



San Gabriel

THE CITY OF **SAN GABRIEL**  
IS CURRENTLY RECRUITING FOR

---

**Assistant Planner**  
**\$5,228 - \$6,355 monthly**  
**(Open Competitive Recruitment)**

**ATTENTION APPLICANTS:** PLEASE READ THE JOB BULLETIN THOROUGHLY AND FOLLOW ALL APPLICATION INSTRUCTIONS AND PROCEDURES. APPLICATIONS FAILING TO FULLY COMPLY WITH THE INSTRUCTIONS AND PROCEDURES OUTLINED IN THIS BULLETIN WILL BE REJECTED.

**THE OPPORTUNITY:**

The City of San Gabriel's Community Development Department is recruiting for Assistant Planner to join its team. This position provides an exceptional opportunity for the ideal candidate to grow their planning career with our historic "City with a Mission." A career with the City of San Gabriel offers excellent pay and benefits, a full array of programs to work on, outstanding training and career development opportunities, and a great location for living and working in Southern California.

**IDEAL CANDIDATE:**

The ideal candidate aspires to be an outstanding planning professional and is self-motivated, outgoing, willing, and prepared to work for a multifaceted department that provides planning, design, and economic development services. The ideal candidate will have outstanding work ethic, judgment, communications skills, empathy, and interpersonal tact. Most importantly, the ideal candidate will understand and exemplify the principles of public service and the organizational mission for the City of San Gabriel.

**SUMMARY OF POSITION DUTIES:**

Under immediate direction of the Planning Manager, the Assistant Planner performs professional short and long-range planning functions of moderate difficulty; assists the public with land use, development, and environmental matters; prepares research and staff reports for the Planning Commission, Design Review Commission, and City Council; and conducts field inspections. The Assistant Planner also reviews projects for zoning compliance, design and environmental issues, and supports the department's ongoing initiatives in historic preservation, advanced planning, housing, sustainability, and development code revisions; responds to inquiries and provides information over the front counter to applicants, developers, consultants, outside agencies, the public and other City departments regarding land use, development, and environmental regulations and procedures; and performs other related duties as assigned.

For more details on the essential duties of the position, please see the attached position classification specification for Assistant Planner.

**MINIMUM QUALIFICATIONS:**

Any combination of experience and education may be considered. A typical way to obtain the knowledge, skills, and abilities would be:

- Bachelor's degree in planning or equivalent from an accredited institution;
- One year (1) of full-time employment in urban and regional planning, redevelopment, or related field.

Required Certifications/Licenses/Competencies

Candidates for this position must possess and meet the following:

- Possess a valid California Class “C” Driver’s License;
- Must maintain a satisfactory driving record throughout employment with the City.

Desirable Qualifications

- One year (1) of experience working in a local government agency/district is desirable.

**SUMMARY OF BENEFITS:**

- CalPERS Retirement – CalPERS retirement formula of 2% @ 60 for “Classic” CalPERS members and 2% @ 62 for new CalPERS members (PEPRA). San Gabriel employees (internal candidates) will remain in their existing tier.
- Medical Benefit – City paid contribution of up to \$1,568 per month toward medical, dental, and vision insurance premiums. City offers a choice of multiple medical plans (HMOs and PPOs through CalPERS), Delta Dental PPO or HMO, and VSP vision insurance. Although you typically must insure yourself, coverage of dependents is optional with proof of sufficient coverage elsewhere.
- Retiree Medical – Paid retiree medical insurance, including qualified family members, per vesting schedule established by California Government Code §22893.
- Tuition Reimbursement – Reimbursement of education/tuition costs in an amount not to exceed the tuition for three quarters (0-6 units per quarter) at California State University – Los Angeles (2019-20 rate cap is \$4,995).
- City-paid long term disability insurance;
- City paid life insurance (1x annual salary);
- City-paid Employee Assistance Program (EAP) and Travel Assistance Program for employees and eligible family members.

