner II: <i>Participates in the preparation and development of grant applications; assists Grants Program staff with administering grants, monitoring budgets, and submitting reimbursement requests and audit material; addresses project inquiries from granting agencies; prepares necessary grant-supporting reports.</i></li></ul></li><li>Conducts special studies and investigations in assigned program area<ul style="list-style-type: none"><li>District Planner II: <i>Develops, administers, and monitors planning and engineering consultant contracts; reviews and manages consultant work and compares tasks completed against invoice amounts to authorize payment.</i></li><li>District Planner II: <i>Reviews and provides interpretations of relevant zoning and other local codes and regulations for project applicability; provides interpretations of environmental and historic preservation regulations, laws, policies, and guidelines.</i></li><li>District Planner II: <i>Researches, analyzes, and interprets environmental and land use data and trends; prepares written reports on various advance planning matters and elements of other agency general and land use plans.</i></li></ul></li><li>Prepares and presents project status updates to internal and/or external partners and stakeholders, including detailed status reports and correspondences, as requested<ul style="list-style-type: none"><li>District Planner II: <i>Prepares staff reports for the General Manager, Board of Directors, and various other committees and advisory boards as directed; conducts briefings and presents materials, project information, and recommendations at public meetings.</i></li></ul></li><li>Assists with determining funding needs and obtaining external funding when necessary, through grants and/or contracts<ul style="list-style-type: none"><li>District Planner II: <i>Participates in the preparation and development of grant applications; assists Grants Program staff with administering grants, monitoring budgets, and submitting reimbursement requests and audit material; addresses project inquiries from granting agencies; prepares necessary grant-supporting reports.</i></li><li>District Planner II: <i>Manages assigned projects and tasks; prepares scopes, schedules and budgets; monitors and approves expenditures; coordinates with participants and stakeholders; recommends adjustments as necessary.</i></li></ul></li><li>Utilizes established project standards and procedures, and contributes to the development and continued improvement of project management tools<ul style="list-style-type: none"><li>District Planner II: <i>Manages assigned projects and tasks; prepares scopes, schedules and budgets; monitors and approves expenditures; coordinates with participants and stakeholders; recommends adjustments as necessary.</i></li><li>District Planner II: <i>Attends meetings, conferences, workshops, and training sessions; attends and participates in professional group meetings; stays abreast of new trends</i></li></ul></li></ul>	

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				<i>and innovations in the field of planning and other types of public services as they relate to the area of assignment.</i>	
East Bay Regional Park District	Planner	The Planner only requires one year of experience and does not have a project management component of their job description. The areas of knowledge do not include natural resource knowledge, resource management, site planning, project management, research methods, project budget preparation and management, principles of mathematics, record keeping, techniques for customer service, and field procedures that are all listed in District Planner II knowledge requirements. While the District Planner II matches the majority of the skills and the job requirements, there are much greater requirements for the Planner II that are better encompassed by the EBRPD Senior Planner.	More experienced role: Senior Planner	<p>The Senior Planner role at EBRPD is a much more comprehensive planning role that incorporates complex project management, contract management and includes a greater variety of project work including regional trails, which is a common component of District Planner II work.</p> <p>The EBRPD Senior Planner <i>serves as a liaison</i> to outside agencies, trail users and other community groups. The District Planner II is expected to <i>effectively represent the department and the District</i> in meetings with governmental agencies, community groups, and various businesses, professional, and regulatory organizations and individuals including in the format of public workshops with the goals to solicit input and identify problems and opportunities, and resolving issues.</p> <p>The EBRPD Senior Planner is much more aligned with the District Planner II in required areas of knowledge than is the EBRPD Planner, though the District Planner II has more required knowledge. The EBRPD Senior Planner is expected to have knowledge of interdisciplinary topics such as environmental evaluation procedures and laws, and trail planning, design concepts and trail maintenance. The District Planner II is expected to have interdisciplinary knowledge of one or more other disciplines including urban and regional planning, historic preservation, biology, earth sciences, ecology, etc. as well as concepts of ecology, flora, fauna, geological, aquatic, archaeological, and cultural resources of California. Additionally, the District Planner II is expected to have knowledge of basic concepts of architecture, landscape architecture, and engineering as they relate to assigned projects.</p> <p><u>Comparable responsibilities of a Senior Planner (verbatim from job descriptions):</u></p> <ul style="list-style-type: none"><li>Reviews assigned projects and develops project methods and procedures<ul style="list-style-type: none"><li>District Planner II: <i>Manages assigned projects and tasks; prepares scopes, schedules and budgets; monitors and approves expenditures; coordinates with participants and stakeholders; recommends adjustments as necessary.</i></li></ul></li><li>Leads project teams, working collaboratively and professionally with team members and stakeholders [Planning or Environmental Review, Regional Trails]<ul style="list-style-type: none"><li>District Planner II: <i>Researches and compiles information for the preparation of use and management plans for District preserves and other planning activities; conducts or directs field or background research; meets with District personnel, members of the public, neighbors, and other agency staff to solicit input and identify problems and opportunities; plans and conducts public workshops and resolves issues.</i></li></ul></li><li>Manages consultants in the preparation of studies, plans, designs and cost estimates for projects<ul style="list-style-type: none"><li>District Planner II: <i>Confers with and advises design and engineering professionals, building and construction professionals, environmental planners and professionals, attorneys, and the general public regarding District development policies and standards; provides and clarifies information relative to land use, environmental compliance, ADA compliance, historic preservation, capital improvement, and other issues.</i></li><li>District Planner II: <i>Develops, administers, and monitors planning and engineering consultant contracts; reviews and manages consultant work and compares tasks completed against invoice amounts to authorize payment.</i></li></ul></li><li>Independently evaluates the environmental impacts of capital and maintenance projects</li></ul>	<p>Associate Planner \$101,010 - \$114,309 Annually Top Monthly: \$9,525.75</p> <p>Senior Planner \$118,955.16 - \$134,555.16 Annually Top Monthly: \$11,212.93</p>

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				<ul style="list-style-type: none"><li>○ District Planner II: <i>Conducts and/or assists with the California Environmental Quality Act (CEQA) environmental analysis of capital improvements, facilities, maintenance activities, and proposed new public uses on District lands. Reviews and prepares CEQA documents (e.g., Initial Studies, Categorical Exceptions, Negative Declarations) and sections of CEQA documents (e.g., Mitigated Negative Declarations and Environmental Impacts Reports) as part of the CEQA Coordination program.</i></li><li>• Coordinates with resource regulatory agencies<ul style="list-style-type: none"><li>○ District Planner II: <i>Manages assigned projects and tasks; prepares scopes, schedules and budgets; monitors and approves expenditures; coordinates with participants and stakeholders; recommends adjustments as necessary.</i></li></ul></li><li>• Represents the Park District interests and supports Park District objectives in a wide range of community, environmental and public forums [Planning or Environmental Review, Regional Trails]<ul style="list-style-type: none"><li>○ District Planner II: <i>Prepares staff reports for the General Manager, Board of Directors, and various other committees and advisory boards as directed; conducts briefings and presents materials, project information, and recommendations at public meetings.</i></li><li>○ District Planner II: <i>Researches and compiles information for the preparation of use and management plans for District preserves and other planning activities; conducts or directs field or background research; meets with District personnel, members of the public, neighbors, and other agency staff to solicit input and identify problems and opportunities; plans and conducts public workshops and resolves issues.</i></li></ul></li><li>• Assists in the preparation of grant applications related to land use plans and capital projects [Planning or Environmental Review, Regional Trails]<ul style="list-style-type: none"><li>○ District Planner II: <i>Participates in the preparation and development of grant applications; assists Grants Program staff with administering grants, monitoring budgets, and submitting reimbursement requests and audit material; addresses project inquiries from granting agencies; prepares necessary grant-supporting reports.</i></li></ul></li><li>• Gathers, analyzes, and interprets data relating to local planning action referrals, general plans, specific plans, development proposals and environmental policy documents<ul style="list-style-type: none"><li>○ District Planner II: <i>Reviews and provides interpretations of relevant zoning and other local codes and regulations for project applicability; provides interpretations of environmental and historic preservation regulations, laws, policies, and guidelines.</i></li></ul></li><li>• Conducts site visits and field investigations as required [Planning or Environmental Review, Regional Trails]<ul style="list-style-type: none"><li>○ District Planner II: <i>Researches and compiles information for the preparation of use and management plans for District preserves and other planning activities; conducts or directs field or background research; meets with District personnel, members of the public, neighbors, and other agency staff to solicit input and identify problems and opportunities; plans and conducts public workshops and resolves issues.</i></li></ul></li><li>• Makes recommendations on land use planning issues<ul style="list-style-type: none"><li>○ District Planner II: <i>Compiles information for a variety of studies and reports; researches and reviews previous entitlements and records; develops recommendations and prepares written reports on various planning matters.</i></li></ul></li></ul>	

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Agency	Matched Position	Why do you disagree with the presented analysis?	What position, if any, do you think is a better match at the agency	Why do you believe the position(s) is a better match?	Additional comments regarding Benefits Detail and/or Total Compensation data.
				<ul style="list-style-type: none"><li>• Conducts research on park resources, prepares comprehensive reports, and recommends courses of action<ul style="list-style-type: none"><li>○ District Planner II: <i>Compiles information for a variety of studies and reports; researches and reviews previous entitlements and records; develops recommendations and prepares written reports on various planning matters.</i></li><li>○ District Planner II: <i>Researches, analyzes, and interprets environmental and land use data and trends; prepares written reports on various advance planning matters and elements of other agency general and land use plans.</i></li></ul></li><li>• Selects and monitors outside consultants [Planning or Environmental Review, Regional Trails]<ul style="list-style-type: none"><li>○ District Planner II: <i>Develops and solicits consultant requests for proposal for professional services; evaluates proposals and recommends award of contract; administers contracts after award.</i></li><li>○ District Planner II: <i>Develops, administers, and monitors planning and engineering consultant contracts; reviews and manages consultant work and compares tasks completed against invoice amounts to authorize payment.</i></li></ul></li><li>• Prepares environmental impact documents and land use plans<ul style="list-style-type: none"><li>○ District Planner II: <i>Conducts and/or assists with the California Environmental Quality Act (CEQA) environmental analysis of capital improvements, facilities, maintenance activities, and proposed new public uses on District lands. Reviews and prepares CEQA documents (e.g., Initial Studies, Categorical Exceptions, Negative Declarations) and sections of CEQA documents (e.g., Mitigated Negative Declarations and Environmental Impacts Reports) as part of the CEQA Coordination program.</i></li><li>○ District Planner II: <i>Participates in the scoping, planning, preliminary design and environmental review of capital improvement projects related to new trails, parking lots, or facilities.</i></li></ul></li><li>• Provides follow-up coordination in the design and construction phase of land use plans<ul style="list-style-type: none"><li>○ District Planner II: <i>Confers with and advises design and engineering professionals, building and construction professionals, environmental planners and professionals, attorneys, and the general public regarding District development policies and standards; provides and clarifies information relative to land use, environmental compliance, ADA compliance, historic preservation, capital improvement, and other issues.</i></li></ul></li><li>• Presents Park District positions in written responses and at public hearings<ul style="list-style-type: none"><li>○ District Planner II: <i>Prepares staff reports for the General Manager, Board of Directors, and various other committees and advisory boards as directed; conducts briefings and presents materials, project information, and recommendations at public meetings.</i></li><li>○ District Planner II: <i>Prepares staff reports for use and management plan amendments, feasibility and planning studies, contract solicitation and authorization, permit applications, and grant proposals.</i></li></ul></li><li>• Communicates on an ongoing basis with developers and public agencies<ul style="list-style-type: none"><li>○ District Planner II: <i>Manages assigned projects and tasks; prepares scopes, schedules and budgets; monitors and approves expenditures; coordinates with participants and stakeholders; recommends adjustments as necessary.</i></li></ul></li></ul>	

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				<ul style="list-style-type: none"><li>• Prepares long range plans, special reports and studies, correspondence, cost estimates, working maps and displays as required<ul style="list-style-type: none"><li>○ District Planner II: <i>Researches and compiles information for the preparation of use and management plans for District preserves and other planning activities; conducts or directs field or background research; meets with District personnel, members of the public, neighbors, and other agency staff to solicit input and identify problems and opportunities; plans and conducts public workshops and resolves issues.</i></li><li>○ District Planner II: <i>Prepares staff reports for use and management plan amendments, feasibility and planning studies, contract solicitation and authorization, permit applications, and grant proposals.</i></li><li>○ District Planner II: <i>Produces maps, graphics, charts, public notices and other supporting information for assigned projects and planning activities, including those for presentations, meetings, reports and studies.</i></li></ul></li><li>• Conducts varied trail related planning projects, including feasibility studies and local and regional trail planning efforts<ul style="list-style-type: none"><li>○ District Planner II: <i>Participates in the scoping, planning, preliminary design and environmental review of capital improvement projects related to new trails, parking lots, or facilities.</i></li></ul></li><li>• Manages projects through construction utilizing staff and/or outside contractors<ul style="list-style-type: none"><li>○ District Planner II: <i>Confers with and advises design and engineering professionals, building and construction professionals, environmental planners and professionals, attorneys, and the general public regarding District development policies and standards; provides and clarifies information relative to land use, environmental compliance, ADA compliance, historic preservation, capital improvement, and other issues.</i></li></ul></li><li>• Serves as liaison to outside agencies, trail users and other community groups<ul style="list-style-type: none"><li>○ District Planner II: <i>Researches and compiles information for the preparation of use and management plans for District preserves and other planning activities; conducts or directs field or background research; meets with District personnel, members of the public, neighbors, and other agency staff to solicit input and identify problems and opportunities; plans and conducts public workshops and resolves issues.</i></li></ul></li><li>• Gathers, analyzes, and interprets data relating to local trail related planning actions, general plans, specific plans, development proposals and environmental policy documents, as assigned and reviews and comments to ensure the Park District’s interests are protected<ul style="list-style-type: none"><li>○ District Planner II: <i>Reviews and provides interpretations of relevant zoning and other local codes and regulations for project applicability; provides interpretations of environmental and historic preservation regulations, laws, policies, and guidelines.</i></li></ul></li><li>• Analyzes data, creates maps, and communicates ideas and/or concerns using Global Positioning System (GPS) and Geographic Information System (GIS)<ul style="list-style-type: none"><li>○ District Planner II: <i>Utilizes computer-based or other systems such as GIS or GPS for management and analysis of data regarding District lands, facilities, natural resources and activities.</i></li></ul></li><li>• Ensures trail projects to be owned, operated or managed by the Park District, are designed consistent with Park District standards<ul style="list-style-type: none"><li>○ District Planner II: <i>Participates in the scoping, planning, preliminary design and environmental review of capital improvement projects related to new trails, parking lots, or facilities.</i></li></ul></li></ul>	

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				<ul style="list-style-type: none"><li>○ District Planner II: <i>Confers with and advises design and engineering professionals, building and construction professionals, environmental planners and professionals, attorneys, and the general public regarding District development policies and standards; provides and clarifies information relative to land use, environmental compliance, ADA compliance, historic preservation, capital improvement, and other issues.</i></li></ul>	
County of Sacramento	Assistant Planner	<p>There are no requirements for work experience if candidates have a 4-year degree in a relevant field. Many of the tasks are more related to urban planning and data analysis and there is no project management, contract management, consultant management component.</p> <p><u>Comparable responsibilities of an Assistant Planner (verbatim from job descriptions):</u></p> <ul style="list-style-type: none"><li>• Reviews proposed development or public infrastructure project plans and/or applications for variance and other development permits and approvals<ul style="list-style-type: none"><li>○ District Planner II: No Matching function</li></ul></li><li>• Researches, compiles, analyzes, and interprets information and data in the preparation of environmental documentation and special reports.<ul style="list-style-type: none"><li>○ District Planner II: <i>Researches and compiles information for the preparation of use and management plans for District</i></li></ul></li></ul>	No Match	<p>The City of Sacramento has no directly comparable position. The Assistant Planner is an entry level planning job with no required experience and the next more experienced planning position (Associate Planner) only requires one year of experience, but is mainly focused on supervision. Both positions are more oriented to permitting proponents projects and are much more urban focused.</p> <p><u>Comparable responsibilities of an Associate Planner (verbatim from job descriptions):</u></p> <ul style="list-style-type: none"><li>• Plans, prioritizes, assigns, supervises, reviews and participates in the work of staff responsible for the preparation and administration of general plan amendments, subdivision, land use and zoning regulations, community plans, planning staff reports and environmental documents.<ul style="list-style-type: none"><li>○ District Planner II: No matching function</li></ul></li><li>• Works with employees to correct deficiencies; recommends and/or implements discipline and termination procedures<ul style="list-style-type: none"><li>○ District Planner II: No matching function</li></ul></li><li>• Provides and/or coordinates staff training in accordance with established policies and procedures.<ul style="list-style-type: none"><li>○ District Planner II: No matching function</li></ul></li><li>• Coordinates and reviews the work plan for assigned functions, services, and activities; assigns work activities and projects; monitors work flow; reviews and evaluates work products, methods and procedures; meets with staff to identify and resolve problems; ensures work is performed accurately and that timelines are met; ensures compliance with established policies, procedures, and related regulations.<ul style="list-style-type: none"><li>○ District Planner II: <i>Confers with and advises design and engineering professionals, building and construction professionals, environmental planners and professionals, attorneys, and the general public regarding District development policies and standards; provides and clarifies information relative to land use, environmental compliance, ADA compliance, historic preservation, capital improvement, and other issues.</i></li><li>○ District Planner II: <i>Manages assigned projects and tasks; prepares scopes, schedules and budgets; monitors and approves expenditures; coordinates with participants and stakeholders; recommends adjustments as necessary.</i></li></ul></li><li>• Performs more technical and complex tasks of the work unit, which may include such duties as selecting, managing and administering the services of consultants; reviewing work products for technical accuracy and compliance with local, State and Federal regulations, overseeing budget and financial records.<ul style="list-style-type: none"><li>○ District Planner II: <i>Develops, administers, and monitors planning and engineering consultant contracts; reviews and manages consultant work and compares tasks completed against invoice amounts to authorize payment.</i></li></ul></li></ul>	

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		<p><i>preserves and other planning activities; conducts or directs field or background research; meets with District personnel, members of the public, neighbors, and other agency staff to solicit input and identify problems and opportunities; plans and conducts public workshops and resolves issues.</i></p> <ul style="list-style-type: none"> <li>• Presents proposals and recommendations to local planning committees, councils, public agencies, and community groups. <ul style="list-style-type: none"> <li>○ District Planner II: <i>Prepares staff reports for the General Manager, Board of Directors, and various other committees and advisory boards as directed; conducts briefings and presents materials, project information, and recommendations at public meetings.</i></li> </ul> </li> </ul>			



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		<ul style="list-style-type: none"><li>○ District Planner II: <i>Researches and compiles information for the preparation of use and management plans for District preserves and other planning activities; conducts or directs field or background research; meets with District personnel, members of the public, neighbors, and other agency staff to solicit input and identify problems and opportunities; plans and conducts public workshops and resolves issues.</i></li><li>● No Project Management duties<ul style="list-style-type: none"><li>○ District Planner II: <i>Manages assigned projects and tasks; prepares scopes, schedules and budgets; monitors and approves expenditures; coordinates with participants and stakeholders;</i></li></ul></li></ul>			

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		<p><i>recommends adjustments as necessary.</i></p> <ul style="list-style-type: none"><li>No contract or consultant management duties<ul style="list-style-type: none"><li>District Planner II: <i>Develops, administers, and monitors planning and engineering consultant contracts; reviews and manages consultant work and compares tasks completed against invoice amounts to authorize payment.</i></li></ul></li></ul>			
County of San Mateo	Planner II	The County’s Planner II lacks the primary project management functions. This position functions similar to a planner at a city, and process applicant’s projects through the county’s approval process, instead of managing the agency’s capital projects, that the District Planner II performs.	<p>Functional Hybrid</p> <p>Planner II-Capital Projects Manager I</p>	<p>Planner II requires: 2 years’ experience CPM 1 Requires: 3 years’ experience</p> <p>Due to the County’s Planner II position’s lack of primary project management function, the District’s Planner II position is best represented by a hybrid with Captial Project Manager I, which fills that gap.</p> <p><u>Comparable responsibilities of a Capital Projects Manager I (verbatim from job descriptions):</u></p> <ul style="list-style-type: none"><li>Manage the consultant, contractor and vendor selection process, including the solicitation and evaluation of bids, coordinating requests for proposals and obtaining Board of Supervisors approvals.<ul style="list-style-type: none"><li>District Planner II: <i>Develops and solicits consultant requests for proposal for professional services; evaluates proposals and recommends award of contract; administers contracts after award.</i></li></ul></li><li>Provide guidance and coordination of work to consultants and contractors related to project criteria, regulations, codes, standards and schedules.<ul style="list-style-type: none"><li>District Planner II: <i>Develops, administers, and monitors planning and engineering consultant contracts; reviews and manages consultant work and compares tasks completed against invoice amounts to authorize payment.</i></li><li>District Planner II: <i>Reviews and provides interpretations of relevant zoning and other local codes and regulations for project applicability; provides interpretations of environmental and historic preservation regulations, laws, policies, and guidelines.</i></li></ul></li></ul>	<p>Capital Projects Manager 1: \$106,371.20 - \$132,974.40 Annually Top Monthly: \$11,081.20</p> <p>Planner II: \$88,899.20 - \$111,113.60 Annually Top Monthly: \$9,259.47 Monthly</p>

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				<ul style="list-style-type: none"><li>• Communicate orally and in writing with county officials, other county departments consultants, contractors, architects, engineers, outside agencies and the public on assigned projects.<ul style="list-style-type: none"><li>○ District Planner II: <i>Prepares staff reports for the General Manager, Board of Directors, and various other committees and advisory boards as directed; conducts briefings and presents materials, project information, and recommendations at public meetings.</i></li><li>○ District Planner II: <i>Confers with and advises design and engineering professionals, building and construction professionals, environmental planners and professionals, attorneys, and the general public regarding District development policies and standards; provides and clarifies information relative to land use, environmental compliance, ADA compliance, historic preservation, capital improvement, and other issues.</i></li></ul></li><li>• Keep projects within approved budget, and on their approved schedule; analyze claims, project costs, verify expenses, obtain fiscal approval when required and approve contractor/ consultant payment requests.<ul style="list-style-type: none"><li>○ District Planner II: <i>Manages assigned projects and tasks; prepares scopes, schedules and budgets; monitors and approves expenditures; coordinates with participants and stakeholders; recommends adjustments as necessary.</i></li><li>○ District Planner II: <i>Develops, administers, and monitors planning and engineering consultant contracts; reviews and manages consultant work and compares tasks completed against invoice amounts to authorize payment.</i></li></ul></li><li>• Assure that the pre-architectural work and conceptual designs meet the County's needs and are compatible with master plans.<ul style="list-style-type: none"><li>○ District Planner II: <i>Confers with and advises design and engineering professionals, building and construction professionals, environmental planners and professionals, attorneys, and the general public regarding District development policies and standards; provides and clarifies information relative to land use, environmental compliance, ADA compliance, historic preservation, capital improvement, and other issues.</i></li></ul></li><li>• Prepare correspondence, communication and reports for the Board of Supervisors.<ul style="list-style-type: none"><li>○ District Planner II: <i>Prepares staff reports for the General Manager, Board of Directors, and various other committees and advisory boards as directed; conducts briefings and presents materials, project information, and recommendations at public meetings.</i></li></ul></li><li>• Act as coordinating liaison with county officials, consultants, contractors, architects, engineers, outside agencies and the public regarding capital improvement projects.<ul style="list-style-type: none"><li>○ District Planner II: <i>Confers with and advises design and engineering professionals, building and construction professionals, environmental planners and professionals, attorneys, and the general public regarding District development policies and standards; provides and clarifies information relative to land use, environmental compliance, ADA compliance, historic preservation, capital improvement, and other issues.</i></li><li>○ District Planner II: <i>Monitors and conducts external project reviews to identify potential issues or development proposals of private or public lands near or adjacent to open space preserves that may impact District interests and goals; assists in preparing recommendations to permitting agencies or landowners to minimize</i></li></ul></li></ul>	

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				<p><i>impacts on District lands or that may affect District interests; prepares comment letters for review by a more senior level planner or the Planning Manager, as appropriate.</i></p> <ul style="list-style-type: none"><li>• Maintain all project documents, recommend acceptance of assigned projects as being complete and perform project closeout.<ul style="list-style-type: none"><li>○ District Planner II: <i>Compiles information for a variety of studies and reports; researches and reviews previous entitlements and records; develops recommendations and prepares written reports on various planning matters.</i></li><li>○ District Planner II: <i>Prepares staff reports for the General Manager, Board of Directors, and various other committees and advisory boards as directed; conducts briefings and presents materials, project information, and recommendations at public meetings.</i></li></ul></li><li>• Work with consultants, architects, engineers, end users, building inspectors, maintenance and operations staff, contractors and vendors during the course of projects.<ul style="list-style-type: none"><li>○ District Planner II: <i>Develops, administers, and monitors planning and engineering consultant contracts; reviews and manages consultant work and compares tasks completed against invoice amounts to authorize payment.</i></li><li>○ District Planner II: <i>Researches and compiles information for the preparation of use and management plans for District preserves and other planning activities; conducts or directs field or background research; meets with District personnel, members of the public, neighbors, and other agency staff to solicit input and identify problems and opportunities; plans and conducts public workshops and resolves issues.</i></li></ul></li></ul>	
County of Marin	Open Space Planner	Open Space Planner role may supply consultants with necessary information to carry out work, but are not responsible for the management/supervision of consultants like the way District Planner IIs do and as described in the Senior Open Space Planner position.	<b>More experienced role: Senior Open Space Planner</b>	<p>Open Space Planner: 1 year experience Senior Open Space Planner: 3 years’ experience</p> <p>The Senior Open Space Planner position may perform duties expected of Assistant Planner or Associate Planner roles, but also performs duties of greater complexity. Senior Planner position is responsible for all aspects of project management from contact administration and supervision of consultant work which is unique to that position, and are required primary functions of District Planner II.</p> <p><u>Comparable responsibilities of a Senior Planner (verbatim from job descriptions):</u></p> <ul style="list-style-type: none"><li>• Review and monitor development projects of considerable complexity that affect open space and public trail interests.<ul style="list-style-type: none"><li>○ District Planner II: <i>Monitors and conducts external project reviews to identify potential issues or development proposals of private or public lands near or adjacent to open space preserves that may impact District interests and goals; assists in preparing recommendations to permitting agencies or landowners to minimize impacts on District lands or that may affect District interests; prepares comment letters for review by a more senior level planner or the Planning Manager, as appropriate.</i></li></ul></li><li>• Reviews routine to complex planning projects, which may include land use, management, policy, natural resources, regional, site and long range, and capital improvement planning, design and implementation.<ul style="list-style-type: none"><li>○ District Planner II: <i>Participates in the scoping, planning, preliminary design and environmental review of capital improvement projects related to new trails, parking lots, or facilities.</i></li></ul></li></ul>	<p>Open Space Planner: \$89,836.50 - \$107,367.00 Annually Top Monthly: \$8,947.25</p> <p>Senior Planner: \$102,219.00 - \$122,304.00 Annually Top Monthly: \$10,192.00</p>

