

Duties Performed By Planners Not Listed For Code Enforcement Officers

- 1. Notice and Order (Legal Notice)**
- 2. Cease and Desist (Legal Notice)**
- 3. Appeal Packages**
- 4. Appeal Hearings**
- 5. Pre-Applications**
- 6. Research – microfiche (old records) – Land Use such as Director's Review and Approval (DRA), Conditional Use Permit (CUP), Variance**
- 7. Abatement Warrant – Provide information**
- 8. Inspection Warrant – Provide information**
- 9. Research Site Plan Review (SPR)**

CODE ENFORCEMENT OFFICER I

DEFINITION:

Under immediate supervision, performs field investigations for suspected violations of zoning, nuisance abatement, property maintenance and land use ordinances and regulations; and performs related work as required.

DISTINGUISHING CHARACTERISTICS:

The Code Enforcement Officer classification series performs field investigations for suspected violations of zoning, nuisance abatement, property maintenance, and land use ordinances and regulations. Incumbents prepare accurate and detailed reports, and issue notices and citations for violations when appropriate.

Code Enforcement Officer I is the entry level classification in the Code Enforcement Officer classification series. Incumbents are subject to close supervision and review. Code Enforcement Officer I differs from Code Enforcement Officer II in that the latter is the experienced level class in which incumbents perform the full range of duties with minimal supervision and are given a greater scope of responsibility and latitude of judgment.

SAMPLES OF DUTIES:

The information listed below is meant to serve as samples of job duties and responsibilities for positions in this classification. This list is neither inclusive nor exclusive, but indicative of several types of duties performed. Consequently, this information does not reflect Essential Functions for any given position in this classification.

1. Performs field investigations for suspected violations of laws, ordinances, and regulations related to zoning, nuisance abatement, property maintenance, and land use for residential, commercial and industrial facilities.
2. Receives and responds to complaints from the public regarding suspected violations.
3. Prepares and issues notices and citations for violations when appropriate.
4. Prepares accurate and detailed reports related to code requirements, county ordinances, and state laws.
5. Testifies at appeal hearings and other court related cases regarding enforcement activities.
6. Maintains records for complaints and investigations.

CODE ENFORCEMENT OFFICER I (Cont'd)

SAMPLES OF DUTIES: (Cont'd)

7. Provides information to the public regarding violations and compliance.
8. Advises the public on procedures for compliance with applicable regulations.
8. May attend and conduct oral presentations before the Board of Supervisors, the Planning Commission, at public meetings, or at other agencies or organizations.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of:

- Department rules, regulations, policies, and procedures;
- Current local, state and federal laws, codes, ordinances, and regulations related to zoning, nuisance abatement, property maintenance, and land use;
- Research and record keeping methods and practices;
- Principles of field investigative methods;
- Interviewing techniques and effective methods of obtaining information;
- Report writing principles including rules of correct grammar, punctuation, and standard sentence structure;
- Principles and practices of safe driving.

Skills/Abilities to:

- Interpret and enforce laws and ordinances affecting zoning, nuisance abatement, property maintenance, building, and signs;
- Read maps, blueprints, and legal property descriptions;
- Explain applicable laws, codes, ordinances, and regulations to the public and in court;
- Prepare comprehensive written and oral reports;
- Communicate effectively, both orally and in writing;
- Maintain accurate records;
- Meet critical deadlines;
- Operate modern office equipment, including multi-line telephone systems, computer hardware and software, and internet and web-based applications;
- Work independently as well as in a team environment;
- Establish and maintain effective working relationships at all organizational levels as well as other agencies and the public;
- Display a high degree of initiative, integrity, creativity, and good judgment.

CODE ENFORCEMENT OFFICER I (Cont'd)

MINIMUM QUALIFICATIONS:

Applicants must qualify under one (1) of the options listed below:

OPTION 1:

Education: Possession of a bachelor's degree that is acceptable within the United States' accredited college or university system.

OPTION 2:

Education: Completion of sixty (60) semester units of coursework that is acceptable within the United States' accredited college or university system.

Experience: One (1) year of full-time, paid paraprofessional or technical work experience which involved the interpretation and enforcement of policies, laws, codes, or ordinances.

