



## **SUPERVISING PLANNER**

**SALARY: \$6,690 - \$8,097/month**

**FILING DEADLINE: RECRUITMENT IS OPEN UNTIL FILLED OR UNTIL A SUFFICIENT NUMBER OF APPLICATIONS HAVE BEEN RECEIVED. RECRUITMENT MAY CLOSE AT ANY TIME**

### **POSITION DESCRIPTION**

The Supervising Planner is the first-line supervisory class in the professional planning series. The incumbent supervises activities of staff in the preparation of plans, policy proposals, zoning code enforcement and items for public hearings. The Supervising Planner will assess needs and prepare and administer work schedules for planning projects, customer service needs, public counter operations, and zoning code enforcement. These responsibilities will include a challenging and diverse array of current and long range planning activities. The Supervising Planner is expected to carry a caseload of complex entitlements in addition to their supervisory responsibilities.

One (1) vacancy currently exists in the Planning and Development Department. Immediate and future vacancies will be filled from this eligible list for a period of three (3) months from the date the eligible list is created, with the option of extending that period at the City's discretion. Should the competitive process be suspended for this recruitment, the eligibility list may be limited to three (3) months.

### **CONDITIONS OF EMPLOYMENT**

All newly hired and current City employees are required to comply with Administrative Order 6-30 "Employee Covid-19 Safety Protocols." For more information, please visit: [Personnel Services | Policies and MOU's \(fresno.gov\)](https://www.fresno.gov/personnel-services/policies-and-mou)

### **THE REQUIREMENTS**

These are entrance requirements to the competitive examination and do not assure a place on the eligible list. Applicants must meet the following minimum qualifications on or before the posted filing deadline in order to qualify:

Graduation from an accredited college or university with a Bachelor's Degree in urban planning, architecture, engineering or related field; **and** four years of experience as a professional planner within a planning agency, one year of which included progressively responsible lead experience. Additional qualifying experience may be substituted for the required education on a year-for-year basis.

**NOTE:** If qualifying with a degree or accredited college or university credits, please attach a copy of the degree or transcripts. Applications lacking this documentation may be rejected.

Preferred qualifications:

- Experience in conducting environmental assessments with certification in California Environmental Quality Act (CEQA) Practice or Environmental Analysis; OR, experience in construction process and planning review.

### **SPECIAL REQUIREMENTS**

Eligibles certified for consideration for hire will be required to successfully pass a Department interview and a Department of Justice fingerprint prior to employment with the City of Fresno.

Possession of a valid California Driver's License is required at time of appointment. Candidates considered for hire must provide proof of a valid driver's license and current copy of their driving record.

## **SELECTION PROCESS**

The selection process may consist of the following:

**APPLICATION REVIEW** - Qualifying Only: Applications submitted will be reviewed and a limited number of the most qualified candidates may be invited to the Oral Examination. The selection will be based upon those applications which demonstrate the greatest breadth and depth of applicable education, experience, skills and training. Therefore, applicants are urged to submit sufficiently detailed information in their application materials for a proper evaluation.

**ORAL EXAM - 100%:** A panel of subject matter experts will conduct a job-related Oral Examination which may evaluate each candidate's knowledge of terminology, techniques and practices of modern urban planning, zoning codes, regulations and ordinances; ability to effectively plan and supervise the work of professional and technical staff; establish and maintain effective working relationships; or other topics related to a candidate's training, experience and qualifications for the position of Supervising Planner. Candidates must achieve a passing score to qualify for the eligible list.

The Oral Exam date is tentatively scheduled for: to be determined.

## **HOW TO APPLY**

APPLICANTS MUST COMPLETE AN ON-LINE APPLICATION. PLEASE VISIT [WWW.FRESNO.GOV/JOB](http://WWW.FRESNO.GOV/JOB)S TO APPLY. For information on how to complete an on-line application, please view "Instruction Guide" on the City's website, Personnel Services Career Opportunities page, or call (559) 621-6950 for assistance. Resumes will not be accepted in lieu of a completed employment application.

ALL CORRESPONDENCE regarding this recruitment and exam process will be sent via e-mail. All applicants will acknowledge such understanding when they complete their on-line application. Verify we have your correct e-mail address before you submit your application. It is an applicant's responsibility to check their email frequently to ensure they receive all pertinent communication from the Personnel Services Department on a timely basis. Applicants will receive an automatically generated confirmation e-mail upon a successful application submittal. The e-mail is the only proof of submittal.

It is an applicant's responsibility to check their email account and to ensure it is set up to accept emails from the City of Fresno. Dependent upon your settings, notices from the City of Fresno may be directed to the "junk mail" or "spam" folders. It is the applicant's responsibility to check these folders.

Applications must be submitted by midnight on the filing deadline or they will not be accepted for any reason. FOR THIS RECRUITMENT, IT IS RECOMMENDED THAT PERMANENT FRESNO CITY EMPLOYEES APPLY THROUGH PEOPLESOFT SELF SERVICE..

## **PAY, BENEFITS, & WORK SCHEDULE**

UNIT 13 Classification – City of Fresno Professional Employees Association (CFPEA)

3% salary increase, effective June 19, 2023

**RETIREMENT:** Fresno City Retirement System, one of the best funded public systems in the state. Reciprocity with other public California systems. The City does not participate in Social Security. Vested in Retirement benefits after 5 years of service.

**HEALTH INSURANCE:** The City contributes toward monthly premiums for PPO medical, dental and vision for employee and dependents.

**FLEXIBLE SPENDING ACCOUNT:** IRS 125 Plan for health and dependent care expenses.

**DEFERRED COMPENSATION:** Increase your retirement savings with the City's 457 plan.

**MANAGEMENT LEAVE:** 60 hours per fiscal year.

**ANNUAL LEAVE:** Twenty (20) days per year of Annual Leave with cash out provisions.

**HOLIDAYS:** Ten (10) City-observed annual holidays plus birthday and two (2) personal days.

**LIFE INSURANCE:** Benefit equal to annual salary; premium paid by the City.

**LONG-TERM DISABILITY:** Benefit equal to 66.66% of monthly salary up to \$7,500 per month after 30 days of disability; premium paid by the City.

Additional information regarding the City of Fresno benefits is available at

<https://www.fresno.gov/personnel/human-resources-support/#tab-1>

### **DEFERRED RETIREMENT OPTION PROGRAM (DROP)**

DROP is an optional, voluntary program that allows you to have your retirement benefits deposited in a special savings account within your Retirement System all while you continue to work for the City of Fresno. To participate you must be at least age 50 with 5 years of service. Benefits include ownership of DROP account monies, compound interest earnings, and alternative distribution options.

### **VETERAN PREFERENCE REGULATIONS**

Qualified veterans who pass the examination may obtain five (5) additional points.

Candidates applying for veteran's preference are required to submit a copy of their DD214 with their application during the specified filing period. Evidence must be presented to indicate that the candidate was discharged honorably from the military service. Veterans, including City employees, must resubmit proof of honorable service for every examination for which veteran's preference credit is requested.

### **EOE**

The City of Fresno is an equal opportunity employer. Should you need a special accommodation due to a qualifying disability, please contact the Personnel Service Department at (559) 621-6950 in advance of the examination.