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				<ul style="list-style-type: none"><li>○ District Planner II: <i>Reviews routine to complex planning projects, which may include land use, management, policy, natural resources, regional, site and long range, and capital improvement planning, design and implementation.</i></li><li>● Assist with development of open space policies.<ul style="list-style-type: none"><li>○ District Planner II: <i>Prepares staff reports for use and management plan amendments, feasibility and planning studies, contract solicitation and authorization, permit applications, and grant proposals.</i></li><li>○ District Planner II: <i>Compiles information for a variety of studies and reports; researches and reviews previous entitlements and records; develops recommendations and prepares written reports on various planning matters.</i></li></ul></li><li>● Prepare and assist with preparation of grant proposals.<ul style="list-style-type: none"><li>○ District Planner II: <i>Participates in the preparation and development of grant applications; assists Grants Program staff with administering grants, monitoring budgets, and submitting reimbursement requests and audit material; addresses project inquiries from granting agencies; prepares necessary grant-supporting reports.</i></li></ul></li><li>● Supervise and review the work of consultants and contractors and supply same with information necessary to carry out their work on projects in a timely fashion.<ul style="list-style-type: none"><li>○ District Planner II: <i>Develops, administers, and monitors planning and engineering consultant contracts; reviews and manages consultant work and compares tasks completed against invoice amounts to authorize payment.</i></li><li>○ District Planner II: <i>Confers with and advises design and engineering professionals, building and construction professionals, environmental planners and professionals, attorneys, and the general public regarding District development policies and standards; provides and clarifies information relative to land use, environmental compliance, ADA compliance, historic preservation, capital improvement, and other issues.</i></li></ul></li><li>● Prepare or oversee preparation of environmental review documents and permit applications for open space projects.<ul style="list-style-type: none"><li>○ District Planner II: <i>Conducts and/or assists with the California Environmental Quality Act (CEQA) environmental analysis of capital improvements, facilities, maintenance activities, and proposed new public uses on District lands. Reviews and prepares CEQA documents (e.g., Initial Studies, Categorical Exceptions, Negative Declarations) and sections of CEQA documents (e.g., Mitigated Negative Declarations and Environmental Impacts Reports) as part of the CEQA Coordination program.</i></li></ul></li><li>● Prepare or oversee preparation of bid documents for open space projects.<ul style="list-style-type: none"><li>○ District Planner II: <i>Develops and solicits consultant requests for proposal for professional services; evaluates proposals and recommends award of contract; administers contracts after award.</i></li><li>○ District Planner II: <i>Participates in the scoping, planning, preliminary design and environmental review of capital improvement projects related to new trails, parking lots, or facilities.</i></li></ul></li><li>● Represent the Open Space District at public or private meetings as assigned or necessary.<ul style="list-style-type: none"><li>○ District Planner II: <i>Prepares staff reports for the General Manager, Board of Directors, and various other committees and advisory boards as directed; conducts</i></li></ul></li></ul>	

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				<div><div>briefings and presents materials, project information, and recommendations at public meetings.</div><div><div><div>○ District Planner II: Researches and compiles information for the preparation of use and management plans for District preserves and other planning activities; conducts or directs field or background research; meets with District personnel, members of the public, neighbors, and other agency staff to solicit input and identify problems and opportunities; plans and conducts public workshops and resolves issues.</div><div>• Prepare and assist in the administration of construction contracts, professional service agreements, and other agreements.<div><div>○ District Planner II: Develops and solicits consultant requests for proposal for professional services; evaluates proposals and recommends award of contract; administers contracts after award.</div><div>○ District Planner II: Develops, administers, and monitors planning and engineering consultant contracts; reviews and manages consultant work and compares tasks completed against invoice amounts to authorize payment.</div></div></div></div></div></div>	
Livermore Area Recreation and Park District	N/C				
Marin Municipal Water District	N/C				



# ASSOCIATE ENVIRONMENTAL PLANNER

Class  
Code:  
PA5

Bargaining Unit: Employees  
Association

SANTA CLARA VALLEY WATER DISTRICT (CA)  
Revision Date: Dec 2, 2019

## SALARY RANGE

\$120,640.00 - \$154,419.20 Annually

## DESCRIPTION:

### Duties:

To provide environmental policy expertise to management to achieve Board objectives and compliance with environmental regulations and laws; represent District interests in fulfilling its responsibilities under the California Environmental Quality Act (CEQA) and the National Environmental Policy Act (NEPA); to document a clear administrative record of the District's environmental planning and CEQA processes; to advise and guide project teams in the planning, design and execution of plans, projects, activities, and programs in water supply, water utility, flood protection, and watershed stewardship; and to perform a variety of tasks relative to assigned area of responsibility.

### Experience:

Five (5) years of experience performing professional-level responsibilities as an environmental planner.

A Master's degree from an accredited college or university with major coursework in environmental studies, environmental planning, city and regional planning, environmental science, natural resources management, geography or related field may substitute for two (2) years of experience.

Two (2) years performing professional-level planning, not involving full-time work on environmental regulations, may substitute for each year of the required environmental planning experience.

Professional certification in a relevant field or subject matter may substitute for a year of experience.

This may include, but is not limited to, certification as an: AICP Certified Environmental Planner, AICP Certified Planner, AICP Certified Transportation Planner, Professional Wildlife Biologist, or other certification provided by the state of California or a nationally recognized professional organization related to environmental planning.

### Training:

Equivalent to a Bachelor's degree from an accredited college or university with major coursework in environmental studies, environmental planning, city and regional planning, environmental science, natural resources management, geography, or a related field.

### Special Requirement:



Possession of, or ability to obtain, an appropriate, valid California driver's license. Individuals who do not meet the driver's license requirement due to a disability will be considered for a reasonable accommodation on a case-by-case basis. Selected candidate will be required to successfully pass a medical examination.

To review the Classification Specification, please click [here](#)

## SELECTION PROCESS:

- (1) The selection process may include one or more of the following: application review, application assessment, performance exercise, written exercise and/or interview.
- (2) The Employment Application, Qualifying Information Questions and/or Supplemental Questions will be evaluated based on the ideal candidate criteria listed above. Resumes are highly recommended.

**NOTE:** Position and start date is subject to availability of funds. Valley Water retains the right to repost this position as deemed necessary.

***Consideration may be given to existing applicant pools within the same classification.***

*Valley Water's Equal Opportunity Non-Discrimination Policy is available for review upon request.*

*Valley Water will make reasonable efforts in the examination process to accommodate persons with disabilities. Please advise Human Resources in advance of any special needs by calling 408-630-2260.*

*Please be aware that once submitted all application materials become the property of Valley Water and will not be returned. Human Resources staff are not authorized to make copies of application materials for applicants.*



# PROJECT MANAGER

Class  
Code:  
EC3

Bargaining Unit: Engineers  
Society

SANTA CLARA VALLEY WATER DISTRICT (CA)  
Revision Date: Dec 20, 2019

## SALARY RANGE

\$139,672.00 - \$178,776.00 Annually

### DESCRIPTION:

**Duties:**

To manage part of a major project or a total project of moderate scope; to perform complex professional project management work as a team member for capital and operating projects and strategic issues within District policies; to participate in and review project initiation, planning, change management, control, and close-out procedures; to provide full supervision to assigned staff; and to perform a variety of tasks relative to assigned area of responsibility.

**Experience:**

Three (3) years of increasingly responsible project management or analytical experience including the supervision of professional and technical staff related to the field of assignment.

**Substitution:**

Directly related experience may be substituted for the college requirement on the basis of one and one-half years of experience for one year of education to a maximum of four years.

**Training:**

Equivalent to a Bachelor's degree from an accredited college or university with major course work in business administration, engineering, public administration, science or a related field.

**Special Requirement:**

Possession of, or ability to obtain, an appropriate, valid California driver's license. Individuals who do not meet the driver's license requirement due to a disability will be considered for a reasonable accommodation on a case-by-case basis. Selected candidate may be required to successfully pass a medical examination.

To review the Classification Specification, please click [here](#)

**SELECTION PROCESS:**

- (1) The selection process may include one or more of the following: application review, application assessment, performance exercise, written exercise and/or interview.
- (2) The Employment Application, Qualifying Information Questions and/or Supplemental Questions will be evaluated based on the ideal candidate criteria listed above. Resumes are highly recommended.

**NOTE:** Position and start date is subject to availability of funds. Valley Water retains the right to repost this position as deemed necessary.

***Consideration may be given to existing applicant pools within the same classification.***

*Valley Water's Equal Opportunity Non-Discrimination Policy is available for review upon request.*

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# PARK PLANNER

Class Code:  
85062

Bargaining Unit: SEIU - Parks General Unit

COUNTY OF RIVERSIDE  
Established Date: Sep 27, 2007  
Revision Date: Sep 27, 2007

## SALARY RANGE

\$36.70 - \$50.62 Hourly  
\$6,361.33 - \$8,773.96 Monthly  
\$76,336.00 - \$105,287.54 Annually

## CLASS CONCEPT:

Under direction, to perform responsible architectural and landscape architectural work in the design and development of plans and specifications for construction of parks and recreational areas; or may examine and review plans and specification prepared by consultants; to provide construction supervision on contract projects; and to do other work as required.

Incumbents of positions in this class report to a Senior Park Planner. Incumbents either design and develop park plans and specifications; or conduct site evaluations and perform preliminary planning and approve specifications developed by consultants. Incumbents are responsible for performing the less complex work with relative independence while closer control would be exercised over the more difficult work. Incumbents may supervise sub-professionals in performing park-planning work.

## REPRESENTATION UNIT:

SEIU - Parks General Unit

## EXAMPLES OF ESSENTIAL DUTIES:

(Depending on the area of assignment, duties may include, but are not limited to, the following)

- May prepare plans and specifications for major proposed park projects, including buildings, parkways, landscaping, recreational, and sanitary facilities.
- May examine and approve detailed plans and specifications prepared by outside consultants.
- Locate sources and apply for grant funding.
- May prepare site assessment schematics and develop RFP.

- Select, or assist in selecting, consultants and/or parks construction contractors.
- Coordinate obtaining necessary permits and clearance for construction.
- Prepare estimates of needed materials, supplies, and equipment.
- Provide construction supervision of work done under contract to insure compliance with plans and specifications.
- May directly supervise small crews performing work on minor construction or maintenance projects.
- Compile data on departmental maintenance and operation costs for budgeting purposes.
- May represent the department when dealing with the public or others on planning and construction matters.
- Prepare correspondence and reports.

## RECRUITING GUIDELINES:

**Education:** Graduation from an accredited college with a Bachelor's degree in landscape architecture, architecture, urban planning, environmental science, park administration or closely related field. Additional qualifying experience may be substituted for the required education on a year-for-year basis to a maximum of two years.

**Experience:** One year of experience in park development planning and project management, urban open space planning, land use planning or architectural/landscape design and construction.

**Knowledge of:** The principles and practices of architecture and landscape architecture, construction, and maintenance; modern surveying and construction methods; construction and landscape materials.

**Ability to:** Estimate costs and prepare architectural and landscape plans; use proper techniques in the collection, analysis, and presentation of data; work cooperatively with others.

## OTHER REQUIREMENTS:

**License/Certificate:** Possession of a valid California Driver's License may be required for some positions.

## PRE-EMPLOYMENT:

All employment offers are contingent upon successful completion of both a pre-employment physical exam, including a drug/alcohol test, and a criminal background investigation, which

involves fingerprinting. (A felony or misdemeanor conviction may disqualify the applicant from County employment).

**PROBATIONARY PERIOD:**

As an Approved Local Merit System, all County of Riverside employees, except those serving "At Will," are subject to the probationary period provisions as specified in the applicable Memorandum of Understanding, County Resolution, or Salary Ordinance. Temporary and Per Diem employees serve at the pleasure of the agency/department head.



# SENIOR PARK PLANNER

Class Code:  
85063

Bargaining Unit: SEIU - Parks Supervisory

COUNTY OF RIVERSIDE  
Established Date: Sep 27, 2007  
Revision Date: Sep 27, 2007

## SALARY RANGE

\$40.73 - \$56.19 Hourly  
\$7,059.75 - \$9,738.96 Monthly  
\$84,716.94 - \$116,867.50 Annually

## CLASS CONCEPT:

Under general direction, to coordinate, oversee and supervise the planning, design, and construction of all County parks and recreational areas and facilities; and to do other related work as required.

The incumbents of this class reports to an Assistant General Manager and are responsible for supervising and/or coordinating and reviewing the work of professional and sub-professional personnel in carrying out a complete park and recreational area development program. The park planning function includes both reviewing plans and supervising the construction of County park facilities.

## REPRESENTATION UNIT:

SEIU - Parks Supervisory

## EXAMPLES OF ESSENTIAL DUTIES:

(Depending on the area of assignment, duties may include, but are not limited to, the following)

- Assigns and reviews the preparation of plans and specifications for major proposed park projects, including buildings, parkways, landscaping, recreational, and sanitary facilities; Reviews estimates of needed materials, supplies, and equipment.



- Participates in the establishment of short-range and long-range department goals.

## ATTACHMENT 1

- Selects and negotiates with consultants, and reviews their work; Negotiates and prepares construction contracts.
- Locate sources and apply for grant funding; May prepare site assessment schematics and develop RFP.
- Coordinates work with other public agencies, including the Corps of Engineers, Water Quality Control Board, public health agencies, various funding agencies, and others.
- Prepares section budget and participates in development of construction budget.
- Represents the department in dealing with the public or others on planning and construction matters; prepares correspondence and reports.

## RECRUITING GUIDELINES:

Knowledge of: Principles of supervision; Principles and practices of engineering architecture and landscape architecture as applied to park and recreational area design, construction, and maintenance; Modern surveying and construction methods; Construction and landscape materials.

Ability to: Plan, schedule, assign, and review professional park planning and construction work; Supervise and coordinate work of subordinates and of contractors; Motivate and evaluate the work performance of subordinates; Estimate costs and prepare plans and budgets; Prepare complete and accurate reports; Negotiate and supervise construction projects; Work effectively with other agencies; Perform technical research; Analyze situations accurately and adopt effective courses of action.

Education: Graduation from an accredited college with a Bachelor's degree in Landscape Architecture, Architecture, Urban Planning, Environmental Science, Park Administration or closely related field. Additional qualifying experience may be substituted for the required education on a year-for-year basis to a maximum of two years.

Experience: Two years of professional experience in park development planning and project management, urban open space planning, land use planning, or the design and construction of park or recreational areas.

## OTHER REQUIREMENTS:

License: Possession of a valid California Driver's License may be required.

## **PRE-EMPLOYMENT:**

All employment offers are contingent upon successful completion of both a pre-employment physical exam, including a drug/alcohol test, and a criminal background investigation, which involves fingerprinting. (A felony or misdemeanor conviction may disqualify the applicant from County employment).

## **PROBATIONARY PERIOD:**

As an Approved Local Merit System, all County of Riverside employees, except those serving "At Will," are subject to the probationary period provisions as specified in the applicable Memorandum of Understanding, County Resolution, or Salary Ordinance. Temporary and Per Diem employees serve at the pleasure of the agency/department head.



URBAN/REGIONAL  
PLANNER III

Class Code:  
74804

Bargaining Unit: SEIU - Professional

COUNTY OF RIVERSIDE  
Established Date: Jul 24, 2003  
Revision Date: May 10, 2007

SALARY RANGE

\$36.18 - \$50.62 Hourly  
\$6,270.71 - \$8,773.89 Monthly  
\$75,248.58 - \$105,286.69 Annually

CLASS CONCEPT:

Under direction, to perform difficult and complex urban/regional planning research and evaluation, which examines the interrelationship between social, economic, and physical systems, and public land use policies; prepare planning and environmental studies, reports, plans and projects; explain to the public the County's planning program, policies, ordinances and regulations as they relate to the construction and use of buildings, structures, and the use of land; present studies and recommendations to the administrative, advisory and legislative bodies; and to do other work as required.

The Urban/Regional Planner III class is the fully-qualified working level in the professional Planner series and is characterized by a variety of regular and unusual assignments following standard staff procedures without instruction. Requires frequent choices in the application of a variety of standard planning policies, methods or procedures to specific circumstances. The incumbent solves assignment problems through conference with a project manager, or independently in the absence of a technical leader, subject to later review by a supervisor.

Positions at this journey level may be underfilled by the incumbent's advancement from Urban/ Regional Planner I, to Urban/Regional Planner II and then, to the Urban/Regional Planner III level upon meeting minimum requirements and subject to successful job performance; or, they are filled from an open recruitment where the candidate may be placed on any level in the series depending on meeting the appropriate qualification standards for the level of hire; Urban/Regional Planner IV is the next higher class and differs from this level in that it is the advanced working and lead level in the series.

REPRESENTATION UNIT:

SEIU - Professional

EXAMPLES OF ESSENTIAL DUTIES:

(Depending on the area of assignment, duties may include, but are not limited to, the following)

- Conducts studies necessary to meet urban/regional planning objectives for social, physical, environmental, economic and/or governmental resources, by researching, compiling, synthesizing, analyzing and interpreting information and data, either in the course of routine work (such as processing development applications), or for purposes that are described in a specific assignment (such as drafting parts of developmental policy guidelines or assigned sections of the general plan and area plans) the results of which are submitted for review and acceptance, or for consolidation by a supervisor.
- Contacts other parties (individuals, groups, sections, divisions, departments and regional or state agencies) to discuss review of various technical or legal aspects of projects or programs (i.e., applications for zoning changes, conditional uses, variances, plot plan approvals, and subdivision approvals), some of which may be controversial or politically sensitive, in order to define problems and alternative solutions, by guiding reviews for: consistency with the general plan or other policy plans, compliance with local ordinances and regional and state requirements, and extent of environmental impact; or, to exchange or clarify information used in developing regional plans, including analysis of existing plans and identification of deficiencies in policy or legal authority, and definition of areas for policy consideration and decision, using coordination efforts and/or a negotiation process to achieve the desired outcome, as part of the direction in an ongoing planning process.
- Makes field trips to property sites and surrounding areas to gather facts and conduct investigations of proposed project sites, or in order to have direct knowledge of the location or project under study,. The incumbent will normally use a County vehicle to arrive at the site, and may have to walk or other means to access portions of the property as necessary to examine features requiring detailed evaluation; assignments could include direction to carry out specific tasks (i.e., record field notes, or take photographs and other preparations to assist with related visual displays).
- Prepares written reports used to communicate information, findings and recommendations (often as part of a decision-making process), by assembling pertinent facts in a format adopted for the specific purpose (such as public hearing case reports), with completed work subject to review by a supervisor.
- Makes oral presentations to public groups and governmental bodies to explain and clarify planning reports and recommendations, with presentations supported by subject matter research and data consistent with the needs of the forum or audience.

RECRUITING GUIDELINES:

OPTION I

One year of experience at the level of Urban/Regional Planner II with Riverside County. (Certification of qualifications by the Department Head may be substituted for up to six months of the required experience.)

OPTION II

Required Education: Graduation from an accredited college with a bachelor's degree, preferably with a major in Urban/Regional Planning, Transportation Planning, Public Administration, Architecture, Environmental Science, Geography (with related course concentration), Landscape Architecture, or a closely related field.

Experience: Three years of professional environmental planning, land use planning, and/or transportation planning experience which must have included performing one of the following kinds of planning activities associated with a planning agency: comprehensive, regional, area, or community planning; plan/proposal review; general plan amendments; zoning; land division; information services; urban renewal; planning administration or transportation planning. (A master's degree in planning may be substituted for one year of the required experience. A master's degree in Public Administration, Architecture, Environmental Science, Geography (with related course concentration), Landscape Architecture, or a closely related field may be substituted for six months of the required experience. No more than one master's degree may be used to substitute for the required experience.)

OPTION III

Certification by and full membership in the American Institute of Certified Planners (AICP).

Knowledge of: The principles, methods, and procedures applicable to land use planning

activities and their broad application in a county planning program; the physical, social, environmental, and economic implications of land use planning so as to allow evaluation and reporting on specific proposals; local, state, and federal legislation governing land use development and planning activities at a level necessary to coordinate public and private compliance, both in programs undertaken by the County and those conducted by private development interests; the organizational structure and jurisdiction of governmental agencies involved in the planning process and their interrelationship, responsibilities, and functions, in order to coordinate review, comment and/or approval requirements for planning proposals; the methods involved in designing research studies and identifying and utilizing data sources needed to prepare or evaluate development and policy proposals; the mandate for local government adoption and content of general plan elements, and factors that must be considered in evaluating proposals for consistency with these elements, to allow the review, preparation or updating of elements, and the processing or reporting on development proposals.

Ability to: Plan and carry out work independently to complete a broad scope of professional planning assignments; organize and conduct research, collect, and analyze data, generate and evaluate alternatives, reach logical conclusions, and formulate consistent recommendations as necessary to develop proposals for planning policy or to evaluate proposals and requests carried forward by others; compose clear and thorough study and project reports and recommendations so that they may be communicated to both public and governmental audiences; make oral presentations of study findings and recommendations to a variety of public groups and governmental bodies; work effectively with the general public and community, and governmental boards and commissions to accomplish assigned duties which are part of the overall planning program; interpret and apply laws and regulations pertaining to assigned planning projects and planning case review activities.

**OTHER REQUIREMENTS:**

License/Certificate: Possession of a valid California Driver's License may be required for some positions.

**PRE-EMPLOYMENT:**

All employment offers are contingent upon successful completion of both a pre-employment physical exam, including a drug/alcohol test, and a criminal background investigation, which involves fingerprinting. (A felony or misdemeanor conviction may disqualify the applicant from County employment.)

**PROBATIONARY PERIOD:**

As an Approved Local Merit System, all County of Riverside employees, except those serving "At Will," are subject to the probationary period provisions as specified in the applicable Memorandum of Understanding, County Resolution, or Salary Ordinance. Temporary and Per Diem employees serve at the pleasure of the agency/department head.





FACILITIES  
PROJECT MANAGER  
II

Class Code:  
76602

Bargaining Unit: SEIU - Professional

COUNTY OF RIVERSIDE  
Established Date: Aug 1, 1989  
Revision Date: Dec 30, 2021

SALARY RANGE

\$37.47 - \$48.60 Hourly  
\$6,495.16 - \$8,424.42 Monthly  
\$77,941.97 - \$101,093.04 Annually

CLASS CONCEPT:

Under general supervision, provides technical management of a variety of construction, alteration and repair projects and architectural-engineering studies, including space management and facilities or furnishings planning and implementation; performs construction design; assists in the administration of construction contracts; performs other related duties as required.

The Facilities Project Manager II is the fully qualified, journey level classification in the professional Facilities Project Manager series and reports to an appropriate supervisory level classification. Incumbents are assigned to departments that are authorized to construct public works projects and to provide ongoing project management oversight. Incumbents are characterized by performing technical management of a variety of routine to moderately complex construction projects, alteration and repair projects and architectural-engineering studies with limited supervision. Closer supervisory control is exercised over the more difficult work.

The Facilities Project Manager II is distinguished from the Facilities Project Manager III in that the latter is the advanced journey level, which performs complex, major construction projects requiring an advanced knowledge of the principles of architectural design and facility construction, and structural, electrical and mechanical engineering construction.

REPRESENTATION UNIT:

SEIU - Professional

EXAMPLES OF ESSENTIAL DUTIES:

(Depending on the area of assignment, duties may include, but are not limited to, the following)

- Assist in coordinating the development of project concepts and requirements with County department officials to ensure project design is compatible with needs; assist in preparation of project concept proposals and cost estimates.
- Manage and coordinate the scope, schedule, budget, and quality of projects from planning, land acquisition, design, and environmental analysis to construction.
- Assist in the preparation of Requests for Proposals and in the selection of architect-engineering (A-E) firms for designs and/or studies; assist in the review and analysis of A-E firm design/study submittals for compliance with County and engineering standards and for appropriate design applications.
- Assist in preparation of recommendations relative to complex A-E firm design and material submittals; assist in monitoring construction management and inspection efforts of A-E firms.
- Prepare construction design documents, including specifications and drawings for building projects; conduct research and feasibility studies; prepare correspondence and reports as needed.
- Communicate County needs and desires to A-E and construction firms; review and analyze A-E firm design/study submittals for compliance with County and engineering standards and for appropriate design applications; direct and review the work of project personnel and contractors in all phases of work.
- Prepare recommendations relative to complex A-E firm design and material submittals; monitor construction management and inspection efforts of A-E firms.
- Resolve conflicts between cost and technical constraints, legal and regulatory requirements and user needs.
- Prepare and/or copy construction design documents, including specifications and drawings for building projects; conduct research and feasibility studies.
- Prepare correspondence and reports as needed.

RECRUITING GUIDELINES:

OPTION I

Education: Graduation from an accredited college or university with a bachelor's degree in engineering, architecture, construction or business management, business administration, or a closely related field to the assignment.

Experience: One year of professional level engineering, construction or project management, which included responsibility for developing and updating project schedules throughout the design process, tracking construction budgets, managing RFIs (request for information), and coordinating design submittals equivalent to a Facilities Project Manager I with the County of Riverside. (Additional qualifying experience may substitute for the required education on the basis of 30 semester or 45 quarter units equaling one year of full time experience.)

OPTION II

Certificate: Possession of a Project Management Certificate.

Experience: Four years of professional level engineering, construction or project management, which included responsibility for developing and updating project schedules throughout the design process, tracking construction budgets, managing RFIs, and coordinating design submittals equivalent to a Facilities Project Manager I with the County of Riverside. (Additional qualifying education in engineering, architecture, construction or business management, or a closely related field to the assignment may substitute for the required experience on the basis of one year of experience equaling 30 semester or 45 quarter units of education.)

ALL OPTIONS

Knowledge of: The principles of architectural design and facility construction; structural, electrical, and mechanical engineering construction; materials used in facilities construction; Uniform Building Codes, local, state, and federal building construction regulations, and other pertinent safety or construction requirements; building construction cost estimating and contract change order negotiations; budget preparation.

Ability to: Develop and evaluate design and construction standards and criteria; understand, interpret, apply, and enforce codes, regulations, specifications, schedules, and contract provisions; perform calculations used in construction design and cost estimating;

communicate effectively in oral and written form; establish and maintain effective working relationships with architects, engineers, contractors, and various public officials.

**OTHER REQUIREMENTS:**

License: Possession of a valid California Driver's License.