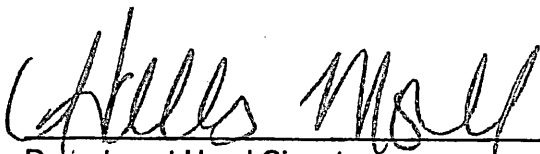
Substitution: Additional years of full-time, paid paraprofessional or technical work experience may substitute for the required education on a year-for-year basis.

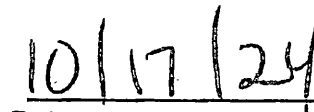
In addition to the options listed above, the following is also required:

License: Possession of a valid Class "C" driver's license, or equivalent.

Recruitment and/or certification may be limited to candidates possessing a specific education and/or experience background related to the specific position vacancy as authorized by the Director of Human Resources.

JCN: 1180


Department Head Signature


Date



County of Fresno
PLANNER I

CLASS CODE	1175	SALARY	\$26.94 - \$34.39 Hourly \$2,155.00 - \$2,751.00 Biweekly \$4,669.17 - \$5,960.50 Monthly \$56,030.00 - \$71,526.00 Annually
BARGAINING UNIT	22 - Professional, Para-Professional & Technical Employees	REVISION DATE	July 27, 2022

Description

Under immediate supervision, performs a variety of assignments involving research, analysis, planning, evaluation, code enforcement and monitoring; and performs related work as required.

The Department of Public Works and Planning, headed by the Director of Public Works and Planning, combines several interrelated functions under centralized administration. These functions include planning, development services, code enforcement, land use, building services, resources, housing and community development, transportation, parks/grounds, capital projects, and public works.

The Planner classification series performs a wide variety of professional planning assignments involving compiling, researching, analyzing, and evaluating data related to social, housing and community development, transportation, economic, population, environmental, resource management and land use trends. Planner I is the entry level classification in the series. Assignments at the entry level are subject to close supervision and review.

Planner I classification differs from Planner II in that the latter is the experienced level class in which incumbents are able to perform the full range of duties with minimal supervision and are given a greater scope of responsibility and latitude of judgment.

Samples of Duties

The information listed below is meant to serve as samples of job duties and responsibilities for positions in this classification. This list is neither inclusive nor exclusive, but indicative of several types of duties performed. Consequently, this information does not reflect Essential Functions for any given position in this classification.

- Compiles, researches, analyzes, and evaluates studies, projects, activities, and data related to social, housing and community development, economic, population, environmental, transportation planning, land subdivision, resource management and land use trends.
- Assists in the preparations of updates to the General Plan, master plans including Regional Plans, Community Plans, Specific Plans, Housing Element, Transportation Plans, and Water Management Plans.
- Prepares written reports, correspondence, statistical data and Board Agenda Items regarding various planning, housing and community development, transportation, and resource management matters.
- Conducts special studies relating to land use, transportation planning, land subdivision, economics, urban design, water assessments, site plan reviews, and other factors related to planning, zoning, housing and

community development, and resource management.

- Analyzes site plans, development plans, and subdivision maps.
- Provides information and assistance to governmental agencies and the public regarding planning issues, ordinances, codes, regulations, policies and procedures and other planning functions.
- Assists in the implementation and interpretation of State and Federal laws and regulations, County ordinances, policies, and procedures.
- Conducts code enforcement and performs field inspections.
- Analyze and process the less complex land use and subdivision applications and the preparation/presentation of these reports.
- May attend and conduct oral presentations before the Board of Supervisors, the Planning Commission, at public meetings, or at other agencies or organizations.
- May prepare and process California Environmental Quality Act (CEQA) and National Environmental Policy Act (NEPA) documents.

Knowledge, Skills and Abilities

Knowledge of:

- Standard terminology, techniques and practices of modern urban planning, housing and community development, transportation, and resource management;
- State planning, zoning, subdivision and development laws, CEQA, and NEPA;
- Planning research, technical writing, and urban design;
- Practices and techniques of statistical analysis and report writing;
- English usage, spelling, grammar, and punctuation;
- Engineering and architectural drawing and graphic illustration;
- Plant materials and landscaping concepts;
- Zoning ordinances, basic construction practices, building standards, nuisance abatement, and housing codes.

