

County of Santa Cruz

INVITES YOU TO APPLY FOR:



PLANNING TECHNICIAN

Supplemental Questionnaire Required

Open and Promotional

Job # 23-GF4

Salary: \$4,862 – 6,151 / Month

Closing Date: Friday, March 10, 2023

THE JOB: Under general supervision, perform a variety of technical, administrative, and other work in the Planning Division of the Community Development & Infrastructure Department. Duties may include: providing support to the public and professional staff by processing development applications and technical reviews; providing technical assistance to the public on general land use and zoning regulations; gathering information and conducting research from County records and other sources, including GIS mapping tools; performing computer data entry; and completing other special projects as necessary. **The eligible list established from this recruitment will be used to fill current vacancies as well as future vacancies during the life of the eligible list.**

The option for remote work may be available based on the type of work and operational needs, upon successful completion of probation.

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 of clerical support experience, which relates to land use regulations, the building process, construction, drafting, or mapping that included six months of experience involving public contact.

OR

Twelve semester units of college coursework in planning, urban studies, environmental sciences, architecture, engineering, construction technology, map reading or closely related field, **AND** six months of experience involving public contact.

Knowledge: Working knowledge of office practices and procedures, including preparation of business correspondence, reports and filing; and business English, spelling, grammar and punctuation. Some knowledge of the principles, practices and trends of public planning; building plans or building technology; zoning and planning ordinances, environmental reviews and permit application procedures and requirements; and construction drawings and blueprint reading.

Ability to: Maintain record keeping and filing systems; write correspondence; learn and explain various zoning



and planning ordinances, environmental review and basic permit application procedures and requirements; read and interpret construction drawings, blueprints, plans and specifications; establish and maintain effective working relationships with those encountered in the course of work; locate property on an assessor's parcel map and from property descriptions; input and access data using a computer; review building permit applications for completeness and correctness; organize work and establish priorities; execute a variety of sequential tasks in a timely manner; and follow oral and written instructions.

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 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.

PLANNING TECHNICIAN – 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 work experience where your principal responsibility was to provide technical information to the public either in person or over the telephone.
2. Describe a project you completed which demonstrates your ability to conduct research and interpret information in relation to land use. Also describe your experience reading and interpreting building and/or other related plans.
3. List any related college level course work you have completed in planning, urban studies, environmental sciences, architecture, engineering, construction technology, map reading or a closely related field. Be sure to include the course title, name of college, course, dates, hours per week, number of units, and whether quarter or semester units (copies of transcripts are acceptable).

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 (HCFA) – 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.

County of Santa Cruz

www.santacruzcountyjobs.com

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