**PRE-EMPLOYMENT:**

All employment offers are contingent upon successful completion of both a pre-employment physical exam, including a drug/alcohol test, and a criminal background investigation, which involves fingerprinting. (A felony or misdemeanor conviction may disqualify the applicant from County employment.)

**PROBATIONARY PERIOD:**

As an Approved Local Merit System, all County of Riverside employees, except those serving "At Will," are subject to the probationary period provisions as specified in the applicable Memorandum of Understanding, County Resolution, or Salary Ordinance. Temporary and Per Diem employees serve at the pleasure of the agency/department head.



**Associate  
Planner**      Class  
Code:  
L130

Bargaining Unit:  
Professional Unit

# CITY OF WALNUT CREEK

CITY OF WALNUT CREEK  
Established Date: May 1, 1979  
Revision Date: Mar 6, 2009

**SALARY RANGE**

\$48.89 - \$59.03 Hourly  
\$3,910.94 - \$4,722.30 Biweekly  
\$8,473.70 - \$10,231.65 Monthly  
\$101,684.44 - \$122,779.80 Annually

**POSITION DESCRIPTION:**

**Function:**

Under general supervision, performs professional current, advanced, environmental, housing, and/or transportation planning work; and performs related work as required.

**Class Characteristics:**

**Assistant Planner** is the entry-level class in the professional planning series. Assistant Planners are assigned planning activities of entry level to moderate difficulty.

**Associate Planner** is the journey-level class in the professional planning series. Associate Planners are assigned planning work of moderate to high levels of complexity. Associate Planner is distinguished from Assistant Planner by its increased responsibility for project management and independence of decision-making as well as its more complex assignments. Associate Planner is distinguished from Senior Planner by the Senior Planner's greater complexity of assignments received and independence with which to operate.

**REPRESENTATIVE DUTIES:**

**Assistant Planner:**

Conducts assigned planning projects involving land use, populations, structures, economic activities, housing, transportation, environmental, and related subjects; conducts research, and confers with applicants, interested parties, and agency representatives to identify problems and opportunities.

Analyzes data with respect to relevant laws, ordinances, regulations, and policies; determines methods to reconcile project conflicts with local requirements and State and Federal law.

Prepares professional staff reports of summarized data, conclusions, and recommendations; makes oral presentations to the public, and elected and appointed decision makers including the City Council and Commissions.

Receives and reviews planning applications; coordinates review with various City and outside agencies; works as part of a team on complex applications and long range planning projects; responds to inquiries both orally and in writing; interprets City policies, local ordinances, and State laws, within established parameters; explains City procedures in person, over the phone, and in writing.

Drafts a variety of written documents including letters, reports, grants, resolutions, findings, ordinances, amendments to ordinances, and California Environmental Quality Act documents.

Works extensively on the computer to manage case-loads, produce written documents, prepare maps and graphics, analyze data, research on the Internet, and communicate with others through e-mail.

Attends meetings and conferences as assigned.

**Associate Planner:**

*In addition to the representative duties for Assistant Planner:*

May lead a team on complex applications and long range projects.

Prepares and oversees the preparation of graphs, charts, and other displays.

Provides information on City, regional, and State environmental, zoning, subdivision, housing, and transportation planning requirements to consultants, developers, property owners and the general public.

May administer contracts and oversee the work of consultants.



May provide staff support to City agencies, commissions, or ad-hoc advisory groups.

May mentor junior staff.

**Contacts and Relationships:**

Contacts are with other City employees, the general public, residents, developers, development professionals, interested organizations, property owners, consultants, and other public agencies.

**Accountability:**

The employee is responsible for complying with all City safety requirements and practices. Additionally, the employee is responsible for ensuring that any direct reports also comply with all City safety requirements and practices.

**Assistant Planner:** Most of the employee's work assignments include specific directions and are performed within the limits of prescribed policies and guidelines. The employee is expected to develop a level of knowledge and ability that will permit upward progression.

**Associate Planner:** The employee is responsible for handling assigned tasks independently and for demonstrating a level of competence appropriate to a qualified professional planner in land-use, housing, or transportation planning.

**QUALIFICATIONS GUIDELINES:**

**Education and Experience:**

As described in the following table; or any equivalent combination of education and experience that provides the knowledge, skills, and abilities listed below.

**Class  
Education  
Experience**

**Assistant Planner**

A Bachelor's degree from an accredited four-year college or university with major coursework in urban planning, architecture, public administration, housing, transportation planning, or a related field.  
None required.

**Associate Planner**

A Bachelor's degree from an accredited four-year college or university with major coursework in urban planning, architecture, public administration, housing, transportation planning, or a related field.  
A minimum of two years of professional experience in the assigned field.

**Special Requirement:**

Possession of, or ability to obtain prior to employment, a valid Class C California Driver's License and a good driving record.

**Knowledge, Skills, and Abilities:**

**Assistant Planner:**

Knowledge of Federal, State, and local laws and policies, and best practices and principles, related to planning, zoning, housing, transportation planning, and/or environmental planning.

Knowledge of statistics and research methods employed in collection and evaluation of data.

Skill in understanding and interpreting technical data and documents.

Skill in reading and interpreting applicable codes, ordinances, and regulations.

Skill in collecting, recording, analyzing, and interpreting data.

Skill in communicating effectively in English both orally and in writing; making presentations; and preparing clear, concise, and accurate written materials.

Skill in establishing and maintaining effective working relationships with others.

Ability to effectively utilize computer applications and technology related to the work.

**Associate Planner:**

***In addition to the qualifications for Assistant Planner:***

Considerable knowledge of Federal, State, and local laws and policies, and best practices and principles, related to planning, zoning, housing, transportation planning, and/or environmental planning.

Considerable knowledge of research methods employed in the collection, evaluation, and presentation of data.

Skill in applying urban, environmental, housing, zoning, and transportation planning principles and methods to local problems.

**WORKING CONDITIONS/PHYSICAL REQUIREMENTS:**

Work is performed mainly indoors with occasional field visits. The work generally involves a high degree of concentration. There may be some light physical work involved in the handling of supplies, files, etc.

Physical requirements include the following:

Ability to sit for long periods of time, stoop, kneel, crouch, reach, finger, grasp, write, and perform repetitive motions.

Exerts up to 20 pounds of force occasionally and/or a negligible amount of force frequently to lift, carry, push, pull or otherwise move objects with the human body.

Hearing and speaking ability sufficient to carry on a conversation with another individual (or groups of individuals) in person and over the telephone.

Visual ability sufficient to read and produce printed material and information displayed on a computer screen.

**CLASSIFICATION HISTORY:**

6/18/2017 Change in class code from G110

**FLSA STATUS:**

Exempt



Senior Planner

Class Code: M540

Bargaining Unit: General Management Unit

CITY OF WALNUT CREEK

CITY OF WALNUT CREEK  
Established Date: May 1, 1979  
Revision Date: Sep 24, 2017

SALARY RANGE

\$57.62 - \$69.73 Hourly  
\$4,609.51 - \$5,578.23 Biweekly  
\$9,987.27 - \$12,086.17 Monthly  
\$119,847.26 - \$145,033.98 Annually

POSITION DESCRIPTION:

Function: To perform professional and technical planning duties requiring specialized knowledge; to plan, organize, direct and supervise assigned staff engaged in current land-use planning, long range land-use planning, or transportation planning; to provide highly responsible professional support to assigned management; and to perform related work as required.

Class Characteristics: This is the advanced-journey level class in the professional Planner series. The Senior Planner class is assigned complex planning studies and proposal reviews, may provide program management, and assists in program administration. The Senior Planner serves as a program and project leader and a zoning administrator, provide direct supervision over assigned professional staff, and may serve as staff to City Commissions. Work in this class is distinguished from that of Associate Planner by the greater complexity of assignments received and by the greater independence with which to operate. Senior Planner is distinguished from Principal Planner which is responsible for planning, organizing, and directing the activities of a section.

Supervision Received and Exercised:

Receives general direction from assigned management staff.

Exercises direct supervision over professional and technical staff.

REPRESENTATIVE DUTIES:

Plan, organize, and coordinate an assigned aspect of the City's current land-use planning, long range land-use planning, or transportation planning.

Recommend and assist in the implementation of goals and objectives; establish schedules and methods for assigned program area; implement policies and procedures.

Plan, prioritize, assign, supervise, and review the work of staff involved in current land-use planning, long range land-use planning, or transportation planning.

Evaluate operations and activities of assigned responsibilities; recommend improvements and modifications; prepare various reports on operations and activities.

Participate in budget preparation and administration; prepare cost estimates for budget recommendations; submit justifications for staffing, projects, and related activities; monitor and control expenditures.

Participate in the selection of staff; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline procedures.

Review assigned projects and design project methods and procedures; gather, analyze, and interpret data relating to local social, economic, population, housing, development, environmental, zoning, transportation, traffic, and land use issues; prepare comprehensive reports and recommend courses of action.

Provide advice and information to the general public and developers regarding applicable codes, regulations, and requirements; clarify and ensure conformance to City codes and regulations; participate in or conduct conferences with developers and property owners, and resolve differences that may exist between them and City codes.

Work closely with other City staff through coordinating project comments, plan checking, permit approval, and conducting inspections.

Make oral presentations to the City Council, City Commissions, and citizen groups.

Prepare long range plans, special reports, studies, and correspondence as required; recommend changes to City codes, regulations, and policies.

Attend meetings of regional and other government agencies on topics affecting the City; analyze policies of other jurisdictions and attempts to resolve regulation and policy conflicts among jurisdictions.



As assigned, serve as City Zoning Administrator; supervise the Code Enforcement Officers; serve as Secretary to City Commissions; review zoning administrator staff reports, conduct public hearings, and issue findings.

Administer contracts and oversee the work of consultants; Conduct site visits and field investigations.

Work extensively using a computer to manage case-loads, produce written documents, prepare maps and graphics, analyze data, conduct research, and communicate with others through e-mail.

Build and maintain positive working relationships with co-workers, other employees and the public using principles of good customer service.

Foster an environment that embraces diversity, integrity, trust, and respect.

Be an integral team player, which involves flexibility, cooperation, and communication.

Perform related duties as assigned.

QUALIFICATIONS GUIDELINES:

Education and Experience: A Bachelor's degree from an accredited four-year college or university with major coursework in urban planning, architecture, public administration, housing, transportation planning, or a related field, and a minimum of three years of professional municipal experience in the assigned field; or any equivalent combination of education and experience that provides the knowledge, skills, and abilities listed below:

Special Requirement: Possession of, or ability to obtain prior to employment, a valid Class C California Driver's License and a good driving record.

Knowledge, Skills, and Abilities:

Thorough knowledge of Federal, State and local laws, and best principles and practices, related to planning, zoning, transportation planning, environmental planning, and/or code enforcement.

Thorough knowledge of research methods employed in the collection, evaluation, and presentation of data.

Knowledge of principles and practices of supervision, training, and performance evaluation.

Skill in collecting, analyzing, and interpreting data and documents.

Skill in planning, organizing, and conducting studies.

Skill in applying planning principles and methods to local problems.

Skill in communicating effectively in English both orally and in writing; making presentations; and preparing clear, concise, and accurate written materials.

Skill in understanding and interpreting technical data.

Skill in effectively leading teams.

Skill in establishing and maintaining effective working relationships with others.

Ability to organize, implement, supervise, and perform complex planning work.

Ability to supervise, effectively train, and evaluate assigned staff.

Ability to effectively utilize computer applications and technology related to the work.

WORKING CONDITIONS/PHYSICAL REQUIREMENTS:

Work is performed mainly indoors with occasional field visits. The work generally involves a high degree of concentration. There may be some light physical work involved in the handling of supplies, files, etc.

Physical requirements include the following:

Ability to sit for long periods of time, stoop, kneel, crouch, reach, finger, grasp, write, and perform repetitive motions.

Exerts up to 20 pounds of force occasionally and/or a negligible amount of force frequently to lift, carry, push, pull or otherwise move objects with the human body.

Hearing and speaking ability sufficient to carry on a conversation with another individual (or groups of individuals) in person and over the telephone.

Visual ability sufficient to read and produce printed material and information displayed on a computer screen.

CLASSIFICATION HISTORY:

6/18/2017 Change in class code from G115.  
9/24/17 Change in class code from L140, revisions to the class spec, and reallocation from the Professional Unit to the General Management Unit

FLSA STATUS:

Exempt



**Project Manager** Class Code: M110  
Bargaining Unit: General Management Unit

# CITY OF WALNUT CREEK

CITY OF WALNUT CREEK  
Established Date: Nov 1, 2004  
Revision Date: Mar 26, 2014

## SALARY RANGE

\$59.38 - \$72.18 Hourly  
\$4,750.78 - \$5,774.41 Biweekly  
\$10,293.36 - \$12,511.22 Monthly  
\$123,520.28 - \$150,134.66 Annually

### POSITION DESCRIPTION:

**Function:**

Under administrative direction, directs, organizes, and manages projects or programs within a defined scope; develops, plans, administers, and leads departmental or cross-functional teams as required to achieve desired goals; supervises staff; serves as a member of the Department's management team and participates in departmental policy development, administrative planning, and problem resolution; and performs related work as required.

**Class Characteristics:**

This is a broad class that may be assigned to coordinate a range of projects or programs of varying complexity and scope. Positions in this class function in a variety of ways. For example, some positions may manage multiple projects or programs on an ongoing basis while others exercise broad authority over and coordinate complex projects of high visibility and impact on a limited-term basis. Depending upon the assignment, employees in this class may be responsible for a major technical program that requires academic or technical background, including licenses and/or registration required by the field. The employee may be assigned to supervise staff.

### REPRESENTATIVE DUTIES:

Organizes, coordinates, and manages one or more major projects or programs in cooperation with other departments, outside agencies, contractors, work teams, and others as required.

Develops and monitors work plans, project goals, and schedules, including recommending and implementing changes.

Develops work schedules, assigns tasks, supervises, directs, mentors, reviews, and evaluates the performance of assigned staff; makes recommendations on personnel actions, budgetary needs, and other administrative matters; reviews and approves time cards.

Analyzes and prepares written reports on program and project performance using project management methods and techniques; prepares and administers budgets, contracts and other administrative functions.

Establishes and maintains systems and procedures to meet compliance requirements and support effective and efficient operations; interprets and applies policies, regulations, codes, and contracts, in consultation with staff and others as required to ensure clear communication and integration of business processes.

Serves as principal contact for assigned projects or programs; confers with department directors and other officials concerning regulations, procedures, and policies; represents the City in a variety of meetings regarding program coordination and regulatory requirements; coordinates project activities with other City departments, Commissions, advisory bodies, and outside agencies.

Develops and maintains information and statistical reports regarding program performance, service levels, and results.

Manages vendor selection process and administers vendor contracts as necessary; writes grant applications, requests for proposals, and contracts.

**Contacts and Relationships:**

Employee has a wide range of contacts regarding issues of significant importance and consequence to the City, including elected and appointed City officials, Boards and Commissions; representatives of public agencies and private organizations; and the public. At times, the employee speaks for the department or the City as a whole on selected issues.

**Accountability:**

The employee is responsible for managing assigned projects, subject to policy parameters and general administrative review by the division head or department director.

The employee is responsible for complying with all City safety requirements and practices. Additionally, the employee is responsible for ensuring that any direct reports also comply with all City safety requirements and practices.

QUALIFICATIONS GUIDELINES:

Education and Experience:

A Bachelor's degree from an accredited four-year college or university with a major in Business Administration, Public Administration, or a field relevant to assigned duties. Possession of a Master's Degree in Business or Public Administration, or a relevant field, is highly desirable. A minimum of four years of progressively responsible technical and project coordination experience in management or a professional field, and some supervisory and project management experience; or any equivalent combination of education and experience that provides the knowledge, skills, and abilities listed below.

Special Requirements:

Possession of, or ability to obtain prior to employment, a valid Class C California Driver's License and a good driving record.

Depending upon the occupational area assigned, additional licenses, certifications, registrations, and/or qualifications may be required.

Knowledge, Skills, and Abilities:

Thorough knowledge of the theories, principles, and practices of the field relevant to assigned duties.

Thorough knowledge of project development, scheduling, and control systems used in project management.

Considerable knowledge of the principles of change and skill in leading others through the change process.

Considerable knowledge of public and business administration and systems, including management, finance, and human resource management.

Knowledge of the principles and practices of supervision and the ability to plan, organize, train, direct, and evaluate the work of designated staff.

Working knowledge of other City departments, particularly as their operations may relate to the program or project assigned.

Skill in communicating effectively in English both orally and in writing; making oral presentations; and preparing clear and concise correspondence and reports.

Skill in establishing and maintaining effective working relationships with others.

Ability to analyze business problems and identify appropriate solutions.

Ability to interpret ordinances, legislation, contracts, and legal documents; analyze and interpret factual data; and apply complex guidelines.

Ability to effectively utilize computer applications and technology related to the work.

WORKING CONDITIONS/PHYSICAL REQUIREMENTS:

Work is performed both indoors and outdoors. Work generally involves a high degree of concentration, especially in the consideration of technical issues. The employee is exposed to hazards associated with working in and around construction projects and traffic in varying weather conditions.

In addition, if assigned as Arborist:

The employee may occasionally perform tree maintenance duties and work on uneven terrain. Work may involve climbing ladders, reaching, and working on a boom truck. There may be exposure to hazards from equipment and chemicals.

For all assignments:

Physical requirements include the following:

Ability to sit for long periods of time, stoop, kneel, crouch, reach, finger, grasp, write, and perform repetitive motions.

Exerts varying amounts of force on an intermittent basis in order to lift, carry, push, pull, or otherwise move objects with the human body.

Hearing and speaking ability sufficient to carry on a conversation with another individual (or groups of individuals) in person and over the telephone.

Visual ability sufficient to read and produce printed material and information displayed on a computer screen.

CLASSIFICATION HISTORY:

Changed unit from Professional to General Management and class code from G190 to D295 on 3/14/14. Revised classification specification effective 3/26/14. 6/18/2017 Change in class code from D295.

FLSA STATUS:

Exempt





Close

Print

### **PARK PLANNER I (#GW2 )**

\$33.21-\$42.03 hourly / \$5,756.00-\$7,285.00 monthly / \$69,076.80-\$87,422.40  
yearly

### **PARK PLANNER II (#GW4 )**

\$39.11-\$49.50 hourly / \$6,779.00-\$8,580.00 monthly / \$81,348.80-\$102,960.00  
yearly

### **PARK PLANNER III (#GW6 )**

\$43.11-\$54.57 hourly / \$7,472.00-\$9,459.00 monthly / \$89,668.80-\$113,505.60  
yearly

### **PARK PLANNER IV (#GW8 )**

\$50.00-\$63.26 hourly / \$8,667.00-\$10,965.00 monthly /  
\$104,000.00-\$131,580.80 yearly

 Email Me when a Job Opens for the above position(s)

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#### **Definition**

Under direction, conducts park planning and acquisition studies; oversees master plan development and construction projects for parks and recreation facilities; prepares grant applications, construction documents, master plans and administer grant programs, design contracts and construction contracts; may serve as a project leader or specialist; and performs other work as required.

#### **Distinguishing Characteristics**

**Park Planner I** is the trainee level for the professional park planner series. Incumbents initially work under general supervision and as experience is gained they perform a broader range of duties and are expected to advance to the Park Planner II level within 18 months.

**Park Planner II** is the journey level in the park planner series. Incumbents independently perform professional planning assignments with limited supervision. This class differs from the Park Planner I in that it is responsible for design and management of assigned projects. Incumbents may provide assistance to lower level park planners and may make presentations to internal and community groups as well as decision-making authorities.

**Park Planner III** is the senior or advanced journey level in the park planner series. Incumbents use independent judgment to perform diverse, complex assignments, which require extensive coordination with other land use agencies, County departments, other agencies and public groups. Additionally incumbents are required to make presentations to the public, the Parks and Recreation Commission, the Planning Commission and the Board of Supervisors. This class is distinguished from the lower level park planners and handles controversial and technically complex assignments. Incumbents may serve as project leader on multi-faceted programs or planning efforts.

**Park Planner IV** is the department resource and specific subject area expert in the park planner series. This level requires possession of a valid design license or certificate of registration as an architect, civil engineer and/or landscape architect from the State of California. Incumbents are expected to perform any field or office assignment with a minimum amount of supervision and work under general direction as a project manager in charge of a small group of subordinate park planners and/or paraprofessional staff, public study groups or planning staff engaged in a wide variety of responsible park development work and other major projects. Park Planner IV may also review and approve complex plans and specifications prepared by lower level park planners to assure conformity to State and/or County design criteria and standards. The Park Planner IV class differs from the higher class of Park Planning and Development Manager, who is at a full supervisory level and responsible for the design section of the Department.

## Typical Tasks

Research grant sources, prepares and assists in the administration of grant programs and construction projects; prepares park planning and acquisition studies including land use and master plans for parks; researches land use regulations and constraints to ensure park acquisition is consistent with appropriate regulations; make field investigations of proposed park, recreation or historic sites to assess suitability and potential use; gathers data to appraise property for future park acquisition; conducts public needs assessments, determines fiscal resources and environmental requirements and prepares land acquisition reports; coordinates park planning activities with other County Departments and public agencies; prepares working drawings, specifications and cost estimates; prepares bid proposals and requests of quotes for architectural and engineering services and reviews and makes recommendations on bids and quotes; obtains local, state and federal approvals and permits; performs park layouts and survey work; serves as parks construction project inspector by reviewing and inspecting work to ensure conformance to plans, specifications and departmental and County standards; recommends design changes and change orders; may conduct public meetings and hearings; prepares reports and correspondence; attends meetings and conferences; inputs, accesses and analyzes data using a computer.



## Employment Standards

### Knowledge:

#### Park Planner I

- Some knowledge of principles, practices and trends of park planning or of the specialty area to which assigned.
- Some knowledge of statistical research methods as applied to the collection and tabulation of data affecting park planning.
- Some knowledge of laws, ordinances and regulations governing park planning in California.
- Some knowledge in either the preparation of construction documents and/or construction inspection.

#### Park Planner II

- Working knowledge of the above.
- Working knowledge of the principles, practices and trends of park planning and development.
- Working knowledge of parks design and cost estimating, including construction documents.
- Some knowledge of laws, ordinances and regulations related to parks planning and development.
- Some knowledge of grants and contract development and administration including inspection of construction projects.
- Some knowledge of public project funding principles and procedures and capital project implementation.

#### Park Planner III

- Working knowledge of the above.
- Working knowledge of long range project planning practices.
- Working knowledge of laws and regulations related to planning, zoning and environmental protection pertaining to park projects.
- Some knowledge of methods and procedures of land acquisition.
- Some knowledge of data processing applications.

#### Park Planner IV

- Thorough knowledge of the above.
- Working knowledge of the community design process.
- Working knowledge of policy formulation.
- Some knowledge of the principles and techniques of project leadership and review.

### Abilities:

#### Park Planner I

- Collect, analyze and compile, organize and present technical statistical and related information pertaining to park planning research.
- Prepare concise written and oral reports.
- Participate in park planning presentations before official bodies.

- Provide services to the public in a courteous and effective manner.
- Participate cooperatively and effectively as a contributing team member.
- Prepare construction plans, charts, maps and other graphic illustrations.
- Produce acceptable work commensurate with the level of appointment in an acceptable timeframe.
- Establish and maintain effective working relationships with others.

#### **Park Planner II**

- Perform all of the above.
- Prepare and present studies, reports, requests for proposals, grant applications and concept plans.
- Speak effectively before groups.
- Understand, interpret, explain and apply laws, ordinances, rules, and policies, regulations and construction documents.
- Prepare park concept plan; landscape construction plans, specifications and cost estimates.
- Oversee and inspect park construction projects.
- Learn to input, access and analyze data using a computer.

#### **Park Planner III**

- Perform all of the above.
- Present major planning studies analyses and reports to boards, commissions and committees.
- Complete complex assignments, determine alternative choices and make recommendations.
- Prepare clear and concise administrative and technical reports, resolutions, permit applications and environmental documents associated with park development, oversee the park master process from consultant selection to final approval.
- Evaluate design proposals and construction documents prepared by others.
- Provide leadership to team efforts, including public groups.

#### **Park Planner IV**

- Perform all of the above.
- Track, monitor and advocate legislation.
- Enforce common safety practices and procedures.
- Act as subject matter expert or resource.
- Assign, schedule and review the work of subordinates on assigned projects.

#### **Training and Experience:**

Any combination of training and experience, which would provide the required knowledge and abilities, is qualifying. A typical way to obtain these knowledge and abilities would be:

**Park Planner I:** Two years experience in public or private landscape architectural, architectural, or

civil engineering practices, plus completion of 12 semester units of college course work in park planning, park management or administration, or civil engineering, landscape architecture, architecture.

OR

Possession of a Bachelor's Degree from an accredited college or university in parks planning, architecture, civil engineering, landscape architecture or related field.

OR

Possession of a valid Landscape Contractor or Building Contractor License issued by the State of California, plus completion of 12 semester units of college course work in park planning, architecture, civil engineering, landscape architecture, or related field.

**Park Planner II:** One year of professional park planning experience equivalent to a Park Planner I at Santa Cruz County.

**Park Planner III:** One year of experience that is equivalent to a Park Planner II at Santa Cruz County.

OR

Two years of experience in landscape architecture or closely related professional experience with a Bachelor's Degree in parks planning, architecture, civil engineering, landscape architecture or related field.

**Park Planner IV:** One year of park planning experience equivalent to a Park Planner III at Santa Cruz County.

#### **SPECIAL REQUIREMENTS**

Possession of valid California class C driver license, or the ability to provide suitable transportation which is approved by the appointing authority (Additional for Park Planner IV). Possession of a valid design license or certificate of registration as an architect, civil engineer and/or landscape architect from the State of California.

#### **Miscellaneous**

Bargaining Unit: General Rep  
EEOC Job Category: 02  
Occupational Grouping: 28  
Worker's Comp Code: 0053  
Analyst: JS

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**CLASS:** GW2; **EST:** 1/1/1991; **REV:** 9/1/1993;

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**CLASS:** GW4; **EST:** 1/1/1991; **REV:** 9/1/1993;

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**CLASS:** GW6; **EST:** 1/1/1991; **REV:** 9/1/1993;

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**CLASS:** GW8; **EST:** 1/1/1991; **REV:** 9/1/1993;



CITY OF PALO ALTO  
Established Date: Jul 1, 2004  
Revision Date: Jun 27, 2011

# ASSOCIATE PLANNER

Class Code:  
353

Bargaining Unit: Service Employees' International  
Union

## SALARY RANGE

\$48.28 - \$59.27 Hourly  
\$8,368.53 - \$10,273.47 Monthly  
\$100,422.40 - \$123,281.60 Annually

## DESCRIPTION:

Reports To:	Assistant Planning Official, Zoning Administrator, or Chief Transportation Official
Supervises:	Non-supervisory position
Purpose of Classification	
Assists in performing professional planning functions and preparing planning studies and tasks required by the Planning and Transportation Divisions. Those functions and tasks include environmental review, architectural review, project review, single family plan checking, assistance in special planning and transportation study preparation, assistance in Community Development Block Grant and other federal, state and local housing programs, assistance in Comprehensive Plan element preparation and maintenance of planning and transportation data files.	
Distinguishing Characteristics	
The Associate Planner classification is found in the Planning and Community Environment Department. It is distinguished from the Planner classification in that the latter handles more complex assignments under minimal supervision.	