Skills/Abilities to:

- Calculate mathematics relating to planning, housing and community development, transportation, resource management, and statistical research;
- Meet critical deadlines;
- Prepare comprehensive written and oral reports;
- Communicate effectively, both orally and in writing;
- Maintain accurate records;
- Utilize various computers and programs for report writing and statistical analysis;
- Explain planning policies, zoning ordinances, land use regulations, and other applicable codes and ordinances to the public and in court;
- Enforce laws and ordinances affecting zoning, nuisance abatement, property maintenance, building, and signs;
- Work independently as well as in a team environment;
- Establish and maintain effective working relationships at all organizational levels as well as other agencies and the public;
- Display a high degree of initiative, maturity, integrity, creativity, and good judgment.

Minimum Qualifications

Applicants must qualify under one (1) of the options listed below:

OPTION 1:

Education: Possession of a bachelor's degree that is acceptable within the United States' accredited college or university system in Urban or Regional Planning, Engineering, Geography, Architecture, Public or Business Administration, Political Science, Environmental Science, or a closely related field.

OPTION 2:

Experience: Four (4) years of full-time, technical paid work experience gained within a planning, transportation, housing and community development, development services, code enforcement, or resource management field.

In addition to the options listed above, the following is required:

License: Possession of a valid Class "C" driver's license, or equivalent.

Note: Recruitment and/or certification may be limited to candidates possessing a specific education and/or experience background related to the specific position vacancy as authorized by the Director of Human Resources.

CODE ENFORCEMENT OFFICER II

DEFINITION:

Under general supervision, performs field investigations for suspected violations of zoning, nuisance abatement, property maintenance and land use ordinances and regulations; and performs related work as required.

DISTINGUISHING CHARACTERISTICS:

The Code Enforcement Officer classification series performs field investigations for suspected violations of zoning, nuisance abatement, property maintenance, and land use ordinances and regulations. Incumbents prepare accurate and detailed reports, and issue notices and citations for violations when appropriate.

Code Enforcement Officer II is the experienced level classification in the Code Enforcement Officer classification series. Incumbents are expected to work independently and perform the full range of duties with minimal supervision and are given a greater scope of responsibility and latitude of judgment than at the Code Enforcement Officer I level. Code Enforcement Officer II differs from Senior Code Enforcement Officer in that the latter performs the most complex duties and acts in a lead capacity over lower-level staff.

SAMPLES OF DUTIES:

The information listed below is meant to serve as samples of job duties and responsibilities for positions in this classification. This list is neither inclusive nor exclusive, but indicative of several types of duties performed. Consequently, this information does not reflect Essential Functions for any given position in this classification.

1. Performs field investigations for suspected violations of laws, ordinances, and regulations related to zoning, nuisance abatement, property maintenance, and land use for residential, commercial and industrial facilities.
2. Receives and responds to complaints from the public regarding suspected violations.
3. Prepares and issues notices and citations for violations when appropriate.
4. Prepares accurate and detailed reports related to code requirements, county ordinances, and state laws.
5. Testifies at appeal hearings and other court related cases regarding enforcement activities.
6. Maintains records for complaints and investigations.

CODE ENFORCEMENT OFFICER II (Cont'd)

SAMPLES OF DUTIES: (Cont'd)

7. Provides information to the public regarding violations and compliance.
8. Advises the public on procedures for compliance with applicable regulations.
8. May attend and conduct oral presentations before the Board of Supervisors, the Planning Commission, at public meetings, or at other agencies or organizations.
9. May assist in the training of lower-level professional and support staff.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of:

- Department rules, regulations, policies, and procedures;
- Current local, state and federal laws, codes, ordinances, and regulations related to zoning, nuisance abatement, property maintenance, and land use;
- Research and record keeping methods and practices;
- Principles of field investigative methods;
- Interviewing techniques and effective methods of obtaining information;
- Report writing principles including rules of correct grammar, punctuation, and standard sentence structure;
- Principles and practices of safe driving.

Skills/Abilities to:

- Interpret and enforce laws and ordinances affecting zoning, nuisance abatement, property maintenance, building, and signs;
- Read maps, blueprints, and legal property descriptions;
- Explain applicable laws, codes, ordinances, and regulations to the public and in court;
- Prepare comprehensive written and oral reports;
- Communicate effectively, both orally and in writing;
- Maintain accurate records;
- Meet critical deadlines;
- Operate modern office equipment, including multi-line telephone systems, computer hardware and software, and internet and web-based applications;
- Train lower-level professional and support staff;
- Work independently and in a team environment;
- Establish and maintain effective working relationships at all organizational levels as well as other agencies and the public;
- Display a high degree of initiative, integrity, creativity, and good judgment.