Allowances, Reimbursements & Special Pays

- Bilingual Pay – \$100 per month for employees who qualify and pass a proficiency examination in a second language such as Cantonese, Mandarin, Vietnamese, or Spanish.

Leaves

- Sick Leave – Employees shall accrue 96 hours of sick leave per calendar year (3.692 hours per pay period).
- Vacation Leave – Employees shall accrue 80 to 160 hours of vacation leave per year depending on their length of service with the City. See the approved accrual schedule for more details.
- Holiday Leave – Employees shall be credited pro-rata with 104 hours of holiday leave per year.

Annual Leave Cash-Out Programs

- Sick Leave Cash Out – Employees may cash-out up to 50% of sick leave accrued but unused during the 12-month period ending October 31 of each year.
- Vacation Leave Cash Out – Employees may cash-out up to 40 hours of unused vacation leave each year (election to cash-out must be made in November).
- Holiday Leave Cash Out – Employees may cash-out up to 8 hours of unused holiday leave each year (election to cash-out must be made in January).

Optional/Supplemental Benefits

- 457 Deferred Compensation – Optional enrollment in a tax-deferred, supplemental retirement savings plan from CalPERS (VOYA), ICMA or Empower.
- Supplemental Insurance – Optional enrollment in supplemental insurance plans from Colonial.

- Flexible Spending Account (FSA) – Optional enrollment in the City’s flexible benefit plan for the reimbursement of costs for dependent care and/or health care. Employees may opt to set aside a pre-determined amount of pre-tax income for anticipated dependent care and/or health care costs.

**For more details on the compensation and benefit provisions available to employees in this classification, please reference the published “Salary, Compensation, and Benefits Policy” for the City of San Gabriel.**

**APPLICATION PROCEDURE:**

Candidates must complete a City of San Gabriel online application. Applications must be thoroughly prepared and include the following three items as attachments: (1) cover letter, (2) professional résumé, and (3) copies of all professional certifications required and/or applicable for the position. Failure to submit a thoroughly prepared application along with items 1-3 may be disqualifying. To apply, please visit [jobs.sangabrielcity.com](http://jobs.sangabrielcity.com). **The filing period for this recruitment will close at 5:00pm on Thursday, March 12, 2020 OR when a sufficient number of qualified applications have been received, whichever occurs first.** Faxed, emailed, and/or hard copy applications will not be accepted.

**RECRUITMENT SCHEDULE (TENTATIVE)**

The following is the tentative schedule for this recruitment. Please prepare and make arrangements to accommodate the schedule in advance. Note that this schedule may be modified if the City deems it necessary.

- Application Period..... February 7 – March 12, 2020
- Oral Panel Interview...Week of March 23, 2020
- Selection Interview.....Week of March 30, 2020
- Tentative Start Date... April 27, 2020

*The provisions of this bulletin do not constitute an expressed or implied contract. Any provisions contained in this bulletin may be modified or revoked without notice. Applicants with legal disabilities, who require special testing accommodations, must contact the City of San Gabriel Human Resources Department at least five (5) days prior to the examination date.*

All qualified candidates are encouraged to apply; the City of San Gabriel is an Equal Opportunity Employer.

鼓勵所有的合格候選人提出申請 圣蓋博市是平等機會的僱主

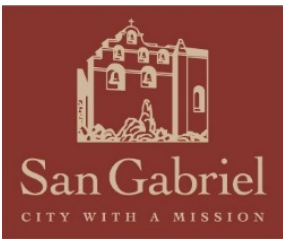
Tất cả ứng cử viên hội đủ điều kiện nên nộp đơn. Thành Phố San Gabriel là một sở làm có tôn chỉ tạo cơ hội bình đẳng.

La ciudad de San Gabriel ofrece la igualdad de oportunidades en el empleo, apoyamos a los candidatos calificados a aplicar.