## ESSENTIAL DUTIES:

Essential and other important responsibilities and duties may include, but are not limited to, the following:
<ul style="list-style-type: none"> <li>Prepares environmental assessments on projects submitted for City approval</li> <li>Assists in the evaluation of projects submitted for Architectural Review Board (ARB) review</li> <li>Prepares and assembles materials for Architectural Review Board or Planning Commission packets</li> <li>Checks plans of new single-family homes and remodels for zoning compliance</li> <li>Prepares reports, which include all necessary research, on projects submitted to the City for approval that require Planning or Transportation Division evaluation</li> </ul>

- Prepares reports, which include all necessary research, planning and transportation studies for appointed boards, commissions, committees, the City Council or other City staff.
- Assists in plan preparation, coordination, monitoring and other activities related to the Community Development Block Grant (CDBG), City recycling and waste diversion programs and other federal, state and local housing programs, as assigned
- Conducts on-site inspection/condition monitoring during construction
- Prepares revised elements to the Comprehensive Plan.
- Makes public presentations before appointed boards, commissions, committees, community groups, and the City Council
- Maintains Planning or Transportation Division data files.

Related Functions: Perform related duties and responsibilities as required.

## MINIMUM QUALIFICATIONS:

Sufficient education, training and/or work experience to demonstrate possession of the following knowledge, skills, and abilities which would typically be acquired through:

- Bachelor's degree in Urban Planning, Environmental Studies or related field from an accredited college or university

and

- Two years of related experience in urban, conservation, or transportation planning

Special Requirements:

- Possession of a valid California Driver's License.

## KNOWLEDGE, SKILLS, AND ABILITIES:

- Ability to write clearly and communicate effectively.
- Ability to communicate with others, make sound decisions, and to assimilate and understand information in a manner consistent with the essential job functions.
- Ability to analyze planning and transportation issues/problems in a clear and concise manner
- Ability to develop responses and solutions to planning, environmental, or transportation issues.

- Ability to maintain physical condition appropriate to the performance of assigned duties and responsibilities, which may include sitting for extended periods of time and operating assigned equipment and vehicles.

## **WORKING CONDITIONS / PHYSICAL REQUIREMENTS:**

Regular field work is necessary in order to perform environmental review on all projects assigned; work in an office environment; sustained posture in a position for prolonged periods of time.

JD353

The City of Palo Alto is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodation to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.





CITY OF PALO ALTO  
Established Date: Oct 1, 1995  
Revision Date: Jul 25, 2011

# SENIOR PLANNER

Class Code:  
318

Bargaining Unit: Service Employees' International  
Union

## SALARY RANGE

\$59.59 - \$73.17 Hourly  
\$10,328.93 - \$12,682.80 Monthly  
\$123,947.20 - \$152,193.60 Annually

## DESCRIPTION:

Reports To:	Assistant Planning Official, Zoning Administrator, Chief Transportation Official or Assistant Transportation Official
Supervises:	May assign work to technical and temporary personnel and provide coordination of project staff teams
Purpose of Classification	
Under very minimal supervision, performs complex professional planning functions required in the Planning or Transportation Divisions. These functions include: environmental review, project review, special planning or transportation study preparation, historic preservation, assistance in Community Development Block Grant and other Federal, State and local housing programs and comprehensive plan element preparation. Position may act as project manager on assigned projects, including coordination of the work of other professional and technical personnel.	
Distinguishing Characteristics	
The Senior Planner classification is found in the Planning and Community Environment Department. It is distinguished from the Planner classification in the handling of more complex assignments under less supervision.	

## ESSENTIAL DUTIES:

Essential and other important responsibilities and duties may include, but are not limited to, the following:
<ul style="list-style-type: none"> <li>Supervises preparation of environmental impact reports on projects submitted for City approval.</li> <li>Evaluates the design of large, complex projects submitted for Architectural Review Board (ARB) review.</li> <li>Prepares reports, including coordinating the work of other staff members, on special planning or transportation studies for the Architectural Review Board, Historic Resources Board, Planning Commission, City Council, appointed committees and other City staff.</li> </ul>

- Assists in plan preparation, coordination, monitoring and other activities related to the Community Development Block Grant (CDBG) and other federal, state and local housing programs.
- Prepares revised elements to the Comprehensive Plan.
- Coordinates and monitors the work of planning, environmental and transportation consultants.
- Coordinates and monitors implementation of the City's Historic Preservation Program.
- Makes public presentations before appointed boards, commissions, committees, and the City Council.

Related Functions:

- As needed, assigns and monitors work of technical, subordinate professional and temporary personnel who may assist in the above tasks.
- Perform related duties and responsibilities as required.

## MINIMUM QUALIFICATIONS:

Sufficient education, training and/or work experience to demonstrate possession of the following knowledge, skills, and abilities which would typically be acquired through:

- Bachelor's degree in Urban Planning, Architecture, Historic Preservation or a directly related field from an accredited college or university. An advanced degree is highly desirable.

and

- Five years of suitable professional experience in urban planning (or substitute for up to two years of experience a master's degree in planning or a related field).

Special Requirements:

- Possession of a valid California Driver's License.

## KNOWLEDGE, SKILLS, AND ABILITIES:

- Ability to analyze planning issues and problems in a clear and concise manner.
- Knowledge of and the ability to implement federal and state historic preservation guidelines.

- Ability to communicate verbally and in writing; work effectively with citizens groups and the public and recognized committees, and make presentations to public review bodies.
- Ability to handle a variety of complex assignments involving different analytical approaches.
- Ability to provide project leadership.
- Ability to write clearly and communicate effectively.
- Ability to work with a minimum of supervision.
- Ability to maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include sitting for extended periods of time and operating assigned office equipment and vehicles.
- Ability to communicate with others and to assimilate and understand information, in a manner consistent with the essential job functions.
- Ability to operate assigned equipment.
- Ability to make sound decisions in a manner consistent with the essential job functions.

## WORKING CONDITIONS / PHYSICAL REQUIREMENTS:

Work in an office and field environment; may travel from site to site; some exposure to dust and noise; some lifting, standing, walking, sitting and climbing; may work in inclement weather conditions.

JD318

The City of Palo Alto is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodation to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.



COUNTY OF SONOMA (CA)  
Established Date: May 1, 1979

## PARK PLANNER II

Bargaining Unit: SEIU-05

Class Code:  
1253

### SALARY RANGE

\$45.27 - \$55.03 Hourly  
\$3,634.00 - \$4,417.47 Biweekly  
\$7,873.66 - \$9,571.18 Monthly  
\$94,483.92 - \$114,854.21 Annually

### DEFINITION:

Under direction, conducts park planning studies and prepares plans and reports; designs parks, park facilities and structures; prepares and administers grant programs and construction contracts; and does related work as required.

#### Distinguished Characteristics:

This is the full professional working level in the Park Planner series. An employee in this class is expected to exercise independent judgement and perform the full range of duties in park planning, including preparation of long-range or county-wide studies, resource and environmental studies, acquisition studies, funding applications, master plans and preliminary site plans, or in-park design, including preparation of feasibility studies, master plans, site plans, development plans, construction drawings, specifications and cost estimates.

This class differs from Park Planner I which is the entry and training level class in the Park Planning series. This class differs from Supervisor of Park Planning and Design which is a division head responsible for supervising all park planning and design activities throughout the County.

### TYPICAL DUTIES:

Makes preliminary field investigations of proposed park, recreation or historic sites to assess suitability and potential usage; determines size, configuration, access modes and basic design; prepares preliminary site plans.

Gathers information and evaluates public demand and usage needs, potential fiscal resources and environmental requirements; prepares land acquisition reports, master plan reports and environmental assessment reports; makes recommendations and presents alternative proposals.

Coordinates land acquisition process with land owners, title companies, appraisers, and related agencies and departments; provides technical advice during negotiation.

Designs parks and park facilities; reviews and interprets aerial photographs and topological maps; participates in or reviews work of consultants engaged in preparation of site and facility development plans, landscape plans, grading plans, detail designs, construction drawings

and specifications; prepares cost estimates and documents for public bid or construction.

Supervises construction of park facilities; reviews and inspects work to ensure conformance with plans, specifications, and departmental and county standards.

Prepares and administers grant applications and programs for park acquisition and development.

Conducts public meetings to present public information and elicit response; makes presentations to the Board of Supervisors and other public bodies.

Participates with public groups and other county departments and public agencies in preparation of long-range and county-wide plans and special studies.

May lead and train others on a project basis.

## **KNOWLEDGE, SKILLS, AND ABILITIES:**

Considerable knowledge of: park planning terminology, principles and techniques; recreational planning principles; principles, methods and techniques of land use and environmental and site planning.

Working knowledge of: land acquisition, land transfer and zoning principles; public project funding principles and procedures; construction procedures; park development processes and procedures; practices of contacts preparation and administration.

Ability to: establish and maintain effective working relationships with other employees, public officials, private consultants, contractors and the public; research, gather, organize and analyze information; write and speak persuasively; present recommendations and alternative proposals.

## **MINIMUM QUALIFICATIONS:**

Any combination of training and experience which would likely provide for possession of stated knowledge and abilities. A typical example would be two years of experience in park planning, planning, architecture or landscape architecture.

License: Possession of a valid driver's license at the appropriate level including necessary special endorsements, as required by the State of California to perform the essential job functions of the position.



COUNTY OF SONOMA (CA)  
Established Date: Feb 24, 2009  
Revision Date: Aug 9, 2010

## SENIOR PARK PLANNER

Bargaining Unit: SEIU-05

Class Code:  
1254

### SALARY RANGE

\$53.79 - \$65.37 Hourly  
\$4,317.93 - \$5,247.50 Biweekly  
\$9,355.52 - \$11,369.59 Monthly  
\$112,266.18 - \$136,435.03 Annually

### DEFINITION:

Under direction, conducts and reviews park planning studies and prepares plans and reports; provides technical oversight of the Planning Division for park improvement projects; oversees master plan development and construction projects for park and recreation facilities; designs parks, park facilities and structures; prepares and administers grant programs and construction contracts; may serve as a project lead or specialist; performs related work as required.

#### DISTINGUISHING CHARACTERISTICS

This is the senior professional working level in the Park Planner series. It is a licensed landscape architect who serves as the department technical lead and subject matter expert in park planning. An employee in this class is expected to exercise independent judgment and decision making and is responsible for performing diverse and complex park planning duties, reviewing and approving individual projects, and providing technical guidance to Park Planning staff in accordance with applicable standards, guidelines, and licensing requirements.

This class is distinguished from the Park Planner II position in that it is the senior professional working level in the Park Planning series, possess a landscape architect license, and is responsible for reviewing and approving projects, and managing the more politically sensitive, controversial, and/or technically complex assignments. This class differs from Park Planning Manager by the latter having division head responsibility for managing all park planning and design activities throughout the County.

### TYPICAL DUTIES:

*Duties may include but are not limited to the following:*

Conducts short-term and long-range planning for the regional parks system; makes preliminary field investigations of proposed park, recreation or historic sites to assess suitability and potential usage; determines size, configuration, access modes and basic design; prepares preliminary site plans and estimates costs.

Gathers information and evaluates public demand and usage needs, potential fiscal resources and environmental requirements; prepares land acquisition reports, master plan reports and environmental assessment reports; makes recommendations and presents alternative proposals.

Coordinates land acquisition process with landowners, title companies, appraisers, and related agencies and departments; provides technical advice during negotiations.

Designs parks and park facilities; reviews and interprets aerial photographs and topographic maps.

Prepares, develops and reviews park development plans, environmental documents, design studies, preliminary plans, construction drawings, specifications, cost estimates, documents for public bid or construction, contracts, and associated documents and regulatory permits for park projects.

Participates in or reviews the work of consultants engaged in the preparation of site and facility development plans, environmental documents, landscape plans, grading plans, design details, cost estimates construction drawings, and specifications.

Spot-checks landscape architectural plans in process; consults with staff regarding problems in the development and execution of park projects; stamps and signs construction documents in accordance with Landscape Architecture licensing requirements of the State of California where appropriate; reviews and recommends for approval Notices for CEQA and NEPA compliance.

Supervises the construction of park facilities; reviews and inspects work to ensure conformance with plans, specifications and departmental and county standards.

Prepares and administers grant applications and programs for park acquisition and development; conducts public meetings to present public information and elicit responses; prepares project descriptions and renderings for public presentations; makes presentations to the Board of Supervisors and other public bodies.

Participates with public groups and other County departments and public agencies in preparing long-range and County-wide plans and special studies.

Provides technical support to parks staff; coordinates park improvement work with other phases of development projects; provides technical advice on environmental documents and landscaping maintenance projects including the selection, planting, and preservation of trees, shrubs and grasses; may lead and train others on a project or functional basis.

Acts in conjunction with other divisions as the departmental coordinator for parks accessibility questions, issues or complaints; may participate in the review, coordination, and implementation of the county-wide American's with Disabilities Act Transition Plan with other departments and staff.

May participate in the employee selection process; provides staff feedback to the Park Planning Manager for consideration in the evaluation process; participates in or leads the training of new staff.

## KNOWLEDGE, SKILLS, AND ABILITIES:

**Considerable knowledge of:** park planning terminology, principles and techniques; recreational planning principles; principles, methods and techniques of land use and



environmental and site planning; State and Federal accessibility guidelines; theory, principles, practices, and legal issues of landscape architecture as applied to the preparation of designs, plans, specifications and cost estimates; the technical review procedures and requirements of design studies, permits, and the public bidding process; Landscape Architecture licensing requirements of the State of California as they relate to the requirements of stamping and signing construction drawings.

**Working knowledge of:** land acquisition, land transfer and zoning principles; public project funding principles and procedures; construction practices and building code requirements; regulatory permits, California Environmental Quality Act (CEQA) and National Environmental Policy Act (NEPA); park development processes and procedures; practices and methods of contract preparation and administration; basic computer applications in MS Office suite; Geographic Information Systems (GIS) and software, such as AutoCAD, typically used in planning and design.

**Ability to:** serve as a subject matter expert and technical resource; lead and review the work of other park planners on assigned projects; effectively train staff; communicate interpersonally, orally and in writing in an effective and persuasive manner; establish and maintain effective working relationships with other employees, public officials, community groups, regulatory agencies, contractors, consultants, recreational interest groups, and the general public; prepare landscape designs; review completed plans and specifications; inspect projects under construction; prepare clear and concise reports and recommendations; research, gather, organize and analyze information; present recommendations and alternative proposals.

## MINIMUM QUALIFICATIONS:

**Education and Experience:** Any combination of education, training and experience, which would likely provide for possession of stated knowledge and abilities. Normally, graduation from an accredited college or university with a degree in architecture, civil engineering, landscape architecture or related field, and three years experience in park planning, planning, architecture or landscape architecture.

**Special Requirement:** Possession of a valid Certificate of Registration as a Landscape Architect issued by the California Architects Board.

**License:** Possession of a valid driver's license at the appropriate level including necessary special endorsements, as required by the State of California to perform the essential job functions of the position.



COUNTY OF SANTA CLARA  
Established Date: Nov 3, 1958  
Revision Date: Jan 26, 2016

# Associate Planner

Bargaining Unit: SEIU Local 521 -  
Administrative, Professional, and Technical  
Unit

Class Code:  
L84

## SALARY RANGE

\$46.09 - \$55.79 Hourly  
\$3,687.28 - \$4,463.36 Biweekly  
\$7,989.11 - \$9,670.61 Monthly  
\$95,869.28 - \$116,047.36 Annually

## DEFINITION:

Under general direction, to provide service to the public and permit applicants, to review and process development applications for cities, agencies and other county departments, to conduct planning studies, feasibility studies, master plans and concept plans, to perform research and analysis of planning data, and to assist in the administration of zoning, planning, or parks and recreation development programs.

## DISTINGUISHING CHARACTERISTICS:

The Associate Planner is the full journey level class in the Planner series. The Associate Planner is distinguished from the entry level class of Assistant Planner in that the Associate Planner performs professional planning work of moderate difficulty, including coordinating the work on minor projects. The Associate Planner is fully aware of established procedures, regulations and policies, possesses the increased specialized knowledge of the planning field, and the expertise within one or more planning specialties such as community or architectural design, historical resources, agricultural preservation, housing, airport land use, open space, habitat protection or environmental planning. Although Senior Planners and higher level managers assign and review the work of the Associate Planner, Associate Planners receive general supervision when compared to the Assistant Planner.

## TYPICAL TASKS:

- Participates in the development and management of planning studies, feasibility studies, master plans and concept plans, coordinates the work on minor projects, and reports on topics, such as land use, housing, historic resources, environmental impacts

and economic development, in support of new or updated plan policies, regulations or programs;

- Analyzes and reviews land development applications, site plans and building permit applications for completeness and conformance with policies, ordinances, master plans, concept plans, County General Plan, conditions of approval, and State and Federal regulations, prepares conditions of approval where necessary, and takes discretionary action on certain land development projects that are reviewed at the staff level, making required findings;
- Abstracts information from aerial photographs, subdivision maps, census reports, building permits, etc., for analysis in planning studies;
- Analyzes geographic information systems data and creates maps;
- Prepares maps, plans, graphs, and other visual aids;
- Performs field inspections to gather data relevant to planning projects and the development review process and/or to verify that development projects comply with approved plans or to initiate actions necessary to correct violations of regulations or project conditions;
- Prepares recommendations and presents detailed reports on development applications, master plans, concept plans, feasibility studies and other planning-related documents to decision-making bodies such as Board of Supervisors, Parks and Recreation Commission, Planning Commission, Airport Land Use Commission, Historical Heritage Commission, Housing, Land Use, Environment and Transportation Committee, and San Martin Planning Advisory Committee;
- Enters development permit information and permit process workflow data in a central database;
- Tracks application and project expenses and verifies the accuracy of invoices;
- Coordinates staff, agency and community review of development applications, zoning and plan amendments;
- Answers inquiries and provides general information to the public regarding land use projects, permitting procedures, development policies, plans, zoning ordinances and other regulations;
- Provides information to the public regarding the permitting and development review requirements of other County departments such as Fire Marshal's Office, Environmental Health, Land Development Engineering, Geology, Roads and Airports, and Building, and County programs such as Williamson Act, Historic Preservation, and the Santa Clara Valley Habitat Plan;
- Provides customer support for the preparation and processing of routine to moderately difficult development applications, re-zonings, and plan amendments;
- Writes and delivers presentations;
- Participates in meetings, conferences, and workshops;
- Prepares environmental documents in compliance with the California Environmental Quality Act (CEQA) such as Categorical Exemptions, Negative Declarations or Addendum to Environmental Impact Reports;
- Conducts in-depth property specific research including the review of deeds and other legal documents;
- Conducts outreach to community groups, government agencies, developers and the public to encourage participation, resolve problems or obtain input;
- Resolves issues and complaints from the public or neighbors and permit applicants;
- Attends evening meetings;
- May be assigned as a Disaster Service Worker, as required;
- Performs related duties as required.

## EMPLOYMENT STANDARDS:

Possession of a Bachelor's degree from an accredited college with a major in planning, architecture, engineering, landscape architecture, natural resources, social science or related

field;

-AND-

Two (2) years of professional planning experience. A Master's degree in planning may be substituted for two (2) years of the required experience. A Master's degree in a closely related field may be substituted for one (1) year of the required experience.

Possession of a valid California Driver's License prior to appointment and the ability to qualify for and maintain a County Driver's Permit.

Possession of license, registration or certification in a related field, such as American Institute of Certified Planners (AICP), is desirable.

**Knowledge of:**

- Principles and practices of planning and zoning administration;
- Environmental protection regulations such as California Environmental Quality Act (CEQA), National Environmental Policy Act (NEPA), Clean Water Act, National Historic Preservation Act, and Endangered Species Act;
- State and local laws pertaining to land use such as Williamson Act, Historic Preservation Program, and Santa Clara Valley Habitat Plan;
- Relationship of land use planning to the requirements of other County departments such as Fire Marshal's Office, Environmental Health, Land Development Engineering, Geology, Roads and Airports, and Building;
- Principles of effective customer service;
- Research, report writing and presentation techniques;
- Statistics and math applicable to planning and property development;
- Common computer applications such as word processing, spreadsheet, database management, internet, and geographic information systems.

**Ability to:**

- Review project descriptions, plans or field conditions and apply policy and code provisions to determine conformance;
- Interpret the zoning ordinance and other policy documents;
- Perform research and analysis of data; Prepare clear and concise reports;
- Communicate technical reports, policies and ordinances to the public and decision-making bodies;
- Build relationships and work respectfully, tactfully and creatively with the public, agencies and staff;
- Speak and write effectively;
- Manage multiple projects and issues effectively and meet firm deadlines;
- Work independently or in a team environment.



COUNTY OF SANTA CLARA  
Established Date: Dec 14, 1993  
Revision Date: Feb 8, 2023

# Project Manager

Bargaining Unit: County Employees'  
Management Association

Class Code:  
Y50

## SALARY RANGE

\$58.92 - \$71.62 Hourly  
\$4,713.28 - \$5,729.76 Biweekly  
\$10,212.11 - \$12,414.48 Monthly  
\$122,545.28 - \$148,973.76 Annually

## DEFINITION:

Under general direction, to manage the planning, development, execution, and implementation of special projects.

## DISTINGUISHING CHARACTERISTICS:

The Project Manager classification has direct managerial and supervisory responsibility for the administrative and operational activities of special projects for the agency and/or department. Responsibilities include program development, defining project guidelines, tracking and evaluation of regulatory information, legislative review, communication with other agencies, management of centralized system contracts, and performance of quality assurance auditing.

The Project Manager classification is distinguished from the Program Manager classification series in that the Project Managers is typically responsible for a discrete project where as the Program Managers perform general managerial and supervisory duties in relation to planning, organizing, directing, and controlling activities and/or staff of County programs.

## TYPICAL TASKS:

The following are the duties performed by employees in this classification. However, employees may perform other related duties at an equivalent level. Each individual in the classification does not necessarily perform all duties listed.

- Plans and oversees projects of high complexity to completion;
- Prepares, monitors, and manages project budgets;

- Proposes and constructs special projects and activities aimed at enhancing the effective use and control of resources and technology;
- Works with project leadership and stakeholders to identify and establish project goals, scope, objectives, priorities, timelines, schedules, resources, and deliverables;
- Manages the analysis of procedures and systems to assess and improve the operational execution of special projects;
- Advises on project feasibility and recommends solutions;
- Formulates strategies and establishes priorities to achieve objectives;
- Monitors and creates, as needed, tracking tools, schedules, reports, procedures, and processes to support successful project implementation;
- Interviews, selects, hires, trains, supervises, evaluates, and manages staff;
- Identifies and defines system resources, develops project plans, budgets, and work schedules for the implementation of new systems and/or application of enhancements;
- Monitors and evaluates the performance of vendors and ensures that contracts and agreements are met and problems are dealt with on a timely basis;
- Evaluates and makes recommendations relating to workflow and staffing patterns and assists in the establishment of performance standards and workload measures;
- Participates in meetings and serves as liaison with County departments and stakeholders, and represents the project in contacts with the public and private agencies and concerned community groups and organizations;
- Tracks pending legislative developments, reviews and/or suggests modifications on legislative and regulatory proposals;
- Assists with the development and management of contracts, data sharing agreements, and other legal, regulatory, and compliance activities, in coordination with County Counsel and other County partners;
- Conducts formal review at project completion to confirm acceptance and documents lessons learned for future reference and learnings;
- Conducts special studies and investigations in assigned program area;
- Prepares and presents project status updates to internal and/or external partners and stakeholders, including detailed status reports and correspondences, as requested;
- Assists with determining funding needs and obtaining external funding when necessary, through grants and/or contracts;



- Utilizes established project standards and procedures, and contributes to the development and continued improvement of project management tools;
- May coordinate with staff around epidemiology and surveillance, public health informatics, performance management and quality improvement, research, and evaluation activities;
- May be assigned as a Disaster Service Worker (DSW), as required\*;
- Performs other related duties, as required.

## EMPLOYMENT STANDARDS:

Sufficient education, training, and experience to demonstrate the ability to perform the above tasks, plus the possession and direct application of the following knowledge and abilities:

**Training and Experience Note:** The knowledge and abilities are attained through possession of a Master's Degree or higher preferably in Business Administration, Public Administration, Social Work, Public Policy, Public Health, Health Administration, Sociology, Project Management, or closely related field.

and

Three (3) years of full-time project management, analytical, administrative, supervisory, and/or management experience .

Possession of a Project Management Professional (PMP) certification may substitute for one (1) year of the required experience.

### Knowledge of:

- Principles and practices of project development, implementation, management, and evaluation;
- Principles of governmental organization, administration, financing, and budgeting;
- Federal and State legislative process;
- Statistical and research methods;
- Principles and practices of personnel management, training, and supervision;
- Principles and practices of change management;
- Techniques for organizing, facilitating, and motivating groups on building consensus;
- English usage, style, grammar, punctuation, and spelling;

- Common computer systems and applications.

**Ability to:**

- Analyze administrative and management problems, reach practical and logical conclusions, and put effective changes into practice;
- Understand, interpret, and apply provisions of Federal, State, and local legislation, rules, and regulations pertinent to the administration of programs and policies;
- Communicate effectively, both orally and in writing, with people of diverse backgrounds and cultures;
- Gather, interpret, and present a variety of management analysis data;
- Plan and manage a program which has agency-wide impact;
- Establish and maintain effective working relationships with those contacted in the course of work, at all levels, including colleagues, the public, and representatives of other agencies;
- Manage and supervise personnel and budgetary resources;
- Manage complex projects with interdisciplinary teams;
- Demonstrate skills in facilitation, negotiation, and problem resolution;
- Work with multiple project stakeholders from other County agencies, community partners, and community groups;
- Manage contracts, budgets, and grants;
- Utilize established project standards, policies, and procedures to contribute to the development and continuous improvement of project management tools;
- Work with multiple projects and schedules.





# Planner

Class Code:  
PLNR

Bargaining Unit: AFSCME Local 2428

EAST BAY REGIONAL PARK DISTRICT

Established Date: May 16, 1976

Revision Date: Nov 27, 2019

## SALARY RANGE

\$51.80 - \$58.62 Hourly  
\$8,417.50 - \$9,525.75 Monthly

## GENERAL FUNCTION:

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.*

Under general supervision, functions as technical lead or support staff in the preparation of park land use plans, California Environmental Quality Act (CEQA) documents, and resource evaluations for park, trail and open space projects; helps implement the planning goals of the District's Master Plan; and performs related duties as assigned.