CODE ENFORCEMENT OFFICER II (Cont'd)

MINIMUM QUALIFICATIONS:

Applicants must qualify under one (1) of the options listed below:

OPTION 1:

Education: Possession of a bachelor's degree that is acceptable within the United States' accredited college or university system.

Experience: One (1) year of full-time, paid work experience equivalent to that gained as a Code Enforcement Officer with the County of Fresno.

OPTION 2:

Education: Completion of sixty (60) semester units of coursework that is acceptable within the United States' accredited college or university system.

Experience: One (1) year of full-time, paid paraprofessional or technical work experience which involved the interpretation and enforcement of policies, laws, codes, or ordinances.

AND

One (1) year of full-time, paid work experience equivalent to that gained as a Code Enforcement Officer with the County of Fresno.

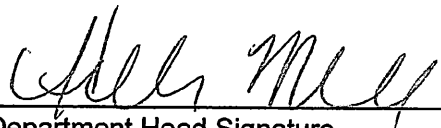
Substitution: Additional years of full-time, paid paraprofessional or technical work experience may substitute for the required education on a year-for-year basis.

In addition to the options listed above, the following is also required:

License: Possession of a valid Class "C" driver's license, or equivalent.

Note: Recruitment and/or certification may be limited to candidates possessing a specific education and/or experience background related to the specific position vacancy as authorized by the Director of Human Resources.

JCN: 1181



Department Head Signature

10/17/24

Date



**County of Fresno
PLANNER II**

CLASS CODE	1176	SALARY	\$29.90 - \$38.18 Hourly \$2,392.00 - \$3,054.00 Biweekly \$5,182.67 - \$6,617.00 Monthly \$62,192.00 - \$79,404.00 Annually
BARGAINING UNIT	22 - Professional, Para-Professional & Technical Employees	REVISION DATE	July 27, 2022

Description

Under general supervision, performs a wide variety of assignments involving research, analysis, planning, evaluation, code enforcement and monitoring; and performs related work as required.

The Department of Public Works and Planning, headed by the Director of Public Works and Planning, combines several interrelated functions under centralized administration. These functions include planning, development services, code enforcement, land use, building services, resources, housing and community development, transportation, parks/grounds, capital projects, and public works.

The Planner classification series performs a wide variety of professional planning assignments involving compiling, researching, analyzing, and evaluating data related to social, housing and community development, transportation, economic, population, environmental, resource management and land use trends. Planner II is the experienced level classification in the series. Incumbents at the II level are able to perform the full range of duties with minimal supervision and are given a greater scope of responsibility and latitude of judgment.

The Planner II classification differs from the Planner I in that the former performs assignments with minimal supervision. The Planner II differs from Planner III in that the latter is the advanced experienced level class in which incumbents perform the more complex assignments, are given an even greater scope of responsibility and latitude of judgment, and may act in a lead capacity by assigning, reviewing, and coordinating the work of staff.

Samples of Duties

The information listed below is meant to serve as samples of job duties and responsibilities for positions in this classification. This list is neither inclusive nor exclusive, but indicative of several types of duties performed. Consequently, this information does not reflect Essential Functions for any given position in this classification.

- Compiles, researches, analyzes, and evaluates studies, projects, activities, and data related to social, housing and community development, economic, population, environmental, transportation planning, land subdivision, resource management and land use trends.
- Assists in the preparations of updates to the General Plan, master plans including Regional Plans, Community Plans, Specific Plans, Housing Element, Transportation Plans, and Water Management Plans.
- Analyzes and processes the more complex land use and subdivision applications and prepares/presents these reports to decision making bodies.

