

# County of Santa Cruz

INVITES YOU TO APPLY FOR:



## PLANNER I

Supplemental Questionnaire Required

Open and Promotional

Job # 23-GA3-01

Salary: \$5,588 - 7,074 / Month

Closing Date: Friday, July 14, 2023

**THE JOB:** Under direction, conduct planning studies and analyses; review land use development applications; may serve as a project leader or specialist; and do other work as required. Planner I is the trainee level for the professional planner series. Incumbents initially work under general supervision and as experience is gained, they perform a broader range of duties. The ideal candidate should have a strong commitment to providing excellent customer service and be interested in working in a position that requires a significant amount of interaction with individuals at the Planning Department's public counter. **The list established will be used to fill the current vacancy and it may also be used to fill other vacancies during the life of the eligible list.**

**THE REQUIREMENTS:** Any combination of training and experience that would provide the required knowledge and abilities is qualifying. A typical way to obtain these knowledge and abilities would be:

Two years experience in a public or private land use agency/firm plus completion of 12 semester units of college course work in planning or closely related field.

**OR**

Possession of a Bachelor's Degree from an accredited college or university with a major in planning, urban studies, natural sciences, architecture or a closely related field.

**Special Requirements: License:** Possession of a valid California Class C Driver License or the ability to provide suitable transportation, which is approved by the appointing authority.

**Knowledge:** Some knowledge of the principles, practices and trends of public planning or in the specialty area to which assigned; statistical research methods as applied to the collection and tabulation of data affecting public planning; and laws, ordinances and regulations governing planning in California.

**Ability to:** Collect, analyze, compile, organize and present technical, statistical and related information pertaining to planning and zoning research; interpret, apply and explain laws, rules, regulations and



ordinances; prepare concise written and oral reports; participate in 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 rough charts, maps and other graphic illustrations; apply laws and ordinances and conducting field investigations may be required for certain positions; produce acceptable work commensurate with the level of appointment in an acceptable time-frame; and learn to input, retrieve and analyze data using a computer.

**THE EXAMINATION:** Your application and supplemental questionnaire will be reviewed to determine if you have met the education, experience, training and/or licensing requirements as stated on the job announcement. If you meet these criteria and are one of the best qualified, you may be required to compete in any combination of written, oral and/or performance examinations or a competitive evaluation of training and experience as described on your application and supplemental questionnaire. You must pass all components of the examination to be placed on the eligible list. The examination may be eliminated if there are ten or fewer qualified applicants. If the eligible list is established without the administration of the announced examination, the life of the eligible list will be six months and your overall score will be based upon an evaluation of your application and supplemental questionnaire. If during those six months it is necessary to administer another examination for this job class, you will be invited to take the examination to remain on the eligible list.

**HOW TO APPLY:** Apply online at [www.santacruzcountyjobs.com](http://www.santacruzcountyjobs.com) or mail/bring an application and supplemental questionnaire to: Santa Cruz County Personnel Department, 701 Ocean Street, Room 510, Santa Cruz, CA 95060. For information, call (831) 454-2600. Hearing Impaired TDD/TTY: 711. Applications will meet the final filing date if received: 1) in the Personnel Department by 5:00 p.m. on the final filing date, 2) submitted online before midnight of the final filing date.

**Women, people of color and people with disabilities are encouraged to apply. If you have a disability that requires test accommodation, please call (831) 454-2600.**

To comply with the 1986 Immigration Reform and Control Act, Santa Cruz County verifies that all new employees are either U.S. citizens or persons authorized to work in the U.S.

Some positions may require fingerprinting and/or background investigation.

### **PLANNER I – SUPPLEMENTAL QUESTIONNAIRE**

The supplemental questions are designed specifically for this recruitment. Applications received without the required supplemental information will be screened out of the selection process. Employment experiences referred to in your response must also be included in the Employment History section of the application.

**NOTE: Please answer the question(s) below as completely and thoroughly as possible, as your answer(s) may be used to assess your qualifications for movement to the next step in the recruitment process.**

1. Describe your experience interacting directly with the public explaining and interpreting land use laws, policies and ordinances.

**EMPLOYEE BENEFITS:**

**ANNUAL LEAVE** - 22 days first year, increasing to 37 days after 15 years of service. Available for vacation and/or sick leave.

**HOLIDAYS** - 14 paid holidays per year.

**BEREAVEMENT LEAVE** - 3 days paid in California, 5 days paid out-of-state.

**MEDICAL PLAN** - The County contracts with CalPERS for a variety of medical plans. For most plans, County contributions pay a majority of the premiums for employees and eligible dependents.

**DENTAL PLAN** - County pays for employee and eligible dependent coverage.

**VISION PLAN** - County pays for employee coverage. Employee may purchase eligible dependent coverage.

**RETIREMENT** - Pension formula 2% at age 60 or 2% at age 62 as determined based on provisions of the CA Public Employees' Pension Reform Act of 2013(PEPRA). Pension benefit determined by final average compensation of three years. County participates in Social Security.

**LIFE INSURANCE** - County paid \$20,000 term policy. Employee may purchase additional life insurance.

**DISABILITY INSURANCE** - Employees in the General Representation Unit participate in the State Disability Insurance (SDI) program. This program is funded 100% by employee payroll deductions.

**DEPENDENT-CARE PLAN** - Employees who make contributions for child or dependent care may elect to have their contributions made utilizing "pre-tax dollars."

**H-CARE PLAN** - Employees who pay a County medical premium may elect this pre-tax program.

**HEALTH CARE FLEXIBLE SPENDING ALLOWANCE (HCFSA)** - Employees may elect this pre-tax program to cover qualifying health care expenses.

**DEFERRED COMPENSATION** - A deferred compensation plan is available to employees.

**Note: Provisions of this bulletin do not constitute an expressed or implied contract.**

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[www.santacruzcountyjobs.com](http://www.santacruzcountyjobs.com)

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