## ESSENTIAL FUNCTIONS:

*The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

- Helps guide local planning and land use decisions
- Assists in securing regulatory agency permits
- Performs project scoping and scheduling
- Visits field sites
- Facilitates inter-departmental coordination
- Prepares clear and concise planning and/or CEQA documents
- Posts public notifications
- Organizes facilities and equipment for public meetings
- Compiles comments from public review periods
- And prepares materials for review by the General Manager and the District's Board of Directors
- Gathers, analyzes and interprets data related to local planning action referrals and other local agency documents
- Selects and monitors outside consultants in the preparation of technical reports
- Presents District positions and attends public hearings

- Presents District interests
- And supports objectives in a wide range of community, environmental and public forums
- Conducts research on park resources using documents, surveys, plans and maps
- And prepares reports and proposes actions
- Communicates with developers and public agencies
- Negotiates, coordinates and secures development concessions in the form of public open space dedications, public easements and environmental mitigations
- Prepares long range plans, special reports of studies, memos, working maps, and displays, as needed
- Assists in providing guidance and direction to other staff, as needed
- And performs related duties as assigned.

## MINIMUM QUALIFICATIONS:

*Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

**Education:** A Bachelor's degree from an accredited college or university with major course work in planning, natural resource management, or a related field,

AND

**Experience:** One year of experience dealing with CEQA and/or regulatory agency requirements.

**License or Certificate:** Possession of a valid Class C California Driver's License is a condition of initial and continued employment in this classification.

## KNOWLEDGE, SKILLS AND ABILITIES:

*The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.*

### Knowledge of:

- Federal, state, and local government planning processes and regulatory agency requirements
- Including CEQA, NEPA, Section 106, and endangered species acts
- Excellent written and verbal communication
- Climate change and its effects
- Office procedures, methods, and equipment including computers
- And applicable software applications such as word processing, spreadsheets, and databases.

### Ability to:

- Prepare basic graphic and map displays

- Meet deadlines
- Prioritize work
- And coordinate several activities
- Identify basic plants and animals
- Deliver public presentations
- Coordinate interagency and interdepartmental meetings
- Operate office equipment
- Including computers and supporting word processing, spreadsheet, and database applications
- Communicate clearly and concisely, both orally and in writing
- Establish and maintain effective working relationships with those contacted in the course of work at all levels,
- Including a culturally diverse general public, with a focus on quality service to internal and external customers.

### **CONDITIONS OF EMPLOYMENT**

- Must pass a Level 1 Background Check.
- May be required to attend public hearings and other meetings which may be scheduled outside of normal work hours.

### **ADDITIONAL INFORMATION**

REPORTS TO: Chief, manager, supervisor, or designee.

SUPERVISES: This is not a supervisory class

### **HISTORICAL INFORMATION**

Employment Category: AFSCME, Local 2428

Approved by Board: May 15, 1976

Revision Approved by General Manager: December 7, 2000

Replaces "Park Planner I"

Revision Approved by General Manager; December 30, 2014

Revision Approved by General Manager: November 15, 2019



# Senior Planner

Class Code:  
SPLN

Bargaining Unit: AFSCME Local 2428

EAST BAY REGIONAL PARK DISTRICT

Revision Date: Aug 13, 2020

## SALARY RANGE

\$57.19 - \$64.69 Hourly  
\$9,912.93 - \$11,212.93 Monthly

## GENERAL FUNCTION:

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.*

### **GENERAL FUNCTION:**

Under direction, leads and conducts varied planning projects in planning, environmental review or regional trails; interfaces with outside agencies in order to advocate and protect the Park District interests; interprets and implements the planning goals, policies and capital improvement projects of the Park District's Master Plan; and performs related duties as assigned.

### **CLASS CHARACTERISTICS:**

The Senior Planner is the second level in the professional planner series and provides lead direction. This includes assigning tasks, monitoring progress, reviewing results, and providing input for performance evaluations. It is distinguished from the higher-level classification of Principal Planner, in that the latter has responsibility for the overall function of the Planning Unit and all personnel functions such as hiring and discipline. It is further distinguished from the lower-level classification of Planner in that the latter performs tasks to support the planning unit.

## ESSENTIAL FUNCTIONS:

*The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

### **Planning or Environmental Review**

- Reviews assigned projects and develops project methods and procedures;
- Leads project teams, working collaboratively and professionally with team members and stakeholders;
- Responds to public inquiries and department staff concerning state and federal planning and environmental laws;

- Manages consultants in the preparation of studies, plans, designs and cost estimates for projects;
- Independently evaluates the environmental impacts of capital and maintenance projects;
- Coordinates with resource regulatory agencies;
- Represents the Park District interests and supports Park District objectives in a wide range of community, environmental and public forums;
- Assists in the preparation of grant applications related to land use plans and capital projects;
- Ensures legally mandated requirements are adhered to for plans and documents;
- Gathers, analyzes, and interprets data relating to local planning action referrals, general plans, specific plans, development proposals and environmental policy documents;
- Conducts site visits and field investigations as required;
- Makes recommendations on land use planning issues;
- Conducts research on park resources, prepares comprehensive reports, and recommends courses of action;
- Selects and monitors outside consultants;
- Prepares environmental impact documents and land use plans;
- Provides follow-up coordination in the design and construction phase of land use plans;
- Prepares cost estimates for capital projects within the plan;
- Monitors the implementation of environmental mitigation measures;
- Presents Park District positions in written responses and at public hearings;
- Communicates on an ongoing basis with developers and public agencies;
- Negotiates, coordinates and secures development concessions in the form of public open space dedications, public access easements and environmental mitigations;
- Prepares long range plans, special reports and studies, correspondence, cost estimates, working maps and displays as required;
- Develops content for social media platforms on assigned projects;
- Performs related duties as assigned.

### **Regional Trails**

- Conducts varied trail related planning projects, including feasibility studies and local and regional trail planning efforts;
- Manages projects through construction utilizing staff and/or outside contractors;
- Leads project teams, working collaboratively and professionally with team members and stakeholders;
- Responds to public inquiries and department staff concerning state and federal trail planning standards and best management practices;
- Assists in the preparation of grant applications related to land use plans and capital projects;
- Ensures legally mandated requirements are adhered to for plans and documents;
- Serves as liaison to outside agencies, trail users and other community groups;
- Represents Park District interests and supports Park District objectives in a wide range of community, environmental and public forums;
- Coordinates and provides instruction at Park District training courses;
- Works to incorporate the Park District's Master Plan regional trails into local and regional bicycle and pedestrian plans;
- Plans and implements the Ivan Dickson Volunteer Trail Maintenance Program;
- Gathers, analyzes, and interprets data relating to local trail related planning actions, general plans, specific plans, development proposals and environmental policy documents, as assigned and reviews and comments to ensure the Park District's interests are protected;
- Analyzes data, creates maps, and communicates ideas and/or concerns using Global Positioning System (GPS) and Geographic Information System (GIS);
- Conducts site visits and field investigations as required;
- Selects and monitors outside consultants;
- Ensures trail projects to be owned, operated or managed by the Park District, are designed consistent with Park District standards;

- Negotiates, coordinates and secures development concessions in the form of public open space dedications, public access easements and environmental mitigations;
- Performs related duties as assigned.

## MINIMUM QUALIFICATIONS:

*Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

**Education:** A Bachelor's degree from an accredited college or university with major course work in city or regional planning, landscape architecture, or a related field;

AND

**Experience:** Three years of experience in land use planning, including work with public agencies and experience with preparation and analysis of plans and environmental documents;

AND

**License or Certificate:** Possession of a valid Class C California Driver's License is a condition of initial and continued employment in this classification.

## KNOWLEDGE, SKILLS AND ABILITIES:

*The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.*

### Knowledge of:

- Principles of lead supervision and training;
- Principles and practices of project management and design;
- Federal, state, and local planning and environmental laws, regulations, rules, and acts;
- Processes and best practices of regulatory agency permitting;
- Environmental evaluation procedures;
- Trail planning, design concepts, and trail maintenance;
- Written and verbal communication to deliver public presentations, coordinate interagency, and interdepartmental meetings, and facilitate discussions with key internal and external stakeholders;
- Local government planning processes;
- Office procedures, methods, and equipment including computers and applicable software applications such as digital imagery, GIS, word processing, spreadsheets, and databases.

### Ability to:

- Manage capital projects and administer contracts;
- Oversee support staff on a project basis;
- Lead, train, and motivate staff;
- Facilitate meetings and negotiate outcomes;



- Coordinate multiple activities simultaneously, set priorities, and meet deadlines;
- Communicate graphically;
- Organize and create maps and presentation graphics;
- Facilitate resolution of issues and develop alternatives;
- Prepare requests for proposals, negotiate contract terms, select consultants, ensure compliance, monitor project budgets, and track project results;
- Gather, interpret, analyze, evaluate and present a range of data;
- Work with a high degree of independence to perform a variety of complex analytical research in developing recommendations;
- Prepare clear and concise planning and environmental documents and reports;
- Operate office equipment including computers and supporting word processing, spreadsheet, and database applications;
- Communicate clearly and concisely, both orally and in writing;
- Establish and maintain effective working relationships with those contacted in the course of work at all levels, including a culturally diverse general public, with a focus on quality service to internal staff and external customers.

### **CONDITIONS OF EMPLOYMENT**

- Must pass a Level 1 Background Check.
- May be required to work occasional evenings and/or weekend hours for meetings or presentations

### **ADDITIONAL INFORMATION**

**REPORTS TO:** Chief, manager, supervisor, or designee.

**SUPERVISES:** May provide lead direction to support staff and/or volunteers.

**The East Bay Regional Park District is an Equal Opportunity Employer that values and respects a diverse workforce and community. It is committed to promoting an equitable and inclusive workspace that is welcoming to all. Applicants from all backgrounds and life experiences are encouraged to apply. All qualified applicants will receive consideration for employment.**

### **HISTORICAL INFORMATION**

Employment Category: AFSCME, Local 2428

Replaces "Park Planner II", Adopted by Board: 5/15/76

Revision Adopted by General Manager: December 18, 2003

Salary Revised per Joint Equity Committee Effective 1/1/04

Revision Approved by General Manager: 2/26/07

Revision Approved by General Manager: 4/25/07

Replaces "Senior Park Planner and Senior Planner"

Revision Approved by General Manager: 12/30/2014

Revision Approved by General Manager: August 13, 2020



# Assistant Planner

Class Code:  
29560

COUNTY OF SACRAMENTO  
Established Date: Nov 20, 2014  
Revision Date: Feb 22, 2015

## SALARY RANGE

\$37.55 - \$45.64 Hourly  
\$6,533.70 - \$7,941.36 Monthly  
\$78,404.40 - \$95,296.32 Annually

## DEFINITION:

Under general supervision, performs analytical planning and environmental work in the administration and development of community and general plans, zoning regulations and environmental documents; explains the planning program, policies, local ordinances and State and Federal regulations to the public.

## DISTINGUISHING CHARACTERISTICS:

This class is the journey and first professional level class in the Planner series. Incumbents in this class perform complex and professional tasks in providing the public with information on land use policy and regulations, determining the effects of proposed activities on the environment, preparing major sections of the general plan or community plans, preparing environmental documents and/or processing land development plans.

Incumbents in this class receive direct supervision from an Associate Planner or other higher level personnel. This class is distinguished from the higher class of Associate Planner in that this class does not perform supervisory responsibilities or the more technically complex assignments with greater independence. This class is distinguished from the lower level class of Planning Technician in that the latter provides specialized paraprofessional and technical support for planning and environmental activities.

## EXAMPLES OF DUTIES, KNOWLEDGE, AND ABILITIES:

Duties may include, but are not limited to, the following:

- Reviews proposed development or public infrastructure project plans and/or applications for variance and other development permits and approvals, conditional use, subdivisions, design review, etc. for consistency with the general plan, compliance with local ordinances, regional and state requirements, and/or environmental conditions and impacts.
- Processes business licenses, certificates of compliance, oil and gas drilling permits.
- Researches, compiles, analyzes, and interprets information and data in the preparation of environmental documentation and special reports.
- Contacts various public agencies to gather information pertinent to specific projects or environmental studies; evaluates and comments upon reports submitted by other



governmental or private organizations.

- Conducts field investigations of project sites to gather facts and assure compliance with approval conditions; takes photographs; records field notes and other data from a variety of sources.
- Applies statistical formulas in the analysis of demographic, economic, environmental, and other data; provides data as requested for various planning studies, programs or special reports.
- Collects and analyzes collected project data for studies of human, physical, natural, economic and/or governmental resources.
- Assists in the preparation of various elements to the General Plan, community plans, ordinances and other policies and procedures.
- Prepares initial studies, negative declarations and other environmental documents in accordance with the California Environmental Quality Act (CEQA) and/or National Environmental Policy Act (NEPA); reviews consultant prepared environmental documents.
- Advises project proponents of requirements applicable to proposed projects and assists in developing plans to meet these requirements.
- Assists with the development and implementation of measures to avoid, minimize and/or mitigate potentially adverse environmental impacts; prepares Mitigation Monitoring and Reporting Program (MMRPs); conducts field investigation and reviews site plans for compliance with MMRP and provides reports.
- Responds to public inquiries regarding ordinances, laws, regulations, policies, and procedures governing land use and environmental characteristics of projects and environmental conditions.
- Presents proposals and recommendations to local planning committees, councils, public agencies, and community groups.
- Composes comprehensive staff reports for various hearing bodies; prepares correspondence and other documents to County staff, consultants, developers, other governmental agencies and the public.
- Gathers and assembles information for the preparation of charts, graphs and other illustrative materials for a variety of staff/project reports and support documents.
- Performs related duties as assigned.

## EMPLOYMENT STANDARDS

Knowledge of:

- Applicable federal, state and local laws, codes, ordinances, regulations, policies, and procedures related to urban planning, environmental regulations, and community development
- Various aspects of human ecological relationships
- Principles, practices, and techniques of urban and regional planning
- Principles and practices of governmental planning with particular reference to urbanizing areas
- Trends and statistics affecting community planning
- The State Planning, Zoning and Land Use laws, Subdivision Map Act, California Environmental Quality Act, National Environmental Policy Act, and pertinent County ordinances such as the Zoning Code
- Statistics and graphic presentation techniques
- Basic principles of urban planning
- Basic research and statistical methods and procedures
- Principles, practices and techniques of drafting and graphic design
- Procedures for gathering land use data
- Public speaking and presentation techniques
- Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, databases, and other specialized applications related to area of assignment
- English usage, spelling, grammar, and punctuation

Ability to:

- Collect, compile, analyze and interpret data pertaining to planning, environmental, land use and zoning issues
- Prepare technical and statistical documents

- Prepare required maps and other graphical material
- Evaluate statistical data and present facts and conclusions
- Develop and maintain cooperative, effective working relationships with the public, community groups, and other government agencies
- Communicate clearly and concisely, both verbally and in writing
- Make effective presentations and respond to questions from various groups, including boards, committees, and the public
- Interpret and apply applicable federal, state, and local laws, codes, regulations, policies and procedures
- Keep accurate records and prepare clear and concise reports
- Formulate options and make recommendations based on data and information collected
- Apply customer service skills, including the identification of customer needs and follow up to ensure customer commitments have been met
- Use current technologies, tools and equipment to achieve program goals

## MINIMUM QUALIFICATIONS:

Either: 1. Three years of full-time paid experience employed by the County of Sacramento in the class of Planning Technician.

Or: 2. A Bachelor's Degree or higher from an accredited college or university in public administration, ecological studies, environmental planning and management, environmental studies, geography, natural resources, urban or regional planning or other field closely related to the intent of the class.

Or: 3. Four years of full-time paid professional experience in environmental, urban and/or regional planning which must have included performing one of the following kinds of planning activities associated with a planning agency: comprehensive, regional, area, or community planning; public infrastructure environmental analysis; plan/proposal review; general plan amendments; CEQA/NEPA document preparation; zoning; land division; housing administration; information services; urban renewal; or planning administration.

Note: Related fields above may include archaeology, anthropology, architectural history, biology, botany, business administration, climatology, economics, engineering, geology, historic preservation, hydrology, political science, range management, recreation administration (outdoor resource management), watershed management, and wildlife management.

## GENERAL QUALIFICATIONS

### Criminal History and Background Checks:

The County may access criminal history information on candidates who have accepted a conditional offer of appointment for this class consistent with the provisions of Board of Supervisors Resolution No. 82-602, Personnel Policies and Procedures B-5, and applicable federal and state laws. The County shall not consider for employment any candidate who has been convicted of a felony or misdemeanor that relates to or impacts the candidate's ability to perform the job duties of this class unless it is determined that mitigating circumstances exist. For purposes of accessing criminal history information, the candidate will be fingerprinted. A subsequent arrest notification may be obtained.

The County may also conduct a background check on the candidate prior to appointment to a position within this class. The background check may include personal and professional reference checks, credit history checks where authorized by Labor Code section 1024.5, Social Security Number verification, professional license/registration verification, military service information and driving history. Information obtained in the course of this background check will be considered by the appointing authority in the selection process. In obtaining such information, the County will comply with applicable consent and disclosure practices in

the Fair Credit Reporting Act and the California Investigative Consumer Reporting Agencies Act.

**License Requirement:**

A valid California Driver License, Class C or higher is required at the time of appointment. Failure to obtain or maintain the appropriate California Driver License may constitute cause for personnel action in accordance with Civil Service Rules or applicable bargaining agreement. Individuals who do not meet this requirement due to disability will be reviewed on a case-by-case basis.

**Physical Requirements:**

While most work will be in an office setting, incumbents will occasionally visit sites of proposed development, construction sites, etc. and be required to:

- Walk and stand for long periods of time.

Individuals who do not meet these requirements due to disability will be reviewed on a case-by-case basis.

**Working Conditions:**

While most work will be in an office setting, incumbents will occasionally visit sites of proposed development, construction sites, etc. and be required to:

- Work outside in all types of climatic conditions including inclement, very hot and/or cold weather.
- Work on rough, uneven terrain.
- Work in loud or noisy areas.
- Work near vehicular traffic.
- Work around dirt, dust, fumes and/or odors.
- Work around machinery and equipment with moving parts.
- Work in potentially hazardous areas.

## **PROBATIONARY PERIOD AND CLASS HISTORY INFORMATION:**

Six (6) months

Adopted: 2/22/15

Revised:

Retitled:

Class Code: 29560

Schematic Code: 2----C

EEO Code: 42

Rep Unit: 026

## **CLASS SPEC TITLE 6:**

Other classes in the Planner series include: Planning Technician, Associate Planner, Senior Planner, and Principal Planner

# Associate Planner



(<https://agency.governmentjobs.com/sacramento/action=specbulletin&ClassSpecID=1025828&he>

SUBSCRIBE

**Class Title**

Associate Planner

**Class Code**

29561

**Salary** ⓘ

\$94,335.84 - \$114,672.96 Annually

**DEFINITION****BENEFITS****Definition**

Under direction, supervises, assigns, and/or reviews the work of staff responsible for the administration and development of community and general plans, zoning regulations and environmental documents; explains the planning program, policies, local ordinances and State and Federal regulations to the public; ensures work quality and adherence to established policies and procedures; and performs the more technical and complex tasks relative to the assigned area of responsibility.

**Distinguishing Characteristics**

This class is the supervisory class in the Planner series. Incumbents in this class are expected to work under minimal management supervision and instruction, and to exercise considerable independent judgment and initiative. Incumbents supervise and/or coordinate the work of professional, technical and other staff performing tasks related to preparing major sections of the general plan or community plans, implementing land use policy and regulations, determining the effects of proposed activities on the environment, preparing environmental documents and/or processing land development plans. Incumbents in this class may also function as technical specialists but not directly supervise other workers.

Incumbents in this class report to a Senior Planner or other management personnel. This class is distinguished from the higher class of Senior Planner in that the latter is the management level class responsible for the more complex work assignments and/or managerial responsibility. This class is further distinguished from the lower class of Assistant Planner by the supervisory responsibilities, the technical complexity of the assignments received, and/or the greater independence with which the incumbent is expected to operate.

**Examples of Duties, Knowledge, and Abilities**

Duties may include, but are not limited to, the following:

- Plans, prioritizes, assigns, supervises, reviews and participates in the work of staff responsible for the preparation and administration of general plan amendments, subdivision, land use and zoning regulations, community plans, planning staff reports and environmental documents.
- Coordinates and reviews the work plan for assigned functions, services, and activities; assigns work activities and projects; monitors work flow; reviews and evaluates work products, methods and procedures; meets with staff to identify and resolve problems; ensures work is performed accurately and that timelines are met; ensures compliance with established policies, procedures, and related regulations.
- Assists with interviewing and selecting assigned personnel.
- Provides and/or coordinates staff training in accordance with established policies and procedures.
- Works with employees to correct deficiencies; recommends and/or implements discipline and termination procedures.
- Assists in identifying opportunities for improving service delivery methods and procedures; identifies resource needs; reviews with appropriate management staff; implements improvements.
- Responds to and resolves routine customer inquiries and complaints.
- Performs the more technical and complex tasks of the work unit, which may include such duties as selecting, managing and administering the services of consultants; reviewing work products for technical accuracy and compliance with local, State and Federal regulations; overseeing budget and financial records.
- Reviews large and/or complex land development projects including subdivisions, conditional use, variance and other development permits and approvals, environmental permitting applications, design reviews, development agreements, rezoning and General Plan amendments; coordinates the processing of submitted applications; reviews environmental impact reports; facilitates the preparation of documents such as the County General Plan, environmental forms, general plan elements, specific plans and related products, and includes preparation and review of environmental impact reports and/or planning reports for major, controversial projects.
- Develops measures to avoid, minimize and/or mitigate potentially adverse environmental impacts; prepares and ensures implementation of Mitigation Monitoring and Reporting Programs (MMRP) and monitors compliance.
- Monitors the activities of maintenance and construction personnel, and consultants; provides training on measures and Best Management Practices (BMPs) to ensure avoidance and minimization of environmental impacts; serves as a biological monitor over such activities in the vicinity of sensitive habitat or special status species protected by the California and Federal Endangered Species Act.
- Participates in the development and implementation of goals, objectives, policies and procedures for assigned area of responsibility; recommends and implements policies and procedures to ensure compliance with appropriate laws, ordinances, and codes.
- Reviews project and program budgets; submits budget recommendations; monitors expenditures.

- Gathers and compiles information and illustrative materials on operations and activities for a variety of staff/project reports; composes correspondence and other documents to County staff, consultants, developers, other governmental agencies and the public.
- Represents the department at inter-agency meetings, conferences and public hearings related to planning and environmental issues; works cooperatively with local, regional, state, and federal agencies.
- Performs related duties as assigned.

## EMPLOYMENT STANDARDS

### Knowledge of:

- Principles and practices of supervision, discipline, leadership, mentoring, and training
- Team dynamics and team building
- Applicable federal, state, and local laws, codes, ordinances, regulations, policies, and procedures related to urban planning, environmental regulations, and community development
- Principles and practices of governmental planning with particular reference to urbanizing areas
- Trends and statistics affecting community planning
- Procedures for gathering land use and environmental data
- The State Planning, Zoning and Land Use laws, Subdivision Map Act, California Environmental Quality Act, National Environmental Policy Act, and pertinent County ordinances such as the Zoning Code
- Statistical and graphic presentation skills
- Principles and techniques of implementing and developing project-level work plans and budgets
- Public speaking and presentation techniques
- Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, databases, and other specialized applications related to area of assignment
- English usage, spelling, grammar, and punctuation

### Ability to:

- Select, supervise, train, and evaluate staff
- Investigate and resolve disciplinary issues
- Work independently, prioritize work, coordinate activities and meet critical deadlines
- Monitor and interpret budgets and other financial documents
- Collect and compile a variety of data and information
- Plan, coordinate, assign, and review the work of subordinate staff
- Develop and maintain cooperative, effective working relationships with subordinates and the public



- Communicate clearly and concisely, both verbally and in writing
- Prepare, negotiate and administer contracts
- Interpret and apply applicable federal, state, and local laws, codes, regulations, policies and procedures
- Apply customer service skills, including the identification of customer needs and follow up to ensure customer commitments have been met
- Use current technologies, tools, and equipment to achieve program goals

**Minimum Qualifications**

Either: 1. One year of full-time paid experience employed by the County of Sacramento in the class of Assistant Planner.

Or: 2a. One year of full-time paid professional experience in environmental, urban and/or regional planning which must have included performing analytical duties in one of the following kinds of planning activities associated with a planning agency: comprehensive, regional, area, or community planning; public infrastructure environmental analysis; plan/proposal review; general plan amendments; CEQA/NEPA document preparation; zoning; land division; housing administration; information services; urban renewal; or planning administration.

And

2b. A Bachelor's Degree or higher from an accredited college or university in public administration, ecological studies, environmental planning and management, environmental studies, geography, natural resources, urban or regional planning or other field closely related to the intent of the class.

Or: 3. Five years of full-time paid professional experience in environmental, urban and/or regional planning which must have included performing analytical duties in one of the following kinds of planning activities associated with a planning agency: comprehensive, regional, area, or community planning; public infrastructure environmental analysis; plan/proposal review; general plan amendments; CEQA/NEPA document preparation; zoning; land division; housing administration; information services; urban renewal; or planning administration.

Note: Related fields above may include archaeology, anthropology, architectural history, biology, botany, business administration, climatology, economics, engineering, geology, historic preservation, hydrology, political science, range management, recreation administration (outdoor resource management), watershed management, and wildlife management.

**GENERAL QUALIFICATIONS****Criminal History and Background Checks:**

The County may access criminal history information on candidates who have accepted a conditional offer of appointment for this class consistent with the provisions of Board of Supervisors Resolution No. 82-602, Personnel Policies and Procedures B-5, and applicable federal and state laws. The County shall not consider for employment any candidate who has been convicted of a felony or misdemeanor that relates to or impacts the candidate's ability to perform the job duties of this class unless it is determined that mitigating circumstances exist. For purposes of accessing criminal history information, the candidate will be fingerprinted. A subsequent arrest notification may be obtained.



The County may also conduct a background check on the candidate prior to appointment to a position within this class. The background check may include personal and professional reference checks, credit history checks where authorized by Labor Code section 1024.5, Social Security Number verification, professional license/registration verification, military service information and driving history. Information obtained in the course of this background check will be considered by the appointing authority in the selection process. In obtaining such information, the County will comply with applicable consent and disclosure practices in the Fair Credit Reporting Act and the California Investigative Consumer Reporting Agencies Act.

**License Requirement:**

A valid California Driver License, Class C or higher is required at the time of appointment. Failure to obtain or maintain the appropriate California Driver License may constitute cause for personnel action in accordance with Civil Service Rules or applicable bargaining agreement. Individuals who do not meet this requirement due to disability will be reviewed on a case-by-case basis.