- Prepares written reports, correspondence, statistical data and Board Agenda Items regarding various planning, housing and community development, transportation, and resource management matters.
- Conducts special studies relating to land use, transportation planning, land subdivision, economics, urban design, water assessments, site plan reviews, and other factors related to planning, zoning, housing and community development, and resource management.
- Analyzes site plans, development plans, and subdivision maps.
- Provides information and assistance to governmental agencies and the public regarding planning issues, ordinances, codes, regulations, policies and procedures and other planning functions.
- Assists in the implementation and interpretation of State and Federal laws and regulations, County ordinances, policies and procedures.
- Conducts code enforcement and performs field inspections.
- May train staff employees in department's work procedures and methods.
- May attend and conduct oral presentations before the Board of Supervisors, the Planning Commission, at public meetings, or at other agencies or organizations.
- May prepare and process California Environmental Quality Act (CEQA) and National Environmental Policy Act (NEPA) documents.

Knowledge, Skills and Abilities

Knowledge of:

- Standard terminology, techniques and practices of modern urban planning, housing and community development, transportation, and resource management;
- State planning, zoning, subdivision and development laws, CEQA, and NEPA;
- Planning research, technical writing, and urban design;
- Practices and techniques of statistical analysis and report writing;
- English usage, spelling, grammar, and punctuation;
- Engineering and architectural drawing and graphic illustration;
- Plant materials and landscaping concepts;
- Zoning ordinances, basic construction practices, building standards, nuisance abatement, and housing codes.

Skills/Abilities to:

- Train others in the department's work procedures and methods;
- Calculate mathematics relating to planning, housing and community development, transportation, resource management, and statistical research;
- Meet critical deadlines;
- Prepare comprehensive written and oral reports;
- Communicate effectively, both orally and in writing;
- Maintain accurate records;
- Utilize various computers and programs for report writing and statistical analysis;
- Explain planning policies, zoning ordinances, land use regulations, and other applicable codes and ordinances to the public and in court;
- Enforce laws and ordinances affecting zoning, nuisance abatement, property maintenance, building, and signs;
- Work independently as well as in a team environment;
- Establish and maintain effective working relationships at all organizational levels as well as other agencies and the public;
- Display a high degree of initiative, maturity, integrity, creativity, and good judgment.

Minimum Qualifications

Applicants must qualify under one (1) of the options listed below:

OPTION 1:

Education: Possession of a bachelor's degree that is acceptable within the United States' accredited college or university system in Urban or Regional Planning, Engineering, Geography, Architecture, Public or Business Administration, Political Science, Environmental Science, or a closely related field.

Experience: One (1) year of full-time, paid work experience equivalent to that gained as a Planner with Fresno County.

OPTION 2:

Experience: One (1) year of full-time, paid work experience equivalent to that gained as a Planner with Fresno County.

AND

Four (4) years of full-time, technical paid work experience gained within a planning, transportation, housing and community development, development services, code enforcement, or resource management field.

In addition to the options listed above, the following is required:

License: Possession of a valid Class "C" driver's license, or equivalent.

Note: Recruitment and/or certification may be limited to candidates possessing a specific education and/or experience background related to the specific position vacancy as authorized by the Director of Human Resources.

SENIOR CODE ENFORCEMENT OFFICER

DEFINITION:

Under direction, performs field investigations for suspected violations of zoning, nuisance abatement, property maintenance and land use ordinances and regulations; acts in a lead capacity over lower-level professional and support staff; and performs related work as required.

DISTINGUISHING CHARACTERISTICS:

The Code Enforcement Officer classification series performs field investigations for suspected violations of zoning, nuisance abatement, property maintenance, and land use ordinances and regulations. Incumbents prepare accurate and detailed reports, and issue notices and citations for violations when appropriate. Senior Code Enforcement Officer is the advanced experienced level in the Code Enforcement Officer series. Incumbents at the Senior level perform the most complex code enforcement functions and assume greater independence and latitude of judgement.

Senior Code Enforcement Officer differs from Code Enforcement Officer II in that incumbents at the Senior level act in a lead capacity over lower-level staff.

SAMPLES OF DUTIES:

The information listed below is meant to serve as samples of job duties and responsibilities for positions in this classification. This list is neither inclusive nor exclusive, but indicative of several types of duties performed. Consequently, this information does not reflect Essential Functions for any given position in this classification.

1. Acts in a lead capacity, which involves assigning, reviewing, and coordinating the work of lower-level professional and support staff.
2. Performs field investigations for suspected violations of laws, ordinances, and regulations related to zoning, nuisance abatement, property maintenance, and land use for residential, commercial and industrial facilities.
3. Receives and responds to complaints from the public regarding suspected violations.
4. Prepares and issues notices and citations for violations when appropriate.
5. Prepares accurate and detailed reports related to code requirements, county ordinances, and state laws.
6. Testifies at appeal hearings and other court-related cases regarding enforcements activities.
7. Maintains records for complaints and investigations.