HUMAN RESOURCES DEPARTMENT

San Gabriel City Hall  
425 South Mission Drive  
San Gabriel, CA 91776

(626) 308-2802  
hr@sgch.org  
[www.sangabrielcity.com](http://www.sangabrielcity.com)  
Job ID#67



## **CLASSIFICATION SPECIFICATION ASSISTANT PLANNER**

### **JOB SUMMARY:**

Under general supervision of the Planning Manager, the Assistant Planner reviews plans in accordance with federal, state, and local codes; prepares and presents reports; provides information and assistance to applicants, developers, consultants, outside agencies, and the public on planning matters; and performs other related duties as assigned.

### **CLASS CHARACTERISTICS:**

The Assistant Planner is an entry-level position that performs simple to moderately complex current and long range planning duties. This class differs from an Associate Planner in that the incumbent performs more routine planning work and assignments are made under immediate supervision. As experience is gained, there is the potential for greater independence of action within established guidelines.

### **EXAMPLES OF DUTIES:**

Duties may include, but are not limited to, the following:

- Researches, collects, and analyzes data; drafts ordinances for review; prepares reports and presentations on land use, zoning, design, historic preservation, and other related areas; and assists the Design Review Commission, Planning Commission, and City Council as directed.
- Evaluates data and proposes methods to resolve conflicting issues of plan implementation and zoning requirements; performs detailed reviews of plans for compliance with architectural, zoning, and general plan requirements; conducts field inspections; and assists in the preparation of initial studies and review of environmental impact reports.
- Responds to inquiries and provides information over the front counter to applicants, developers, consultants, outside agencies, the public, and other City departments regarding land use, development, and environmental regulations and procedures.
- Performs other related duties as assigned.

### **MINIMUM QUALIFICATIONS:**

#### **Knowledge of:**

- Basic principles and practices of urban and regional planning, redevelopment, historic preservation, and residential, commercial, and/or industrial development; office administration practices and procedures; and City department policies and procedures.

- Correct English usage, spelling, grammar, and punctuation; business letter writing and other document preparation; and modern office methods, procedures, and equipment including the use of a computer, copier, facsimile machine, scanners, calculator, and various computer applications and software packages.
- Principles of fiscal, statistical, and administrative research and report preparation; records management principles and procedures including record keeping and filing principles and practices; methods and techniques of proper phone etiquette; and customer service and public relations methods and techniques.

**Skills/Abilities:**

- Interpret building and zoning codes and City ordinances related to planning and building procedures; read and correctly interpret building plans, specifications, and maps; and communicate clearly and concisely both orally and in writing, which includes using tact and discretion when dealing with the public, elected officials, and City staff.
- Prepare clear and concise technical and administrative reports including accurate tables, schedules, summaries, and other materials in narrative form; establish and maintain various data collection, record keeping, tracking, filing, and reporting systems; and maintain office and specialized files.
- Establish and maintain an effective working relationship with fellow employees, the public, elected officials, and other departments and outside agencies.

**Education and Experience:**

Any combination of experience and education may be considered. A typical way to obtain the knowledge, skills, and abilities would be:

- Bachelor’s degree in planning, public administration, architecture, or a closely related field.
- One year of experience in urban and regional planning, redevelopment, or a closely related field.
- Local government experience is desirable.

**Licenses and Certifications:**

- Possession of a valid Class C California Driver’s License and ability to maintain a satisfactory driving record are required.

**PHYSICAL DEMANDS:**

- Ability to lift up to 10-15 pounds or more and get from one location to another in the course of doing business including climbing stairs, stooping, and bending.

**WORK ENVIRONMENT:**

- Employee generally works indoors. Environment is generally clean with limited exposure to conditions such as dust, fumes, or odors. Noise level in the work environment is usually moderate but the employee may occasionally be exposed to loud talking and interruptions from telephones and/or members of the public.

**NOTE:**

The duties, skills, and demands described here are representative of those that must be met to successfully perform the essential functions of the job. When appropriate, reasonable accommodations may be made to enable individuals with a disability to perform the essential duties, skills, and demands.

**Established Date:** May 22, 2017