**Physical Requirements:**

While most work will be in an office setting, incumbents will occasionally visit sites of proposed development, construction sites, etc. and be required to:

- Walk and stand for long periods of time.

Individuals who do not meet these requirements due to disability will be reviewed on a case-by-case basis.

**Working Conditions:**

While most work will be in an office setting, incumbents will occasionally visit sites of proposed development, construction sites, etc. and be required to:

- Work outside in all types of climatic conditions including inclement, very hot and/or cold weather.
- Work on rough, uneven terrain.
- Work in loud or noisy areas.
- Work near vehicular traffic.
- Work around dirt, dust, fumes and/or odors.
- Work around machinery and equipment with moving parts.
- Work in potentially hazardous areas.

**Probationary Period and Class History Information**

Six (6) months

Adopted: 2/22/15

Revised:

Class Code: 29561

Schematic Code: 2----C

EEO Code: 42

Rep Unit: 034

**Other Class Spec Title 1**

Other classes in the Planner series include: Planning Technician, Assistant Planner, Senior Planner, and Principal Planner

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COUNTY OF SAN MATEO  
Revision Date: Jan 9, 2001

Planner II

Class Code:  
R050

Bargaining Unit: AFSCME: Planning(A05)

SALARY RANGE

\$42.74 - \$53.42 Hourly  
\$3,419.20 - \$4,273.60 Biweekly  
\$7,408.27 - \$9,259.47 Monthly  
\$88,899.20 - \$111,113.60 Annually

DEFINITION:

Under general supervision, research and analyze planning data, conduct planning studies, prepare environmental documents, and assist in land use and zoning administration for current and future community projects.

DISTINGUISHING CHARACTERISTICS

**Planner I** is the entry level in the Planner series. Under immediate supervision, incumbents learn how to apply their professional training to a work production environment and how to perform the simplest and least complex planning review activities. This class is flexibly staffed with Planner II and incumbents may advance to the higher level after gaining experience and demonstrating proficiency in the work.

**Planner II** is the full experienced journey level in the Planner series. Under general supervision, incumbents perform a full range of planner activities and exercise substantial independence and initiative in carrying out their assignments. This class is flexibly staffed with Planner III and incumbents may advance to the higher level after gaining experience and demonstrating proficiency in the work.

**Planner III** is the advanced journey level in the Planner Series. Under direction, incumbents carry out the major and more complex land use projects in all sections of the Division. Incumbents provide direction to other professional staff on projects and operate with independence within the parameters of legislative and divisional policy.

EXAMPLES OF DUTIES:

Duties may include, but are not limited to, the following:

- Gather, compile, and analyze statistical data; study trends in land use, demographics and environmental impacts.
- Conduct studies, compile data and information and prepare reports on land use, population, environmental impacts, transportation, ordinance amendments and other planning subjects.
- Make field surveys and investigate related planning and zoning projects and inquiries.
- Maintain automated historical records.
- Prepare reports on data collected to support recommendations on zoning, transportation, and other land use projects.
- Prepare recommendations and assist in presentations to the Planning Commission, Board of Supervisors, and public agencies.
- Prepare or assist in revising maps, charts, graphs and other visual aids including departmental brochures and publications on land use and policies.
- Act as liaison and consultant with the public, other agencies, department and/or sections of the Planning and Building Division.
- Attend public hearings, task forces, and other land use related meetings.
- May act as lead in the absence of the supervisor and on large projects.
- May act as supervisor in his/her absence.
- Perform related duties as assigned.

QUALIFICATIONS:

**Note:** The level and scope of the knowledge, skills and abilities listed below are related to job duties as defined under Distinguishing Characteristics.

Knowledge of:

- The organization of local government and concepts of public administration.
- Principles, practices and trends in urban and regional planning, including physical, social and economic factors.
- Codes, ordinances and laws related to planning, zoning, environmental resource protection, and subdivisions.
- Basic computer operations.
- Basic lead and supervisory principals and practices.
- Research and statistical methods and sources of data.
- Mathematical principals, tools and practices used in determining density and structural floor area.
- Symbols, language and techniques used in planning, drafting, mapping and the basic principles involved in interpreting aerial photography.

Skill/Ability to:

- Work cooperatively and effectively with the public, co-workers and individually and as a member of a professional and technical team and individually.
- Recognize the key importance of customers, their unique situation and the department's and division's relationship with the customer in problem resolution and information giving situations.
- Produce comprehensive, clear and concise reports, memos, letters, staff reports and major studies which are accurately researched, focused on essential information, reflect an appropriate level of analysis, and demonstrate objectivity.
- Make concise and understandable presentations, manage related discussions, facilitate decision-making, formulate alternatives, and summarize and respond to comments effectively.
- Make valid conclusions and appropriate alternative recommendations.
- Explain policy and procedures to the public and staff.
- Facilitate problem resolution.
- Operate and retrieve information using a computer.
- Adapt to changing situations even under pressure.
- Conduct research including gathering, interpreting and presenting data; reach conclusions, develop defensible recommendations and formulate feasible policy and regulations.
- Interpret and explain maps, charts and tables; coordinate the preparation of a wide range of visual aids which clearly illustrate issues concepts, and programs.

Education and Experience:

Any combination of education and experience that would likely provide the required knowledge, skills and abilities is qualifying. A typical way to qualify is:

**Planner I:** Bachelor's degree in Planning or a closely related field.

**Planner II:** Two years of professional planning experience.

**Planner III:** Three years of professional planning experience.



# Capital Projects Manager I

Class Code:  
N001

Bargaining Unit: AFSCME: Planning(A05)

COUNTY OF SAN MATEO  
Revision Date: Aug 19, 2019

## SALARY RANGE

\$51.14 - \$63.93 Hourly  
\$4,091.20 - \$5,114.40 Biweekly  
\$8,864.27 - \$11,081.20 Monthly  
\$106,371.20 - \$132,974.40 Annually

## DEFINITION:

Perform construction and capital improvement project management work involving the planning, design, bidding and construction of assigned capital facility construction and major building remodel, renovation, upgrade, and tenant improvement projects; integrate of all phases of work, from the initial planning stages, to the completion of construction and warranty period; manage simultaneous capital improvement and major maintenance projects with varying budgeted costs, completion deadlines and levels of political sensitivity and visibility.

### DISTINGUISHING CHARACTERISTICS

Capital Projects Manager I is the first level of the Capital Projects Manager series. This classification is distinguished from Capital Project Manager II in that the latter is assigned to capital projects with a budget of up to \$40 million. Incumbents exercise discretion and latitude of judgement within established policies and communicate project information orally and in writing with department heads, Board members, the County Manager, heads of other governmental agencies, with contractors, county staff and the public.

### SUPERVISION RECEIVED AND EXERCISED

Depending on assignment, receive general direction from a Supervising Capital Project Manager or a higher-level manager. May also receive project direction from a Senior Capital Projects Manager. Exercise direct and indirect supervision over professional and technical staff, including consultants and contractors.

## EXAMPLES OF DUTIES:

Duties may include, but are not limited to, the following:

- Manage major and/or complex capital projects from program planning through final acceptance of construction and warranty period.
- Oversee major maintenance and construction projects, which may include infrastructure, underground, structural, system upgrades, retrofits, replacement of building equipment and components.
- Conduct needs assessments, cost analyses and feasibility studies to determine project requirements, space needs, options and cost estimates.
- Manage the consultant, contractor and vendor selection process, including the solicitation and evaluation of bids, coordinating requests for proposals and obtaining Board of Supervisors approvals.
- Provide guidance and coordination of work to consultants and contractors related to project criteria, regulations, codes, standards and schedules.
- Communicate orally and in writing with county officials, other county departments consultants, contractors, architects, engineers, outside agencies and the public on assigned projects.
- Research and plan the various mechanisms used to finance projects such as state and federal grants, county funding, lease purchase agreements, certificates of participation, and joint powers agreements.
- Keep projects within approved budget, and on their approved schedule; analyze claims, project costs, verify expenses, obtain fiscal approval when required and approve contractor/ consultant payment requests.
- Prepare, review and manage contracts, construction documents and technical reports for the development of new county facilities and the alteration of existing facilities or major maintenance projects; and requests for proposals and selection of various consultants and participate in their selection.
- Assure that the pre-architectural work and conceptual designs meet the County's needs and are compatible with master plans.
- Evaluate existing facilities and conduct on-site visits to identify repair or renovation projects and/or observe and approve work.
- Prepare correspondence, communication and reports for the Board of Supervisors.
- Administer construction contracts, including inspection work, contract revisions, submittals, payments, schedules, budgets and project closeouts.
- Act as coordinating liaison with county officials, consultants, contractors, architects, engineers, outside agencies and the public regarding capital improvement projects.
- Maintain all project documents, recommend acceptance of assigned projects as being complete and perform project closeout.
- Manage permit applications, resolve claims and disputes, and file notices.
- Serve as a point of contact for county departments and act as liaison on projects; provide input and recommendations regarding technical and financial aspects, and coordination of various construction activities.
- Work with consultants, architects, engineers, end users, building inspectors, maintenance and operations staff, contractors and vendors during the course of projects.
- Perform related duties as assigned.

## QUALIFICATIONS:

Knowledge of:

- Concepts of cost estimating, budgeting and scheduling techniques.
- Architectural planning, detailing and design practices and standards.
- Modern construction design methods and practices including, building construction materials.
- Principles, practices, theories and techniques of construction management including management of all phases of project delivery from project planning to post-construction.
- Structural, mechanical and electrical engineering principles as related to capital projects.
- Project development, management and finance mechanisms.
- Contract negotiation and management practices.
- Codes, ordinances, laws and environmental standards and requirements, including LEED.
- Construction administration including the roles and responsibilities of the various architectural/engineering disciplines, construction managers, contractors and other professionals in the design/construction process.
- Construction safety standards, procedures, best practices and personal protective equipment.
- Construction project management software and other various computer programs and applications relevant to the position.
- Contract negotiation, building cost estimates and budget preparation and control.
- Computer technology and management information systems.

Skill/Ability to:

- Analyze department and County needs for new or remodeled facilities and make recommendations, prepare project scopes, budgets and schedules to meet those needs.

- Adhere to and manage project deadlines and time constraints, both practical and contractual.
- Negotiate and prepare contract agreements for construction and remodeling projects.
- Manage construction projects from inception to completion.
- Communicate effectively orally and in writing.
- Establish and maintain cooperative working relationships with those contacted in the course of the work.
- Anticipate, investigate and research a wide spectrum of technical problems and develop alternative solutions.
- Apply architectural and/or engineering techniques and methods.
- Review and approve designs and contract documents for program compliance.
- Prepare, maintain and monitor accurate project budgets, schedules and records.
- Prepare and present a variety of reports and correspondence.
- Use a personal computer for basic spreadsheet, word processing and project management programs.
- Drive to and from jobsites located throughout the County; walk construction sites and/or natural terrain; climb ladders, scaffolds, lifts and inspect confined spaces to observe and approve work.

Education and Experience:  
Any combination of education and experience that would likely provide the required knowledge, skills and abilities is qualifying. A typical way to qualify is:

Education: Graduation from an accredited college or university with a major in Architecture, Engineering, Construction Management or a closely related field.

Experience: Three years of experience as a construction superintendent, project manager or estimator for commercial or industrial construction, or as a superintendent of buildings and grounds for large complexes, or as a construction contract administrator in a public agency.

PREVIOUS CLASSIFICATION:

Building Divisions Project Manager  
Construction Projects Manager

DATE ESTABLISHED/REVISED:

Est: 4/9/86  
Rev: 01/19/2012





# Open Space Planner

Class Code:  
0598

Bargaining Unit: COMM TECH

COUNTY OF MARIN  
Established Date: Sep 13, 1988

## SALARY RANGE

\$46.07 - \$55.06 Hourly  
\$3,455.25 - \$4,129.50 Biweekly  
\$7,486.38 - \$8,947.25 Monthly  
\$89,836.50 - \$107,367.00 Annually

## DEFINITION:

Functional Titles:

- Landscape Architects
- Natural Resource Planners

This series specification describes three professional planning classes in the County of Marin Merit System. Under general supervision or general direction, depending upon the level to which assigned, assist/conduct/manage complex and diverse open space research, planning and acquisition functions; prepare and coordinate plans and make presentations on projects to various groups; may oversee and review the work of staff and volunteers; and do other work as assigned.

## CLASS CHARACTERISTICS:

**Assistant Open Space Planner:** This is the entry and training level of the Open Space Planner series. Incumbents are given direct and detailed supervision in learning the techniques of open space planning, research and analysis. Close supervision and frequent review of work will lessen as the incumbent demonstrates the ability to work with some independence.

**Open Space Planner:** This is the journey level position within the Open Space Planner series. Under general supervision, incumbents conduct open space research and analysis and implement projects of moderate difficulty; exercise considerable independence and judgment in short-range well defined assignments; make presentations on the more routine projects before committees, the Parks, Open Space, and Cultural Commission and community groups. Senior Open Space Planner This is the advanced journey level position within the Open Space Planner series. This class differs from the Open Space Planner in its exercise of a high degree of independent judgment and contact with other agencies and the public. This position differs from the Planning and Acquisition Manager due to the administrative and management responsibilities of the latter class. Incumbents conduct open

space research and analysis and implement projects of considerable complexity and difficulty.

In addition, this classification makes presentations on projects of varying difficulty before committees, the Marin County Parks, Open Space and Cultural Commission, and community groups and is expected to attend evening and weekend meetings. Direction is received from the Planning and Acquisition Manager.

## EXAMPLES OF DUTIES (ILLUSTRATIVE ONLY):

Note: The following duties are performed by employees in this classification. However, employees may perform other related duties at an equivalent level. Each individual in the classification does not necessarily perform all duties listed.

### Assistant Open Space Planner:

- Prepare maps, sketches, and graphic presentations for open space projects.
- Respond to routine citizen and agency requests for maps and information about the Open Space District and its lands.
- Assist with preparation of plans and construction documents for open space improvements.
- Prepare graphics and text for open space sign system.
- Assist in maintaining open space map files and reproduce maps as necessary.
- Research land ownership, easements, and public access questions.
- Oversee layout and production of signs, brochures and maps by private contractors.
- Prepare informational displays.
- Update brochures and fact sheets.

### Open Space Planner (in addition to the above):

- Review and monitor development projects that affect open space and public trail interests.
- Make site inspections of improvements on open space lands or projects affecting such lands and ensure compliance with approved plans.
- Serve as staff to assigned committees.
- Conduct research and prepare graphics as needed for grant proposals and open space and trail acquisitions and improvements.
- Maintain open space and trail data base, map system and photo archives.
- Develop maps, brochures and fact sheets for public distribution.
- Review and recommend revisions to content of Open Space District's web site; oversee revisions.
- Supply consultants and contractors with necessary information to carry out their work in a timely fashion.
- Develop and maintain style and format for open space sign system.
- Assist the public with information requests and routine needs.
- Prepare plans for open space and trail improvement projects of limited complexity.
- Assist with preparation of environmental review documents, bid documents and grant and permit applications for open space projects.
- Make site inspections and conduct research on encroachments, boundary questions, and maintenance needs at boundaries of open space lands.
- Assist in preparation of construction contracts, professional service agreements and other agreements of limited complexity.

### Senior Open Space Planner (in addition to the above):

- Review and monitor development projects of considerable complexity that affect open space and public trail interests.
- Assist with boundary adjustments, resolution of encroachments and other real estate activities as necessary.



- Prepare or oversee preparation of plans for open space and trail projects of varying complexity.
- Review work of staff and volunteers.
- Coordinate and oversee land and trail acquisitions obtained through the development approval process; conduct research for other land and trail acquisition projects and assist with coordination of such projects as assigned.
- Assist with development of open space policies.
- Serve as staff to assigned committees, both regional and local.
- Prepare and assist with preparation of grant proposals.
- Supervise and review the work of consultants and contractors and supply same with information necessary to carry out their work on projects in a timely fashion.
- Prepare or oversee preparation of environmental review documents and permit applications for open space projects.
- Prepare or oversee preparation of bid documents for open space projects.
- Assist with department administrative responsibilities as assigned.
- Represent the Open Space District at public or private meetings as assigned or necessary.
- Prepare and assist in the administration of construction contracts, professional service agreements, and other agreements.

## MINIMUM QUALIFICATIONS AND CERTIFICATIONS & LICENSES:

**All Levels:** A combination of education and experience equivalent to graduation from college with a major in landscape architecture, land use planning, environmental planning, or closely related field that provides the knowledge and abilities below.

**Assistant Open Space Planner:** No additional experience requirement.

**Open Space Planner:** One year of professional landscape architecture, land use planning or environmental planning experience.

**Senior Open Space Planner** Three years of professional landscape architecture, land use planning or environmental planning experience.

**NOTE:** Additional graduate level courses in landscape architecture, land use planning, environmental planning or closely related fields may substitute for up to one year of the experience requirement at the rate of three semester units for one month of experience.

### Special Sub-class Recruitments

Recruitments for positions in this class may be conducted according to the program or department in which a vacancy exists and the special certificates, licenses and/or experience requirements of the position.

Recruitment for these positions may be conducted to include bilingual ability according to the needs of the department.

## KNOWLEDGE OF:

**All Levels:**

- Principles of environmental and/or land use planning.
- Principles of natural resource management.
- Principles of ecology.
- Design and construction of open space landscape improvements.
- Map and plan graphic techniques, reading and reproduction.
- General office practices.

**Open Space Planner (in addition to the above):**

- Research methods as applied to the collection of environmental and other information essential to open space planning
- Local land use planning and project approval process
- Practices of public land management
- Regulatory agency permit requirements
- California Environmental Quality Act
- Subdivision Map Act
- Land surveying principles

**Senior Open Space Planner (in addition to the above):**

- Techniques of supervision.
- Methods of land preservation.
- Real estate principles and practices, including land acquisition practices.
- Land management planning.
- Local government organization and procedures.
- Public Resources Code, Section 5500.

**ABILITY TO:****All Levels:**

- Communicate effectively orally and in writing.
- Assemble and analyze various forms of information
- Organize work, establish priorities and meet deadlines.
- Follow written and oral directions.
- If position requires a license, ability to operate a four-wheel drive vehicle under rugged and sometimes remote conditions.
- Establish and maintain effective working relationships with staff members and other persons contacted in the performance of duties.
- Use a personal computer for word processing and internet research.
- Use a 35 mm and digital camera.

**Open Space Planner (in addition to the above):**

- Prepare or assist in preparation of planning studies and projects of moderate complexity.
- Prepare or assist in preparation of maps, drawings and other graphic representations.
- Prepare or assist in preparation of written studies and reports.
- Organize and make presentations to private and public groups.
- Deal tactfully and effectively with consultants, contractors, representatives of other departments and agencies, and the general public.
- Conduct site inspections.
- Work independently and with considerable initiative under general supervision.
- Handle a variety of projects at one time.

**Senior Open Space Planner (in addition to the above):**

- Perform advanced staff work in evaluating projects, prepare or oversee development of plans, make recommendations and requests.
- Prepare difficult, complex and specialized planning studies and projects.
- Prepare maps, drawings and other graphic representations.
- Prepare written studies and reports.
- Supervise and evaluate subordinate staff.
- Organize and supervise volunteers.
- Deal tactfully and effectively with consultants, contractors, government officials, representatives of other departments and agencies, interest groups and the general public.



# Senior Open Space Planner

Class Code:  
0599

Bargaining Unit: COMM TECH

COUNTY OF MARIN

Established Date: Mar 31, 1992

Revision Date: Sep 3, 2000

## SALARY RANGE

\$52.42 - \$62.72 Hourly  
\$3,931.50 - \$4,704.00 Biweekly  
\$8,518.25 - \$10,192.00 Monthly  
\$102,219.00 - \$122,304.00 Annually

## DEFINITION:

Functional Titles

Natural Resource Planners

This series specification describes three professional planning classes in the County of Marin Merit System. Under general supervision or general direction, depending upon the level to which assigned, assist/conduct/manage complex and diverse open space research, planning and acquisition functions; prepare and coordinate plans and make presentations on projects to various groups; may oversee and review the work of staff and volunteers; and do other work as assigned.

## CLASS CHARACTERISTICS:

### Assistant Open Space Planner

This is the entry and training level of the Open Space Planner series. Incumbents are given direct and detailed supervision in learning the techniques of open space planning, research and analysis. Close supervision and frequent review of work will lessen as the incumbent demonstrates the ability to work with some independence.

### Open Space Planner

This is the journey level position within the Open Space Planner series. Under general supervision, incumbents conduct open space research and analysis and implement projects of moderate difficulty; exercise considerable independence and judgment in short-range well defined assignments; make presentations on the more routine projects before committees, the Parks, Open Space, and Cultural Commission and community groups.

## Senior Open Space Planner

This is the advanced journey level position within the Open Space Planner series. This class differs from the Open Space Planner in its exercise of a high degree of independent judgment and contact with other agencies and the public. This position differs from the Planning and Acquisition Manager due to the administrative and management responsibilities of the latter class. Incumbents conduct open space research and analysis and implement projects of considerable complexity and difficulty. In addition, this classification makes presentations on projects of varying difficulty before committees, the Marin County Parks, Open Space and Cultural Commission, and community groups and is expected to attend evening and weekend meetings. Direction is received from the Planning and Acquisition Manager.

## EXAMPLES OF DUTIES (ILLUSTRATIVE ONLY):

### Assistant Open Space Planner:

- Prepare maps, sketches, and graphic presentations for open space projects.
- Respond to routine citizen and agency requests for maps and information about the Open Space District and its lands.
- Assist with preparation of plans and construction documents for open space improvements.
- Prepare graphics and text for open space sign system.
- Assist in maintaining open space map files and reproduce maps as necessary.
- Research land ownership, easements, and public access questions.
- Oversee layout and production of signs, brochures and maps by private contractors.
- Prepare informational displays.
- Update brochures and fact sheets.

### Open Space Planner (in addition to the above):

- Review and monitor development projects that affect open space and public trail interests.
- Make site inspections of improvements on open space lands or projects affecting such lands and ensure compliance with approved plans.
- Serve as staff to assigned committees.
- Conduct research and prepare graphics as needed for grant proposals and open space and trail acquisitions and improvements.
- Maintain open space and trail data base, map system and photo archives.
- Develop maps, brochures and fact sheets for public distribution.
- Review and recommend revisions to content of Open Space District's web site; oversee revisions.
- Supply consultants and contractors with necessary information to carry out their work in a timely fashion.
- Develop and maintain style and format for open space sign system.
- Assist the public with information requests and routine needs.
- Prepare plans for open space and trail improvement projects of limited complexity.
- Assist with preparation of environmental review documents, bid documents and grant and permit applications for open space projects.
- Make site inspections and conduct research on encroachments, boundary questions, and maintenance needs at boundaries of open space lands.
- Assist in preparation of construction contracts, professional service agreements and other agreements of limited complexity.

### Senior Open Space Planner (in addition to the above):

- Review and monitor development projects of considerable complexity that affect open space and public trail interests.

- Assist with boundary adjustments, resolution of encroachments and other real estate activities as necessary.
- Prepare or oversee preparation of plans for open space and trail projects of varying complexity.
- Review work of staff and volunteers.
- Coordinate and oversee land and trail acquisitions obtained through the development approval process; conduct research for other land and trail acquisition projects and assist with coordination of such projects as assigned.
- Assist with development of open space policies.
- Serve as staff to assigned committees, both regional and local.
- Prepare and assist with preparation of grant proposals.
- Supervise and review the work of consultants and contractors and supply same with information necessary to carry out their work on projects in a timely fashion.
- Prepare or oversee preparation of environmental review documents and permit applications for open space projects.
- Prepare or oversee preparation of bid documents for open space projects.
- Assist with department administrative responsibilities as assigned.
- Represent the Open Space District at public or private meetings as assigned or necessary.
- Prepare and assist in the administration of construction contracts, professional service agreements, and other agreements.

## MINIMUM QUALIFICATIONS AND CERTIFICATIONS & LICENSES:

### All Levels

A combination of education and experience equivalent to graduation from college with a major in landscape architecture, land use planning, environmental planning, or closely related field that provides the knowledge and abilities below.

### Assistant Open Space Planner

No additional experience requirement.

### Open Space Planner

One year of professional landscape architecture, land use planning or environmental planning experience.

### Senior Open Space Planner

Three years of professional landscape architecture, land use planning or environmental planning experience.

**NOTE:** Additional graduate level courses in landscape architecture, land use planning, environmental planning or closely related fields may substitute for up to one year of the experience requirement at the rate of three semester units for one month of experience.

## KNOWLEDGE OF:

**All Levels:**

- Principles of environmental and/or land use planning.
- Principles of natural resource management.
- Principles of ecology.
- Design and construction of open space landscape improvements.
- Map and plan graphic techniques, reading and reproduction.
- General office practices.

**Open Space Planner (in addition to the above):**

- Research methods as applied to the collection of environmental and other information essential to open space planning
- Local land use planning and project approval process
- Practices of public land management
- Regulatory agency permit requirements
- California Environmental Quality Act
- Subdivision Map Act
- Land surveying principles

**Senior Open Space Planner (in addition to the above):**

- Techniques of supervision.
- Methods of land preservation.
- Real estate principles and practices, including land acquisition practices.
- Land management planning.
- Local government organization and procedures.
- Public Resources Code, Section 5500.

**ABILITY TO:****All Levels:**

- Communicate effectively orally and in writing.
- Assemble and analyze various forms of information
- Organize work, establish priorities and meet deadlines.
- Follow written and oral directions.
- If position requires a license, ability to operate a four-wheel drive vehicle under rugged and sometimes remote conditions.
- Establish and maintain effective working relationships with staff members and other persons contacted in the performance of duties.
- Use a personal computer for word processing and internet research.
- Use a 35 mm and digital camera.

**Open Space Planner(in addition to the above):**

- Prepare or assist in preparation of planning studies and projects of moderate complexity.
- Prepare or assist in preparation of maps, drawings and other graphic representations.
- Prepare or assist in preparation of written studies and reports.
- Organize and make presentations to private and public groups.
- Deal tactfully and effectively with consultants, contractors, representatives of other departments and agencies, and the general public.
- Conduct site inspections.
- Work independently and with considerable initiative under general supervision.
- Handle a variety of projects at one time.



**Senior Open Space Planner (in addition to the above):**

- Perform advanced staff work in evaluating projects, prepare or oversee development of plans, make recommendations and requests.
- Prepare difficult, complex and specialized planning studies and projects.
- Prepare maps, drawings and other graphic representations.
- Prepare written studies and reports.
- Supervise and evaluate subordinate staff.
- Organize and supervise volunteers.
- Deal tactfully and effectively with consultants, contractors, government officials, representatives of other departments and agencies, interest groups and the general public.