SENIOR CODE ENFORCEMENT OFFICER (Cont'd)

SAMPLES OF DUTIES: (Cont'd)

8. Provides information to the public regarding violations and compliance.
9. Advises the public on procedures for compliance with applicable regulations.
10. Attends and conducts oral presentations before the Board of Supervisors, the Planning Commission, at public meetings, or at other agencies or organizations.
11. Trains lower-level professional and support staff.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of:

- Department rules, regulations, policies, and procedures;
- Current local, state and federal laws, codes, ordinances, and regulations related to zoning, nuisance abatement, property maintenance, and land use;
- Research and record keeping methods and practices;
- Principles of field investigative methods;
- Interviewing techniques and effective methods of obtaining information;
- Report writing principles including rules of correct grammar, punctuation, and standard sentence structure;
- Principles and practices of safe driving.

Skills/Abilities to:

- Interpret and enforce laws and ordinances affecting zoning, nuisance abatement, property maintenance, building, and signs;
- Assign and review the work of lower-level professional and support staff
- Train lower-level professional and support staff;
- Read maps, blueprints, and legal property descriptions;
- Explain applicable laws, codes, ordinances, and regulations to the public and in court;
- Prepare comprehensive written and oral reports;
- Communicate effectively, both orally and in writing;
- Maintain accurate records;
- Meet critical deadlines;
- Operate modern office equipment, including multi-line telephone systems, computer hardware and software, and internet and web-based applications;
- Work independently and in a team environment;
- Establish and maintain effective working relationships at all organizational levels as well as other agencies and the public;
- Display a high degree of initiative, integrity, creativity, and good judgment.

SENIOR CODE ENFORCEMENT OFFICER (Cont'd)

MINIMUM QUALIFICATIONS:

Applicants must qualify under one (1) of the options listed below:

OPTION 1:

Education: Possession of a bachelor's degree that is acceptable within the United States' accredited college or university system.

Experience: Two (2) years of full-time, paid work experience equivalent to that gained as a Code Enforcement Officer with the County of Fresno.

OPTION 2:

Education: Completion of sixty (60) semester units of coursework that is acceptable within the United States' accredited college or university system.

Experience: One (1) year of full-time, paid paraprofessional or technical work experience which involved the interpretation and enforcement of policies, laws, codes, or ordinances.

AND

Two (2) years of full-time, paid work experience equivalent to that gained as a Code Enforcement Officer with the County of Fresno.

Substitution: Additional years of full-time, paid paraprofessional or technical work experience may substitute for the required education on a year-for-year basis.

In addition to the options listed above, the following is also required:

License: Possession of a valid Class "C" driver's license, or equivalent.

Note: Recruitment and/or certification may be limited to candidates possessing a specific education and/or experience background related to the specific position vacancy as authorized by the Director of Human Resources.

JCN: 1182



Department Head Signature

10/17/24

Date



**County of Fresno
PLANNER III**

CLASS CODE	1177	SALARY	\$34.54 - \$44.08 Hourly \$2,763.00 - \$3,526.00 Biweekly \$5,986.50 - \$7,639.67 Monthly \$71,838.00 - \$91,676.00 Annually
BARGAINING UNIT	22 - Professional, Para-Professional & Technical Employees	REVISION DATE	July 27, 2022

Description

Under general supervision, performs a variety of the more complex assignments involving research, analysis, planning, evaluation, code enforcement and monitoring; may act in a lead capacity over staff; and performs related work as required.

The Department of Public Works and Planning, headed by the Director of Public Works and Planning, combines several interrelated functions under centralized administration. These functions include planning, development services, code enforcement, land use, building services, resources, housing and community development, transportation, parks/grounds, capital projects, and public works.

The Planner classification series performs a wide variety of professional planning assignments involving compiling, researching, analyzing, and evaluating data related to social, housing and community development, transportation, economic, population, environmental, resource management and land use trends. Planner III is the advanced experienced level classification in the series and performs the more complex assignments, are given an even greater scope of responsibility and latitude of judgment and may act in a lead capacity which includes assigning, reviewing, and coordinating the work of staff.

