



Planning Technician I/II

Class Code:
0334

Bargaining Unit: AFSCME - White Collar

COUNTY OF HUMBOLDT
Revision Date: Jul 16, 2018

SALARY RANGE

\$17.99 - \$24.76 Hourly

DEFINITION:

Under general supervision, creates, revises and maintains base maps, topical maps and related records and files for zoning, general plan and special study use; provides information to the public and reviews plot plans for conformance with zoning regulations; prepares graphic displays to support the planning process; performs related work as assigned.

DISTINGUISHING CHARACTERISTICS

Planning Technician I is the entry level class in this technical planning series. Initially under close supervision, incumbents perform the more routine technical planning duties while learning County policies and procedures. This class is alternately staffed with Planning Technician II, and incumbents may advance to the higher level after gaining experience and demonstrating proficiency which meets the requirements of the higher level class.

Planning Technician II is the journey level class of the series, fully competent to perform responsible and difficult planning technical work. Responsibilities include the preparation of land use and zoning exhibits for use in reports and public hearings, and notification of property owners and occupants of permits and changes in land use.

EXAMPLE OF DUTIES:

EXAMPLES OF DUTIES (Illustrative Only)

- Updates official Planning Department maps to reflect street, parcel, zoning and land use changes; assigns addresses to approved parcel and subdivision maps; prepares computations of lot area and frontages.
- Prepares lists for notification of property owners and occupants within radius of subject site regarding use, variance, zoning, street name change and related permits.
- Prepares graphics for reports, brochures and publications.
- Responds to questions from the public, other divisions and County departments on matters related to addresses, subdivisions, census tract numbers, street locations, ownership, city/county jurisdiction and related items.
- Maintains records of up-to-date County maps and land use documents.
- Performs duties related to zoning and use permit applications; may conduct field checks to ensure accuracy of applications.

- Reviews plot plans for building permit application for conformance to regulation concerning setbacks, zoning, use and special permits; provides information and prepares correspondence to applicants regarding status of plan review.
- Reviews business license applications for proper use, parking, and for conformance with zoning ordinances.
- Establishes new project files for general plan amendment, zone reclassification, subdivision, variance, and other zoning related matters; makes necessary maps; prepares forms for inclusion in file; identifies and ensures notification of affected fire and community service districts.

QUALIFICATIONS:

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NOTE: The level and scope of the knowledges and skill listed below are related to the job duties as defined under Distinguishing Characteristics.

Knowledge of:

- Basic research methods utilized in the collection, tabulation, analysis and application of planning data.
- Principles and methods of preparing graphics, exhibits, visual aids, maps and charts.
- Terminology, symbols, methods, techniques, and instruments used in planning and map drafting.
- Business arithmetic, including calculations of square footage.
- Office practices, including filing and the use of standard office equipment.

Skill in:

- Preparing clear and accurate drawings of maps of various areas.
- Interpreting maps, drawings and field survey notes.
- Preparing graphics, exhibits, maps and charts for presentation by Planners.
- Making accurate arithmetic and statistical calculations.
- Maintaining organized and accurate records of maps, charts and other planning documentation.
- Preparing clear and concise correspondence, reports and other written materials.
- Organizing work, setting priorities and making sound independent decisions within established guidelines.
- Establishing and maintaining effective working relationships with those contacted in the course of the work.

Other Requirements:

Must possess a valid California driver's license.

Desirable Education and Experience:

A typical way to obtain the knowledge and skills outlined above is:

Planning Technician I: (\$2,997.01 - \$3,845.84) One year of office experience in a technical planning, drafting, engineering or related function, such as the County's classes of Building Permit Technician or Cadastral Drafting Technician.

Planning Technician II: (\$3,213.75 - \$4,123.97) In addition to the above, two years of technical planning support experience equivalent to the County's class of Planning Technician I.