## Midpeninsula Regional Open Space District

### PLANNER I/II

#### **DEFINITION**

Under direct supervision, performs various professional field and office planning work related to open space, natural resource, public access, land acquisition and/or capital improvement planning, including researching and compiling project information, conducting field surveys and observations to assess the status of District open spaces, analyzing land uses, and evaluating natural and cultural resource issues; provides project management and administration on a variety of projects, including land use and management plans, feasibility and planning studies, site plans and environmental reviews; provides professional advice and assistance to other District staff, organizations, governmental and regulatory agencies, and the public on site planning, development, and environmental reviews; presents staff reports; reviews and provides feedback on external agency and development projects and performs related work as required.

#### **SUPERVISION RECEIVED AND EXERCISED**

Receives direct supervision from assigned Planner III, Senior Planner and/or the Planning Manager. Exercises no direct supervision over staff. May provide technical and functional training to interns and direction to interns and/or consultants.

#### **CLASS CHARACTERISTICS**

**Planner I:** This is the entry-level class in the Planner series. Incumbents at this level are not expected to have directly related work experience, but are expected to have acquired urban, environmental, park or open space planning related education and frameworks establish increasing independence in that the latter is the first fully experienced classification capable of working independently on individually assigned complex planning projects, whereas the Planner I class is typically assigned to small-scale projects or to support larger scale projects that are managed by more experienced professional planners.

**Planner I series not included in comparison to CPM II series**

**Planner II:** This is the first experienced-level class in the Planner series. Incumbents are expected to have basic planning experience and perform professional and technical planning work in an urban or environmental planning, community development, environmental sciences, public administration, open space, and/or related field. As experience is gained, assignments become more varied and complex and are performed with greater independence. Positions at this level usually perform most of the duties required of the positions at the Planner III level but are not expected to function at the same skill level, usually exercise less independent discretion and judgment in matters related to work procedures and methods, and do not have full supervisory responsibility over lower-level staff.

Positions in the Planner class series are flexibly staffed and positions at the II level are normally filled by advancement from the Planner I level requiring two (2) years of experience at the Planner I level and after gaining the knowledge, skills and experience which meet the qualifications for and after demonstrating the ability to perform the work of the higher-level Planner II class.

**EXAMPLES OF ESSENTIAL JOB FUNCTIONS (Illustrative Only)**

*Management reserves the right to add, modify, change or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.*

Facilities = buildings, e.g. South Area Office

- Participates in the scoping, planning, preliminary design and environmental review of capital improvement projects related to new trails, parking lots, or facilities.
- Researches and gathers information regarding historical and cultural resources on District properties to support the Historic Resources Coordination program.
- Conducts and/or assists with the California Environmental Quality Act (CEQA) environmental analysis of capital improvements, facilities, maintenance activities, and proposed new public uses on District lands. Reviews and prepares CEQA documents (e.g., Initial Studies, Categorical Exceptions, Negative Declarations) and sections of CEQA documents (e.g., Mitigated Negative Declarations and Environmental Impacts Reports) as part of the CEQA Coordination program.
- Assists, in consultation with ADA Accessibility Specialists, with the research, analysis and peer review of new facility designs, maintenance and improvements to remove barriers in support of the ADA Program.
- Confers with and advises design and engineering professionals, building and construction professionals, environmental planners and professionals, attorneys, and the general public regarding District development policies and standards; provides and clarifies information relative to land use, environmental compliance, ADA compliance, historic preservation, capital improvement, and other issues.
- Researches, analyzes, and interprets environmental and land use data and trends; prepares written reports on various advance planning matters and elements of other agency general and land use plans.
- Reviews routine to complex planning projects, which may include land use, management, policy, natural resources, regional, site and long range, and capital improvement planning, design and implementation.
- Manages assigned projects and tasks; prepares scopes, schedules and budgets; monitors and approves expenditures; coordinates with participants and stakeholders; recommends adjustments as necessary.
- Reviews and provides interpretations of relevant zoning and other local codes and regulations for project applicability; provides interpretations of environmental and historic preservation regulations, laws, policies, and guidelines.
- Researches and compiles information for the preparation of use and management plans for District preserves and other planning activities; conducts or directs field or background research; meets with District personnel, members of the public, neighbors, and other agency staff to solicit input and identify problems and opportunities; plans and conducts public workshops and resolves issues.
- Develops and solicits consultant requests for proposal for professional services; evaluates proposals and recommends award of contract; administers contracts after award.
- Develops, administers, and monitors planning and engineering consultant contracts; reviews manages consultant work and compares tasks completed against invoice amounts to authorize payment. Incl. contract negotiations
- Participates in the preparation and development of grant applications; assists Grants Program staff with administering grants, monitoring budgets, and submitting reimbursement requests and audit material; addresses project inquiries from granting agencies; prepares necessary grant-supporting reports.
- Prepares staff reports for use and management plan amendments, feasibility and planning studies, contract solicitation and authorization, permit applications, and grant proposals.
- Compiles information for a variety of studies and reports; researches and reviews previous entitlements and records; develops recommendations and prepares written reports on various planning matters.
- Utilizes computer-based or other systems such as GIS or GPS for management and analysis of data regarding District lands, facilities, natural resources and activities.
- Produces maps, graphics, charts, public notices and other supporting information for assigned projects and planning activities, including those for presentations, meetings, reports and studies.

- Prepares staff reports for the General Manager, Board of Directors, and various other committees and advisory boards as directed; conducts briefings and presents materials, project information, and recommendations at public meetings.
- Monitors and conducts external project reviews to identify potential issues or development proposals of private or public lands near or adjacent to open space preserves that may impact District interests and goals; assists in preparing recommendations to permitting agencies or landowners to minimize impacts on District lands or that may affect District interests; prepares comment letters for review by a more senior level planner or the Planning Manager, as appropriate.
- Performs work to support the District's signage program; serves on District sign committee; prepares or modifies new field signs; prepares new signage artwork; conducts field research; improves and maintains District sign manual and sign inventory; researches appropriate sign locations; coordinates with field staff regarding installation; places orders for new signage with vendors.
- Attends meetings, conferences, workshops, and training sessions; attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of planning and other types of public services as they relate to the area of assignment.
- Performs other duties as assigned.

## QUALIFICATIONS

### **Knowledge of:**

- Principles and practices of one or more of the following disciplines: urban and regional planning, land use management, cultural resource management, historic preservation, environmental planning and program management, biology, geology, earth sciences, ecology, wildlife and vegetation management.
- Practices of researching planning and land use issues, evaluating alternatives, making sound recommendations, and preparing and presenting effective staff reports.
- Basic concepts of ecology, flora, fauna, geological, aquatic archaeological, and cultural resources of California, specifically those found on District preserves.
- Principles and practices of resource management and site planning.
- Basic concepts of architecture, landscape architecture, and engineering as they relate to assigned projects, including grading, drainage, traffic and transportation studies.
- Project management and contract administration principles and techniques.
- Basic methods and techniques of effective research, analysis, and technical report preparation and presentation.
- Technology including hardware and software and current applications related to geographic information systems (GIS) and global positioning systems (GPS), including database management, graphics, mapping, and desktop publishing systems.
- Basic principles of project budget preparation and management.
- Modern office methods, practices, procedures, and equipment, including hardware and software and current applications, including database management, graphics, mapping and report generation.
- Applicable Federal, State, and local laws, codes, and requirements and related reports.
- Recent developments, current literature, and sources of information related to planning, land use, and environmental review.
- Principles of mathematics, their application to planning work and basic cost estimation for project budgets.
- Project management and contract administration principles and techniques.
- Record keeping principles and procedures.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for effectively representing the District in contacts with governmental agencies, community groups, various business, professional, educational and regulatory organizations, and with property owners, developers, contractors, and the public.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors and District staff.

- Procedures used in conducting and documenting field observations.

#### **Ability to:**

- Conduct research projects, evaluate alternatives, and make sound recommendations.
- Interpret planning programs to the general public; identify and respond to issues and concerns of the public, other District staff, and other boards and commissions.
- Read and interpret maps, blueprints, construction plans, documents and specifications, property descriptions and make site visits, confer with field staff on site conditions and plans.
- Modify topographic maps, capital improvement plans, and illustrative graphics using GIS software.
- Assist in the development and implementation of systems and equipment related to the District's Geographic Information System (GIS) program.
- Read plans and specifications and make effective site visits.
- Assess, monitor, and report environmental impact on District lands, resources and facilities and of various District programs and services.
- Analyze site design, terrain constraints, land use compatibility, utilities, and other urban services.
- Read, interpret, apply, and explain technical written material and complex Federal, State, and local policies, procedures, laws, regulations, ordinances, and District planning policies and procedures.
- Read and understand technical drawings and specifications.
- Perform mathematical and planning computations with precision.
- Effectively represent the department and the District in meetings with governmental agencies, community groups, and various business, professional, and regulatory organizations and individuals.
- Coordinate assigned activities with other District departments and agencies as required.
- Direct the work of contract consultants.
- Prepare and present clear, concise, and logical written and oral reports, correspondence, policies, procedures, and other written materials.
- Make sound decisions within established policy and procedural guidelines.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work; set and communicate priorities; and meet critical time deadlines.
- Establish and maintain a variety of filing, record-keeping, and tracking systems.
- Operate present day office equipment including computer equipment and specialized software applications programs (Microsoft Office applications).
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

#### **Education and Experience:**

*Any combination of training and experience that would provide the required knowledge, skills and abilities is qualifying. A typical way to obtain the required qualifications would be:*

For Planner I and II: Equivalent to graduation from an accredited four-year college or university with major coursework in urban or environmental planning, community development, environmental sciences, public administration, or a related field.

Planner I: No experience is required. One year of responsible experience and/or internships in urban, environmental, or open space planning desirable, preferably on projects equivalent to those found at the District.

Planner II: Two (2) years of increasingly responsible experience in urban, environmental, or open space planning desirable, preferably on projects equivalent to those found at the District.

**Licenses and Certifications:**

- Possession of a valid California Driver's License.

**PHYSICAL DEMANDS**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer, to inspect District project sites, including traversing uneven and steep terrain and wildland areas, climbing ladders, stairs, and other temporary or construction access points; to operate a motor vehicle including in remote areas on dirt roads, and to visit various District and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This position includes sedentary office work and field work requiring standing in and walking between work areas and project sites. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push and pull materials and objects weighing up to 25 pounds.

**ENVIRONMENTAL ELEMENTS**

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may work in the field and occasionally be exposed to loud noise levels, cold and blustery to hot and dry temperatures, inclement weather conditions, or road hazards. Employees may interact with upset individuals and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

EFFECTIVE: March 2017  
REVISED: February 2022  
FLSA: Non-Exempt



## Midpeninsula Regional Open Space District

### CAPITAL PROJECT MANAGER II

#### **DEFINITION**

Under general direction, performs complex professional level of engineering and construction project management duties, including designing and implementing capital improvement and natural resource preservation and protection projects; coordinates engineering designs with other District staff, outside consultants, contractors and regulatory agencies; provides professional advice and assistance to other District staff, organizations, governmental and regulatory agencies, and the public; oversees the bidding process and construction efforts; develops a variety of studies; prepares and presents staff reports; and performs related work as required.

#### **SUPERVISION RECEIVED AND EXERCISED**

Receives general direction from Engineering and Construction Department Manager, assigned management and/or supervisory staff.

#### **CLASS CHARACTERISTICS**

This is the first experienced-level class in the professional Engineering and Construction Department - Capital Project Manager series. Incumbents are expected to perform the basic range of engineering review and construction management duties in all of the following areas: capital improvement, open space, land use, and natural resource protection. Successful performance of work requires significant knowledge of a broad range of building and park infrastructure projects and the ability to adapt to and effectively work in a wide variety of terrain including mountainous rural, open space with varying site and natural resource conditions. Positions at this level usually perform most of the duties required of the positions at the CPM III level but not expected to function at the same skill level. Positions at this level will receive instruction or assistance regularly but are fully aware of the operating procedures and policies of the work unit.

#### **EXAMPLES OF ESSENTIAL JOB FUNCTIONS (Illustrative Only)**

*Management reserves the right to add, modify, change or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.*

#### **For all assignments:**

- Participates in the development, implementation and completion of capital improvement projects related to new trails, parking lots, buildings, facilities, and/or District infrastructure.
- Prepares and implements site improvement and repair plans; prepares studies and designs; evaluates alternatives; obtains necessary permits; prepares project budget estimates and schedules; reviews bids and selects consultants and contractors.
- Makes recommendations on solutions to engineering and construction related issues.
- Develops and standardizes procedures and methods to improve the efficiency and effectiveness of assigned services, projects, and activities; identifies opportunities for improvement and recommends to District management staff.
- Participates in the preparation of project implementation budgets, and monitors project expense budgets and approves/processes project expenditures.



- Serves as source of information for developers, engineers, property owners, and contractors regarding general capital programs, projects, and functions; represents the department and District to outside agencies, public and private groups, and the general public; facilitates community participation through a continual dialogue with residents on major projects.
- Develops consultant requests for proposal, advertising, and bid processes for professional and/or construction services; evaluates proposals and recommends project award; administers contracts after award.
- Negotiates, administers, and manages contracts for services; reviews documents, reports, and other work products prepared by consultants and provides feedback and corrections; reviews and oversees consultant invoices and progress payments.
- Prepares and presents staff reports for capital improvement design and construction projects, contract solicitation and authorization, permits and licenses.
- Provides highly complex staff assistance to management staff; develops and reviews staff reports related to assigned activities, projects, and services.
- Represents the District to outside agencies, before the City or County Planning Commission, Department of Public Work, and Council or Board; conducts presentations regarding District capital project issues.
- Attends and participates in professional group meetings; stays abreast of new trends and innovations in open space and preserve and related services; researches emerging products and enhancements and their applicability to District needs.
- Monitors changes in regulations and **Historic, ADA, CEQA** may affect operations; implements policy and procedural changes after approval.
- Receives, investigates, and responds to problems and complaints in a professional manner; identifies and reports findings and takes necessary corrective action.
- Maintains standard construction documents in conformance with changes in legal requirements and practices. Advises consultant and staff in the preparation of technical specifications and construction details as it pertains to codes and constructability.
- Oversees the scheduling of major construction projects to ensure contractual compliance with plans, specifications, materials, schedules, workmanship and safety standards.
- Participates in negotiating claims and proposed change orders and associated costs, resolving field and contractual differences, and processing scheduled progress payments.
- Conducts final inspections to assure the project's completion and that final acceptance includes necessary warranties and resolution of liquidated damages.
- Provides appropriate operational staff with documents, warranties and, as necessary, an orientation of specialized functional components and systems.
- Performs other duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- Project and program management principles and practices, including goal setting, work plan development, budget tracking, implementation, and evaluation.
- Applicable Federal, State, and local laws, codes, and regulations concerning the operation of the assigned function.
- Principles of construction management methods relating to legal, contractual, inspection, and safety.
- Basic principles and practices of budget development and administration.
- Principles and practices of contract negotiation and administration.
- Practices of researching engineering and construction issues, evaluating alternatives, making sound recommendations, and preparing and presenting effective staff reports.
- Principles of mathematics and geometry and their application to engineering and construction work.
- Methods and techniques of effective technical report preparation and presentation.

- Recent developments, current literature, and sources of information related to engineering and construction review.
- Modern office methods, practices, procedures, and equipment, including computer hardware and software necessary for graphic presentation, mapping, and database management.
- Principles of advanced mathematics and their application to planning work.
- Methods and techniques of effective technical report preparation and presentation.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for effectively representing the District in contacts with governmental agencies, community groups, various business, professional, educational and regulatory organizations, and with property owners, developers, contractors, and the public.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors and District staff.

**Ability to:**

- Administer complex, technical, and sensitive engineering, construction, and related programs in an independent and cooperative manner.
- Recommend and implement goals, objectives, and practices for providing effective and efficient services.
- Evaluate and develop improvements in operations, procedures, policies, or methods.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Interpret and explain engineering and construction projects and programs to the general public; identify and respond to issues and concerns of the public, District staff, Board of Directors, and other boards and commissions.
- Develop, track, and manage project budgets.
- Assess, monitor, and report environmental impact on and of various District programs and services.
- Conduct complex research projects, evaluate alternatives, and make sound recommendations.
- Read, interpret, apply, and explain technical written material and complex Federal, State, and local policies, procedures, laws, regulations, ordinances, and District policies and procedures.
- Effectively represent the department and the District in meetings with governmental agencies, community groups, and various business, professional, and regulatory organizations and individuals.
- Coordinate assigned activities with other District departments and agencies as required.
- Direct the work of contract consultants.
- Prepare and present clear, concise, and logical written and oral reports, correspondence, policies, procedures, and other written materials.
- Read and understand technical drawings and specifications.
- Perform mathematical computations with precision.
- Make sound, independent decisions within established policy and procedural guidelines.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Operate modern office equipment including computer equipment and specialized software applications programs.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

**Education and Experience:**

*Any combination of training and experience that would provide the required knowledge, skills and abilities is qualifying. A typical way to obtain the required qualifications would be:*

Equivalent to graduation from an accredited four-year college or university with major coursework in landscape architecture, architecture, civil or structural engineering, construction project management, or a related field, and three (3) years of increasingly responsible experience in project management preferably in parks, open space, or related field. A Master's Degree in an Engineering, Architecture, or Geology discipline and/or a professional license (PE, PG, Landscape Architect, Architect) is highly desirable.

**Licenses and Certifications:**

- Possession of a valid California Driver's License.

**PHYSICAL DEMANDS**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer, to inspect District development sites, including traversing uneven terrain, climbing ladders, stairs, and other temporary or construction access points; to operate a motor vehicle, and to visit various District and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is partially a sedentary office and partially a field classification and standing in and walking between work areas and development sites is required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push and pull materials and objects weighing up to 25 pounds.

**ENVIRONMENTAL ELEMENTS**

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may work in the field and occasionally be exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, or road hazards. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

EFFECTIVE: November 2017

REVISED: N/A

FLSA: Exempt

DRAFT

Midpeninsula Regional Open Space District  
Market Compensation Data (sorted by Adjusted Top Monthly Salary)  
October 2023

Planner II											
Rank	Comparator Agency	Classification Title	Review requested	K&A Response	Unadjusted Top Monthly Salary	Cost of Wages	Adjusted Top Monthly Salary	Adjusted upon Review	Salary Effective Date	Next Salary Increase	Next Percentage Increase
1	Santa Clara Valley Water District	Assistant Environmental Planner II	Assistant Environmental Planner II /Project Manager	Disagree - maintain match <sup>1</sup>	\$ 11,385	100.00%	\$ 11,385	\$ 11,385	6/26/2023	7/1/2024	3.00%
2	Santa Clara Valley Open Space	Associate Open Space Planner	no review		\$ 11,173	100.00%	\$ 11,173	\$ 11,173	7/1/2023	7/1/2024	unknown
3	County of Riverside	Park Planner	N/C	Disagree - maintain match <sup>2</sup>	\$ 8,774	83.20%	\$ 10,546	\$ 10,546	5/1/2023	unknown	unknown
4	City of Walnut Creek	Associate Planner	Senior Planner /Project Manager	Disagree - maintain match <sup>3</sup>	\$ 10,232	100.00%	\$ 10,232	\$ 10,232	6/25/2023	unknown	unknown
5	Midpeninsula Regional Open	Planner II			\$ 9,942	100.00%	\$ 9,942	\$ 9,942	7/1/2023	unknown	unknown
6	County of Santa Cruz	Park Planner II	Park Planner III	Disagree - maintain match <sup>4</sup>	\$ 8,580	86.30%	\$ 9,942	\$ 9,942	9/2/2023	unknown	unknown
7	City of Palo Alto	Associate Planner	Associate Planner /Senior Planner	Disagree - maintain match <sup>5</sup>	\$ 9,878	100.00%	\$ 9,878	\$ 9,878	1/28/2023	1/13/2024	4.00%
8	County of Sonoma	Park Planner II	Park Planner II /Senior Park Planner	Disagree - maintain match <sup>6</sup>	\$ 8,677	88.40%	\$ 9,816	\$ 9,816	5/16/2023	3/5/2024	4.50%
9	County of Santa Clara	Associate Planner	Associate Planner /Project Manager	Disagree - maintain match <sup>7</sup>	\$ 9,671	100.00%	\$ 9,671	\$ 9,671	9/4/2023	6/24/2024	4.00%
10	East Bay Regional Park District	Planner	Senior Planner	Disagree - maintain match <sup>8</sup>	\$ 9,526	100.00%	\$ 9,526	\$ 9,526	3/25/2023	unknown	unknown
11	County of Sacramento	Assistant Planner	N/C	Disagree - maintain match <sup>9</sup>	\$ 7,941	85.20%	\$ 9,321	\$ 9,321	6/18/2023	6/30/2024	CPI 2.00 - 4.00%
12	County of San Mateo	Planner II	Planner II /Capital Project Manager I	Disagree - maintain match <sup>10</sup>	\$ 9,260	100.00%	\$ 9,260	\$ 9,260	10/1/2023	unknown	unknown
13	County of Marin	Open Space Planner	Senior Open Space Planner	[Open Space Planner /Senior Open Space Planner] <sup>11</sup>	\$ 8,947	100.00%	\$ 8,947	\$ 9,570	7/1/2023	7/1/2024	3.00%
14	Livermore Area Recreation and	N/C									
15	Marin Municipal Water District	N/C									

Summary Results				Unadjusted Top Monthly	Adjusted Top Monthly	Updated Top Monthly
Average of Comparators				\$ 9,504	\$ 9,975	\$ 10,026
% Midpeninsula Regional Open Space District Above/Below				4.4%	-0.3%	-0.8%
Median of Comparators				\$ 9,393	\$ 9,847	\$ 9,847
% Midpeninsula Regional Open Space District Above/Below				5.5%	1.0%	1.0%
Number of Matches				12	12	12

N/C - Non Comparator

- 1 - Project manager classification is a supervisory position responsible for legislative analysis and annual work plans - not comparable.
- 2 - Park Planner is the journey level planner for park projects, including providing construction supervision and coordinating permits for construction. This makes the 70% threshold for a comparable match.
- 3 - The Senior Planner is both the supervisory level and zoning administrator - not comparable. The Project Manager is a management level classification with authority to choose vendors/contractors, develops and determines project goals and schedules, and supervises staff - not comparable.
- 4 - Park Planner II is the journey level responsible for design and management of assigned projects, makes presentations to internal and community groups as well as decision-making authorities, and oversees and inspects park construction projects. This is the appropriate level match.
- 5 - Senior Planner is the lead level classification who supervises the environmental impact report process, leading and coordinating the work of other staff members for planning projects - not comparable.
- 6 - The Senior Park Planner is a licensed landscape architect level serving as the subject matter expert in park planning - not comparable.
- 7 - Project Manager is a manager classification with responsibility for program development, definition of project guidelines, evaluation of regulatory information, legislative review, management of contracts, and quality assurance auditing - not comparable.
- 8 - Senior planner is the lead level classification with authority to select contractors, negotiate terms, easements, and environmental mitigations - not comparable.
- 9 - Assistant Planner is the journey level planner classification with responsibility for environmental impact studies, project planning, coordination with outside agencies, and project compliance. This job description is lacking, but does meet the threshold for 70% comparability.
- 10 - Capital Project Manager I is a supervisory position with a focus on construction management including cost estimating, budgeting, scheduling, and financing, knowledge of structural and mechanical engineering principles, and experience required as a construction superintendent, or project manager for commercial or industrial construction make this not comparable.
- 11 - County of Marin: Span of Responsibility Match: This hybrid match represents that the duties are bridged by a higher and lower level classification at the comparator agency. The salary displayed is an average of the matches.