The Planner III classification differs from Planner II in that the former handles the more complex assignments and may act in a lead capacity. The Planner III differs from Senior Planner in that the latter has full supervisory responsibilities over subordinate staff.

Samples of Duties

The information listed below is meant to serve as samples of job duties and responsibilities for positions in this classification. This list is neither inclusive nor exclusive, but indicative of several types of duties performed. Consequently, this information does not reflect Essential Functions for any given position in this classification.

- Compiles, researches, analyzes, and evaluates studies, projects, activities, and data related to social, housing and community development, economic, population, environmental, transportation planning, land subdivision, resource management and land use trends.
- Assists in the preparations of updates to the General Plan, master plans including Regional Plans, Community Plans, Specific Plans, Housing Element, Transportation Plans, and Water Management Plans.

- Prepares written reports, correspondence, statistical data and Board Agenda Items regarding various complex planning, housing and community development, transportation, and resource management matters.
- Conducts special studies relating to land use, transportation planning, land subdivision, economics, urban design, water assessments, site plan reviews, and other factors related to planning, zoning, housing and community development and resource management.
- Analyzes site plans, development plans, and subdivision maps.
- Provides information and assistance to governmental agencies and the public regarding planning issues, ordinances, codes, regulations, policies and procedures and other planning functions.
- Assists in the implementation and interpretation of State and Federal laws and regulations, County ordinances, policies and procedures.
- Attends and conducts oral presentations before the Board of Supervisors, the Planning Commission, at public meetings, or at other agencies or organizations.
- Analyzes and processes the more complex land use and subdivision applications and prepares/presents these reports to decision making bodies.
- Handles the more complex planning assignments.
- Conducts code enforcement and performs field inspections.
- May prepare and process California Environmental Quality Act (CEQA) and National Environmental Policy Act (NEPA) documents.
- May act in a lead capacity which includes, assigning, reviewing, and coordinating the work of staff.
- May train staff in work procedures and methods.

Knowledge, Skills and Abilities

Knowledge of:

- Standard terminology, techniques and practices of modern urban planning, housing and community development, transportation, and resource management;
- State planning, zoning, subdivision and development laws, CEQA, and NEPA;
- Planning research, technical writing, and urban design;
- Practices and techniques of statistical analysis and report writings;
- English usage, spelling, grammar, and punctuation;
- Engineering and architectural drawing and graphic illustration;
- Plant materials and landscaping concepts;
- Effective leadership methods;
- Zoning ordinances, basic construction practices, building standards, nuisance abatement, and housing codes.

Skills/Abilities to:

- Assign and review the work of others;
- Train others in the department work procedures and methods;
- Calculate mathematics relating to planning, housing and community development, transportation, resource management, and statistical research;
- Meet critical deadlines;
- Prepare comprehensive written and oral reports;
- Communicate effectively, both orally and in writing;
- Maintain accurate records;
- Utilize various computers and programs for report writing and statistical analysis;
- Explain planning policies, zoning ordinances, land use regulations, and other applicable codes and ordinances to the public and in court;

- Enforce laws and ordinances affecting zoning, nuisance abatement, property maintenance, building, and signs;
- Work independently as well as in a team environment;
- Establish and maintain effective working relationships at all organizational levels as well as other agencies and the public;
- Display a high degree of initiative, maturity, integrity, creativity, and good judgment.

Minimum Qualifications

Applicants must qualify under one (1) of the options listed below:

OPTION 1:

Education: Possession of a bachelor's degree that is acceptable within the United States' accredited college or university system in Urban or Regional Planning, Engineering, Geography, Architecture, Public or Business Administration, Political Science, Environmental Science, or closely related field.

Experience: Two (2) years of full-time, paid work experience equivalent to that gained as a Planner with Fresno County.

OPTION 2:

Experience: Two (2) years of full-time, paid work experience equivalent to that gained as a Planner with Fresno County.

AND

Four (4) years of full-time, technical paid work experience gained within a planning, transportation, housing and community development, development services, code enforcement, or resource management field.

In addition to the options listed above, the following is required:

License: Possession of a valid Class "C" driver's license, or equivalent.

Note: Recruitment and/or certification may be limited to candidates possessing a specific education and/or experience background related to the specific position vacancy as authorized by the Director of Human Resources.