# Midpeninsula Regional Open Space District - CLASSIFICATION & COMPENSATION PLAN

ATTACHMENT 1

Fiscal Year 2023/2024 - Effective July 1, 2023 (Pay Period 23-14)

Last revised: 06/28/2023, 06/14/2023, 04/26/2023, 01/25/2023, 11/09/2022, 08/10/2022, 06/08/2022, 10/13/2021, 8/25/2021, 8/11/2021

Classification Title	Step Range #	Hourly Range \$		Monthly Range \$		Annual Range \$		Full/Part Time
		Minimum	Maximum	Minimum	Maximum	Minimum	Maximum	
Intern	6	24.9605	31.1647	4,326	5,402	51,918	64,823	PT
Seasonal Open Space Technician	10	27.5110	34.3673	4,769	5,957	57,223	71,484	PT
Seasonal Ranger Aide	10	27.5110	34.3673	4,769	5,957	57,223	71,484	PT
Seasonal Ranger	16	31.8597	39.7762	5,522	6,895	66,268	82,734	PT
Administrative Assistant	20	35.1267	43.8455	6,089	7,600	73,064	91,199	FT
Farm Maintenance Worker	20	35.1267	43.8455	6,089	7,600	73,064	91,199	FT
Open Space Technician*	20	35.1267	43.8455	6,089	7,600	73,064	91,199	FT
Accounting Technician	22	36.8675	46.0379	6,390	7,980	76,684	95,759	FT
Human Resources Technician	22	36.8675	46.0379	6,390	7,980	76,684	95,759	FT
GIS Technician	23	37.7989	47.1985	6,552	8,181	78,622	98,173	FT
Information Technology Technician I	24	38.7087	48.3518	6,710	8,381	80,514	100,572	FT
Senior Administrative Assistant	24	38.7087	48.3518	6,710	8,381	80,514	100,572	FT
Visitor Services Program Coordinator	25	39.6832	49.5556	6,878	8,590	82,541	103,076	FT
Volunteer Program Lead	25	39.6832	49.5556	6,878	8,590	82,541	103,076	FT
Facilities Maintenance Specialist	26	40.6432	50.7592	7,045	8,798	84,538	105,579	FT
Lead Open Space Technician*	26	40.6432	50.7592	7,045	8,798	84,538	105,579	FT
Senior Finance & Accounting Technician	26	40.6432	50.7592	7,045	8,798	84,538	105,579	FT
Executive Assistant	27	41.6605	52.0344	7,221	9,019	86,654	108,232	FT
Public Affairs Specialist I	27	41.6605	52.0344	7,221	9,019	86,654	108,232	FT
Ranger	27	39.2689	49.0474	6,807	8,502	81,679	102,019	FT
Equipment Mechanic/Operator	28	42.6850	53.2952	7,399	9,238	88,785	110,854	FT
Property Management Specialist I	28	42.6850	53.2952	7,399	9,238	88,785	110,854	FT
Real Property Specialist I	28	42.6850	53.2952	7,399	9,238	88,785	110,854	FT
Executive Assistant/Deputy District Clerk	29	43.7525	54.6279	7,584	9,469	91,005	113,626	FT
Executive Assistant/Legal Secretary	29	43.7525	54.6279	7,584	9,469	91,005	113,626	FT
Information Technology Technician II	29	43.7525	54.6279	7,584	9,469	91,005	113,626	FT
Planner I	29	43.7525	54.6279	7,584	9,469	91,005	113,626	FT
Data Analyst I	30	44.8200	55.9675	7,769	9,701	93,226	116,412	FT
Lead Ranger	30	42.2472	52.7547	7,323	9,144	87,874	109,730	FT
Resource Management Specialist I	30	44.8200	55.9675	7,769	9,701	93,226	116,412	FT
Accountant I	31	45.9378	57.3574	7,963	9,942	95,551	119,303	FT
Capital Project Manager II	31	45.9378	57.3574	7,963	9,942	95,551	119,303	FT
Environmental Education Specialist	31	45.9378	57.3574	7,963	9,942	95,551	119,303	FT
Interpretive Specialist	31	45.9378	57.3574	7,963	9,942	95,551	119,303	FT
Management Analyst I	31	45.9378	57.3574	7,963	9,942	95,551	119,303	FT
Planner II	31	45.9378	57.3574	7,963	9,942	95,551	119,303	FT
Data Analyst II	34	49.4050	61.7062	8,564	10,696	102,762	128,349	FT
Resource Management Specialist II	34	49.4050	61.7062	8,564	10,696	102,762	128,349	FT
Accountant II	35	50.6373	63.2394	8,777	10,961	105,326	131,538	FT
Interpretation & Education Program Manager	35	50.6373	63.2394	8,777	10,961	105,326	131,538	FT
Maintenance, Construction & Resource Supv.	35	50.6373	63.2394	8,777	10,961	105,326	131,538	FT
Management Analyst II	35	50.6373	63.2394	8,777	10,961	105,326	131,538	FT
Property Management Specialist II	35	50.6373	63.2394	8,777	10,961	105,326	131,538	FT
Real Property Specialist II	35	50.6373	63.2394	8,777	10,961	105,326	131,538	FT
Supervising Ranger	35	47.7305	59.6093	8,273	10,332	99,279	123,987	FT
Volunteer Program Manager	35	50.6373	63.2394	8,777	10,961	105,326	131,538	FT
Applications Engineer	36	51.8840	64.7870	8,993	11,230	107,919	134,757	FT
Procurement Specialist	36	51.8840	64.7870	8,993	11,230	107,919	134,757	FT
Public Affairs Specialist II	36	51.8840	64.7870	8,993	11,230	107,919	134,757	FT
Training & Safety Specialist	36	51.8840	64.7870	8,993	11,230	107,919	134,757	FT



Classification Title	Step Range #	Hourly Range \$		Monthly Range \$		Annual Range \$		Full/Part Time
		Minimum	Maximum	Minimum	Maximum	Minimum	Maximum	
Data Administrator	38	54.4703	68.0394	9,442	11,793	113,298	141,522	FT
Field Resource Specialist	38	54.4703	68.0394	9,442	11,793	113,298	141,522	FT
Governmental Affairs Specialist	38	54.4703	68.0394	9,442	11,793	113,298	141,522	FT
Grants Program Manager	38	54.4703	68.0394	9,442	11,793	113,298	141,522	FT
Senior Technologist	38	54.4703	68.0394	9,442	11,793	113,298	141,522	FT
Capital Project Manager III	39	55.8316	69.7160	9,677	12,084	116,130	145,009	FT
Facilities Maintenance Supervisor	39	55.8316	69.7160	9,677	12,084	116,130	145,009	FT
Planner III	39	55.8316	69.7160	9,677	12,084	116,130	145,009	FT
Public Affairs Specialist III	39	55.8316	69.7160	9,677	12,084	116,130	145,009	FT
Resource Management Specialist III	39	55.8316	69.7160	9,677	12,084	116,130	145,009	FT
Senior Accountant	41	58.6185	73.2194	10,161	12,691	121,926	152,296	FT
Senior Management Analyst	41	58.6185	73.2194	10,161	12,691	121,926	152,296	FT
Capital Projects Field Manager	42	60.0514	74.9962	10,409	12,999	124,907	155,992	FT
District Clerk/Assistant to General Manager	43	61.5558	76.8802	10,670	13,326	128,036	159,911	FT
Finance Supervisor	43	61.5558	76.8802	10,670	13,326	128,036	159,911	FT
GIS Program Administrator	43	61.5558	76.8802	10,670	13,326	128,036	159,911	FT
Human Resources Supervisor	43	61.5558	76.8802	10,670	13,326	128,036	159,911	FT
Information Technology Program Administrator	43	61.5558	76.8802	10,670	13,326	128,036	159,911	FT
Senior Capital Project Manager	43	61.5558	76.8802	10,670	13,326	128,036	159,911	FT
Senior Planner	43	61.5558	76.8802	10,670	13,326	128,036	159,911	FT
Senior Property Management Specialist	43	61.5558	76.8802	10,670	13,326	128,036	159,911	FT
Senior Real Property Specialist	43	61.5558	76.8802	10,670	13,326	128,036	159,911	FT
Senior Resource Management Specialist	43	61.5558	76.8802	10,670	13,326	128,036	159,911	FT
Area Superintendent	44	63.0603	78.7500	10,930	13,650	131,165	163,800	FT
Area Manager	45	64.6364	80.7131	11,204	13,990	134,444	167,883	FT
Budget & Finance Manager	51	74.8169	93.4442	12,968	16,197	155,619	194,364	FT
Engineering & Construction Manager	51	74.8169	93.4442	12,968	16,197	155,619	194,364	FT
Human Resources Manager	51	74.8169	93.4442	12,968	16,197	155,619	194,364	FT
Information Systems & Technology Manager	51	74.8169	93.4442	12,968	16,197	155,619	194,364	FT
Land & Facilities Services Manager	51	74.8169	93.4442	12,968	16,197	155,619	194,364	FT
Natural Resources Manager	51	74.8169	93.4442	12,968	16,197	155,619	194,364	FT
Planning Manager	51	74.8169	93.4442	12,968	16,197	155,619	194,364	FT
Public Affairs Manager	51	74.8169	93.4442	12,968	16,197	155,619	194,364	FT
Real Property Manager	51	74.8169	93.4442	12,968	16,197	155,619	194,364	FT
Visitor Services Manager	51	74.8169	93.4442	12,968	16,197	155,619	194,364	FT
Assistant General Counsel I	53	78.5568	98.1153	13,617	17,007	163,398	204,080	FT
Assistant General Counsel II	55	82.4899	103.0228	14,298	17,857	171,579	214,287	FT
Assistant General Manager	59	90.9510	113.5830	15,765	19,688	189,178	236,253	FT
Chief Financial Officer/Director Administrative Services	59	90.9510	113.5830	15,765	19,688	189,178	236,253	FT

\* OST will receive an additional 1% stipend for Class A or B license; Lead OST 1% for Class A.

Midpeninsula Regional Open Space District Field Employees Association

Midpeninsula Rangers Peace Officers Association

Board Appointee Group Compensation	Hourly	Monthly	Annual	Effective	Last Revised
General Manager	\$135.1231	\$23,421	\$281,056	7/1/2022	11/9/2022
Controller - <i>Part-time position</i>	\$98.5058	\$4,269	\$51,223	7/1/2022	11/9/2022
General Counsel	\$126.6966	\$21,961	\$263,529	7/1/2022	11/9/2022
Elected Officials Compensation	Per Meeting		Monthly Maximum	Effective Date	
Board Director	\$115.50		\$693.00	4/10/2023	

**RESOLUTION NO. 25-XX**

**RESOLUTION OF THE BOARD OF DIRECTORS OF THE  
MIDPENINSULA REGIONAL OPEN SPACE DISTRICT  
APPROVING AMENDMENTS TO THE DISTRICT  
CLASSIFICATION AND COMPENSATION PLAN FOR  
COMPENSATION STUDY ADJUSTMENTS BASED ON THE  
UPDATED COMPENSATION PHILOSOPHY**

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**WHEREAS**, the Board of Directors adopted the amendments to Board Policy 2.03, *Employee Compensation Guiding Principles* on January 22, 2025, to “maintain competitive compensation within the District’s labor market” and attract and retain a qualified workforce to accomplish the work of the District; and

**WHEREAS**, thorough compensation studies were conducted to review comparator agencies’ compensation for the same or similar classifications (positions) to ensure that District compensation systems are updated consistent with best practices, and more specifically determine if District compensation is externally competitive and internally equitable pursuant to Board Policy 2.03, *Employee Compensation Guiding Principles*; and

**WHEREAS**, the Board of Directors has considered certain amendments to the Midpeninsula Regional Open Space District Classification and Compensation Plan based on results from compensation studies conducted on 60 of the District’s 95 classifications, including classifications represented by the Field Employees Association and classifications represented by the Midpeninsula Rangers Peace Officers Association, and non-represented Office, Supervisory, and Management classifications (excluding Board Appointees); and

**WHEREAS**, the Board of Directors desires to adjust wages of certain classifications in keeping to Board Policy 2.03, *Employee Compensation Guiding Principles*.

**NOW, THEREFORE, BE IT RESOLVED**, that the Board of Directors of the Midpeninsula Regional Open Space District approves the amended Classification and Compensation Plan for Compensation Study Adjustments Based on the Updated Compensation Philosophy as fully set forth in Exhibit A, attached hereto and incorporated herein by this reference, and shall be effective September 1, 2025. The attached Classification and Compensation Plan for Fiscal Year 2025-26 shall supersede the Classification and Compensation Plans for Fiscal Year 2025-26 attached to Resolutions 25-12 and 25-13.

\* \* \* \* \*

PASSED AND ADOPTED by the Board of Directors of the Midpeninsula Regional Open Space District on August 27, 2025, at a regular meeting thereof, by the following vote:

**AYES:**

**NOES:**

**ABSTAIN:**

**ABSENT:**



**ATTEST:**

**APPROVED:**

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Zoe Kersteen-Tucker, Secretary  
Board of Directors

---

Jed Cyr, President  
Board of Directors

**APPROVED AS TO FORM:**

---

Hilary Stevenson, General Counsel

I, the District Clerk of the Midpeninsula Regional Open Space District, hereby certify that the above is a true and correct copy of a resolution duly adopted by the Board of Directors of the Midpeninsula Regional Open Space District by the above vote at a meeting thereof duly held and called on the above day.

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Maria Soria, District Clerk

# Midpeninsula Regional Open Space District - CLASSIFICATION & COMPENSATION PLAN

## Fiscal Year 2025/2026 - Effective September 1, 2025 (Pay Period 25-19)

Last revised: 08/27/2025, 06/11/2025, 04/09/2025, 10/23/2024, 07/10/2024, 06/26/2024, 04/10/2024, 11/08/2023, 10/11/2023, 06/28/2023

Classification Title	Step Range #	Hourly Range \$		Monthly Range \$		Annual Range \$		Full/Part Time
		Minimum	Maximum	Minimum	Maximum	Minimum	Maximum	
Intern	7	27.1341	33.8835	4,703	5,873	56,439	70,478	PT
Seasonal Ranger Aide	11	29.9160	37.3647	5,185	6,477	62,225	77,719	PT
Seasonal Open Space Technician	15	32.9867	41.1877	5,718	7,139	68,612	85,670	PT
Seasonal Ranger	17	34.6285	43.2552	6,002	7,498	72,027	89,971	PT
Administrative Assistant	22	39.1127	48.8416	6,780	8,466	81,354	101,591	FT
Accounting Technician	26	43.1184	53.8505	7,474	9,334	89,686	112,009	FT
Senior Administrative Assistant	26	43.1184	53.8505	7,474	9,334	89,686	112,009	FT
Farm Maintenance Worker	27	44.1976	55.2033	7,661	9,569	91,931	114,823	FT
Human Resources Technician	27	44.1976	55.2033	7,661	9,569	91,931	114,823	FT
Open Space Technician*	27	44.1976	55.2033	7,661	9,569	91,931	114,823	FT
Ranger Recruit	28	45.2846	56.5409	7,849	9,800	94,192	117,605	FT
Visitor Services Program Coordinator	28	45.2846	56.5409	7,849	9,800	94,192	117,605	FT
Ranger	29	46.4171	57.9547	8,046	10,045	96,548	120,546	FT
Executive Assistant	30	47.5495	59.3759	8,242	10,292	98,903	123,502	FT
Information Technology Technician I	30	47.5495	59.3759	8,242	10,292	98,903	123,502	FT
Senior Finance & Accounting Technician	30	47.5495	59.3759	8,242	10,292	98,903	123,502	FT
Volunteer Program Lead	30	47.5495	59.3759	8,242	10,292	98,903	123,502	FT
Environmental Education Specialist	31	48.7354	60.8504	8,447	10,547	101,370	126,569	FT
Interpretive Specialist	31	48.7354	60.8504	8,447	10,547	101,370	126,569	FT
Property Management Specialist I	31	48.7354	60.8504	8,447	10,547	101,370	126,569	FT
Lead Ranger	32	49.9209	62.3479	8,653	10,807	103,835	129,684	FT
Facilities Maintenance Specialist	33	51.1598	63.9061	8,868	11,077	106,412	132,925	FT
Lead Open Space Technician*	33	51.1598	63.9061	8,868	11,077	106,412	132,925	FT
Planner I	33	51.1598	63.9061	8,868	11,077	106,412	132,925	FT
Public Affairs Specialist I	33	51.1598	63.9061	8,868	11,077	106,412	132,925	FT
Resource Management Specialist I	33	51.1598	63.9061	8,868	11,077	106,412	132,925	FT
Accountant I	34	52.4138	65.4641	9,085	11,347	109,021	136,165	FT
Executive Assistant/Deputy District Clerk	34	52.4138	65.4641	9,085	11,347	109,021	136,165	FT
Executive Assistant/Legal Secretary	34	52.4138	65.4641	9,085	11,347	109,021	136,165	FT
GIS Technician	34	52.4138	65.4641	9,085	11,347	109,021	136,165	FT
Information Technology Technician II	34	52.4138	65.4641	9,085	11,347	109,021	136,165	FT
Real Property Specialist I	34	52.4138	65.4641	9,085	11,347	109,021	136,165	FT
Capital Project Manager I	35	53.7211	67.0907	9,312	11,629	111,740	139,549	FT
Equipment Mechanic/Operator*	35	53.7211	67.0907	9,312	11,629	111,740	139,549	FT
Fleet Services Specialist	35	53.7211	67.0907	9,312	11,629	111,740	139,549	FT
Property Management Specialist II	35	53.7211	67.0907	9,312	11,629	111,740	139,549	FT
Interpretation & Education Program Manager	37	56.4195	70.4504	9,779	12,211	117,353	146,537	FT
Management Analyst I	37	56.4195	70.4504	9,779	12,211	117,353	146,537	FT
Planner II	37	56.4195	70.4504	9,779	12,211	117,353	146,537	FT
Public Affairs Specialist II	37	56.4195	70.4504	9,779	12,211	117,353	146,537	FT
Resource Management Specialist II	37	56.4195	70.4504	9,779	12,211	117,353	146,537	FT
Volunteer Program Manager	37	56.4195	70.4504	9,779	12,211	117,353	146,537	FT
Accountant II	38	57.7875	72.1830	10,017	12,512	120,198	150,141	FT
Data Administrator	38	57.7875	72.1830	10,017	12,512	120,198	150,141	FT
Data Analyst I	38	57.7875	72.1830	10,017	12,512	120,198	150,141	FT
Real Property Specialist II	38	57.7875	72.1830	10,017	12,512	120,198	150,141	FT
Capital Project Manager II	39	59.2317	73.9617	10,267	12,820	123,202	153,840	FT
Supervising Ranger	39	59.2317	73.9617	10,267	12,820	123,202	153,840	FT
Management Analyst II	41	62.1884	77.6785	10,779	13,464	129,352	161,571	FT
Planner III	41	62.1884	77.6785	10,779	13,464	129,352	161,571	FT
Resource Management Specialist III	41	62.1884	77.6785	10,779	13,464	129,352	161,571	FT

Classification Title	Step Range #	Hourly Range \$		Monthly Range \$		Annual Range \$		Full/Part Time
		Minimum	Maximum	Minimum	Maximum	Minimum	Maximum	
Data Analyst II	42	63.7085	79.5635	11,043	13,791	132,514	165,492	FT
Facilities Maintenance Supervisor	42	63.7085	79.5635	11,043	13,791	132,514	165,492	FT
Field Resource Specialist	42	63.7085	79.5635	11,043	13,791	132,514	165,492	FT
Maintenance, Construction & Resource Supv.	42	63.7085	79.5635	11,043	13,791	132,514	165,492	FT
Senior Accountant	42	63.7085	79.5635	11,043	13,791	132,514	165,492	FT
Training & Safety Specialist	42	63.7085	79.5635	11,043	13,791	132,514	165,492	FT
Capital Project Manager III	43	65.3046	81.5622	11,319	14,137	135,834	169,649	FT
Governmental Affairs Specialist	43	65.3046	81.5622	11,319	14,137	135,834	169,649	FT
Procurement Specialist	43	65.3046	81.5622	11,319	14,137	135,834	169,649	FT
Public Affairs Specialist III	43	65.3046	81.5622	11,319	14,137	135,834	169,649	FT
Senior Property Management Specialist	43	65.3046	81.5622	11,319	14,137	135,834	169,649	FT
Applications Engineer	44	66.9007	83.5459	11,596	14,481	139,153	173,775	FT
Senior Real Property Specialist	44	66.9007	83.5459	11,596	14,481	139,153	173,775	FT
Senior Technologist	46	70.2373	87.7264	12,174	15,206	146,094	182,471	FT
Area Superintendent	47	71.9930	89.9229	12,479	15,587	149,745	187,040	FT
Budget & Analysis Supervisor	47	71.9930	89.9229	12,479	15,587	149,745	187,040	FT
Finance Supervisor	47	71.9930	89.9229	12,479	15,587	149,745	187,040	FT
Grants Program Manager	47	71.9930	89.9229	12,479	15,587	149,745	187,040	FT
Human Resources Supervisor	47	71.9930	89.9229	12,479	15,587	149,745	187,040	FT
Senior Management Analyst	47	71.9930	89.9229	12,479	15,587	149,745	187,040	FT
Senior Planner	47	71.9930	89.9229	12,479	15,587	149,745	187,040	FT
Senior Resource Management Specialist	47	71.9930	89.9229	12,479	15,587	149,745	187,040	FT
Area Manager	48	73.7564	92.1119	12,784	15,966	153,413	191,593	FT
Capital Projects Field Manager	48	73.7564	92.1119	12,784	15,966	153,413	191,593	FT
District Clerk/Assistant to General Manager	48	73.7564	92.1119	12,784	15,966	153,413	191,593	FT
Senior Capital Project Manager	49	75.5958	94.4150	13,103	16,365	157,239	196,383	FT
GIS Program Administrator	52	81.3192	101.5519	14,095	17,602	169,144	211,228	FT
Information Technology Program Administrator	52	81.3192	101.5519	14,095	17,602	169,144	211,228	FT
IST Application Program Manager	52	81.3192	101.5519	14,095	17,602	169,144	211,228	FT
Budget & Finance Manager	55	87.5135	109.2969	15,169	18,945	182,028	227,338	FT
Facilities and Fleet Manager	55	87.5135	109.2969	15,169	18,945	182,028	227,338	FT
Human Resources Manager	55	87.5135	109.2969	15,169	18,945	182,028	227,338	FT
Natural Resources Manager	55	87.5135	109.2969	15,169	18,945	182,028	227,338	FT
Public Affairs Manager	55	87.5135	109.2969	15,169	18,945	182,028	227,338	FT
Real Property Manager	55	87.5135	109.2969	15,169	18,945	182,028	227,338	FT
Visitor Services Manager	55	87.5135	109.2969	15,169	18,945	182,028	227,338	FT
Assistant General Counsel I	56	89.6571	111.9647	15,541	19,407	186,487	232,887	FT
Information Systems & Technology Manager	56	89.6571	111.9647	15,541	19,407	186,487	232,887	FT
Engineering & Construction Manager	57	91.8915	114.7618	15,928	19,892	191,134	238,705	FT
Land Stewardship and Trails Manager	57	91.8915	114.7618	15,928	19,892	191,134	238,705	FT
Planning Manager	57	91.8915	114.7618	15,928	19,892	191,134	238,705	FT
Assistant General Counsel II	60	98.8461	123.4341	17,133	21,395	205,600	256,743	FT
Assistant General Manager	65	111.6987	139.4942	19,361	24,179	232,333	290,148	FT
Chief Financial Officer/Director Administrative Services	67	113.6987	141.4942	19,708	24,526	236,493	294,308	FT

\* OST, LOST, EMO will receive an additional 2% stipend for Class A license

Midpeninsula Regional Open Space District Field Employees Association

Midpeninsula Rangers Peace Officers Association

<b>Board Appointee Group Compensation</b>	<b>Hourly</b>	<b>Monthly</b>	<b>Annual</b>	<b>Effective</b>	<b>Last Revised</b>
General Manager	\$153.1740	\$26,550	\$318,602	7/1/2024	10/23/2024
Controller - <i>Part-time position</i>	\$108.5638	\$6,280	\$75,365	7/1/2024	4/9/2025
General Counsel	\$140.3279	\$24,324	\$291,882	7/1/2024	10/23/2024
<b>Elected Officials Compensation</b>	<b>Per Meeting</b>		<b>Monthly Maximum</b>	<b>Effective Date</b>	
Board Director	\$121.28		\$727.68	6/9/2024	



Midpeninsula Regional  
Open Space District

## MIDPENINSULA REGIONAL OPEN SPACE DISTRICT

### ACTION PLAN AND BUDGET COMMITTEE

Administrative Office  
5050 El Camino Real  
Los Altos, CA 94022

**Tuesday, July 8, 2025**

### DRAFT MINUTES

#### **CALL TO ORDER**

Chair Kersteen-Tucker called the meeting of the Action Plan and Budget Committee to order at 9:00 a.m.

#### **ROLL CALL**

Members present: Zoe Kersteen-Tucker, Margaret MacNiven, Curt Riffle

Members absent: None

Staff present: General Counsel Hilary Stevenson, Assistant General Manager Susanna Chan, Assistant General Manager Brian Malone, Chief Financial Officer/Director of Administrative Services Stefan Jaskulak, District Clerk/Assistant to the General Manager Maria Soria, Executive Assistant/Deputy District Clerk Shaylynn Nelson, Human Resources Manager Candice Basnight, and Human Resources Supervisor Rebecca Wolfe

#### **ADOPTION OF AGENDA**

**Motion:** Director MacNiven moved, and Director Riffle seconded the motion to adopt the agenda.

**ROLL CALL VOTE: 3-0-0**

#### **ORAL COMMUNICATIONS**

Public comment opened at 9:02 a.m.

Deputy District Clerk Shaylynn Nelson reported there were no public speakers for this item.

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Public comment closed at 9:02 a.m.

**COMMITTEE BUSINESS**

**1. Approve the May 13, 2025 Action Plan and Budget Committee Meeting Minutes**

Public comment opened at 9:02 a.m.

Ms. Nelson reported there were no public speakers for this item.

Public comment closed at 9:02 a.m.

**Motion:** Director MacNiven moved, and Director Riffle seconded the motion to approve the May 13, 2025 Action Plan and Budget Committee meeting minutes.

**ROLL CALL VOTE: 3-0-0**

**2. Amendments to the Midpeninsula Regional Open Space District's Classification and Compensation Plan Reflecting Compensation Study Adjustments Based on the Updated Compensation Philosophy and Comparator Agencies List (R-25-87)**

Chief Financial Officer/Director of Administrative Services Stefan Jaskulak presented. Human Resources Manager Candice Basnight and Human Resources Supervisor Rebecca Wolfe assisted in answering questions.

Public comment opened at 9:35 a.m.

Staff members Tina Hugg, Tyler Smith, and Mattea Ottoboni from the Planning Department expressed concern that the Planner positions identified by the District's consultant, Gallagher, are not comparable positions and do not sufficiently account for the hybrid nature of the District's Planners, which share the job functions and qualifications of both Planner and Capital Project Manager positions.

Ryan McCauley expressed concern regarding the implementation of the proposed salary schedule, with employees being assigned to the nearest step in the salary range that is closest to, but not less than, their current hourly rate. He advocated for staff to stay at the same step when moving to the new salary range.

Public comment closed at 9:48 a.m.

Mr. Jaskulak clarified that the District undertook two separate efforts with one being the compensation study and the other a limited classification study for two departments. For the compensation study, the Board approved the new list of comparator agencies and the compensation philosophy, which defines a competitive salary as median plus ten percent. He further explained to encourage staff retention it is proposed to allocate staff to the step nearest, but not less than, their current hourly rate, and staff will still have the potential to grow up to 5% per year until they reach top step. Increasing the salary ranges will also assist in recruitment and hiring new hires at the lower end of a salary range. He recommended forwarding the proposed salary schedule to the Board of Directors (Board). Planning staff can meet with Human

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July 8, 2025**

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Resources to identify concerns with their comparable positions, which will be reviewed to determine if an adjustment is needed. Any subsequent recommended adjustments to a classification would be forwarded to the Board for approval.

Human Resources Manager Candice Basnight expressed appreciation to the Planners for their collaboration throughout the process. Meetings have been held with the Planners and staff have reviewed their responses except for the last comment letter submitted to the committee. Lastly, she recommended the salary schedule be forwarded to the Board, noting that future adjustments can still be made if deemed appropriate.

Director Riffle expressed agreement with advancing the proposed salary schedule but noted some concern with pieces of the classification study. He suggested further review of the Planners' request to review the comparable positions and a more in-depth review of Capital Project Manager versus Planner positions. He further expressed a preference for placing staff at the salary step nearest their current rate to allow room for growth.

Director MacNiven expressed agreement with forwarding the proposed salary schedule to the Board. She suggested that the entire Planning Department should be reevaluated not just for salary, but perhaps for a new department name due to the variety of work that they conduct.

Chair Kersteen-Tucker expressed a preference to forward the salary schedule to the Board now to enable the District to be competitive in the market. She also recommended further discussion with the Planners regarding their responsibilities, which may influence the job responsibilities of Planners in comparator agencies.

**Motion:** Director Riffle moved, and Director MacNiven seconded the motion to forward the proposed amendments to the Classification and Compensation Plan reflecting Compensation Study Adjustments based on the updated and Board-approved Compensation Philosophy and Comparator Agencies List to the full Board of Directors for their consideration and approval.

Director Riffle recommended that staff address in their presentation to the Board the likelihood of other agencies adjusting their own compensation philosophies resulting in the District becoming less competitive in the employer market. He further advised that staff emphasize the classification study aspect and provide an explanation of how the District plans to proceed with the classification study, particularly as it relates to the Planners latest comments. He also requested that the comments that were submitted to the Committee from the Planning and Natural Resources staff be provided to the full Board.

**ROLL CALL VOTE: 3-0-0**

**ADJOURNMENT**

Chair Kersteen-Tucker adjourned the meeting of the Action Plan and Budget Committee of the Midpeninsula Regional Open Space District at 10:21 a.m.

Shaylynn Nelson, Deputy District Clerk