



San Gabriel

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

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**Assistant Planner**  
**\$5,228 - \$6,355 monthly**  
**(Open Competitive Recruitment)**  
**Updated on 8/24/21**

**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, sound judgment, communications skills, empathy, and interpersonal tact. Most importantly, the ideal candidate will understand and exemplify the principles of public service and the City of San Gabriel mission.

**POSITION SUMMARY:**

Under the 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 needed would be bachelor's degree in planning, public administration or equivalent from an accredited institution and one year (1) of full-time employment in urban and regional planning, redevelopment, or closely related field.

***Required Licenses and Certifications:***

Possession of a valid Class C California Driver's License and ability to maintain a satisfactory driving record throughout employment with the City are required.

### ***Desirable Qualifications:***

Local government experience is desirable.

### **ADDITIONAL COMPENSATION & BENEFITS:**

- **Retirement:** CalPERS Retirement with 2%@60 for “classic” PERS members and 2%@62 for new PERS members. Participating San Gabriel employees retain their existing PERS status.
- **Health Benefits:** City paid contribution of up to \$1,568 per month toward employee medical, dental and vision insurance premiums. City offers a choice of multiple medical plans (HMOs and PPOs through CalPERS), two dental plans (Delta HMO and Delta PPO), and VSP vision. Employee may opt-out of City group insurance with proof of coverage elsewhere.
- **457 Deferred Compensation Matching Benefit:** City provides a matching contribution of up to \$50 per month to a 457 plan for employees who opt into the plan. The matching contribution requires employees to be actively enrolled and contributing to the plan.
- **Education Premium Pay:** Employee’s in this classification who have a master’s degree from an accredited college or university shall receive \$300 per month in premium education pay.
- **Tuition Reimbursement:** City provides annual reimbursement of tuition for degree coursework at an accredited college or university in an amount not to exceed the semester tuition rate at California State University – Los Angeles.
- **Retiree Medical:** Retiree medical insurance (including family) per the vesting schedule established by Government Code 22893.
- **Long Term Disability (LTD) & Life Insurance:** City paid LTD and life insurance (1x annual salary).
- **Employee Assistance Programs (EAP):** City paid EAP for employees and eligible family members, including travel assistance.
- **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. Bi-lingual pay must be deemed appropriate for the position and approved by the Department.
- **Supplemental Insurance:** City provides employees with supplemental insurance plans through Colonial. Enrollment is optional and the City does not make a contribution towards premiums (employee covers all premium/out-of-pocket costs associated with the plans).
- **Leaves:**
  - Vacation: Accrue 80 hours of vacation leave per year to start. Annual accrual rate increases up to 160 hours per year pursuant to the authorized vacation accrual schedule.
  - Sick: Accrue 96 hours of sick leave per year.
  - Holiday: 104 hours of paid holiday time per year.
- **Annual leave Cash-Out Options:**
  - Sick Leave Buy Back: Option to cash-out up to 50% of unused sick leave accrued in the preceding 12-month period (cash-out occurs in November of each year).
  - Vacation Buy Back: Option to cash-out of up to 40 hours of unused vacation leave per year (cash-out occurs in November of each year).
  - Holiday Buy Back: May cash-out up to 8 hours of unused holiday per year (cash-out occurs in January of each year).
- **Alternative Work Schedule:** Optional 9/80 work schedule with alternating Fridays off.

*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.*

## **GENERAL EXAMINATION & SELECTION PROCEDURES:**

Recruitments to fill vacant positions generally follows the examination and selection procedures outlined below, with testing elements included, excluded and/or modified on a case-by-case basis to suit the nature and scope of the position open for recruitment.

1. **Application Screening:** All submitted applications will be screened for minimum qualifications with those applications exceeding and/or meeting the minimum qualifications being advanced in the testing process.
2. **Written Exam (Optional):** Those meeting the minimum qualifications for the position may be invited to a written examination depending on the type and need for the recruitment. Typically, the minimum qualifying score on the written exam is 70%. The written exam score may be weighted or non-weighted toward the overall qualifying score depending on the type of recruitment. The passing score may be adjusted depending on the number of examinees, with percentile rankings and average scores along with the number of slots available for the next testing element being used as the basis for adjusting the passing score.
3. **Practical Exam (Optional):** A practical exam may be administered to provide a supplemental evaluation tool for the selection process. Depending on the position being recruited, practical exams may or may not be weighted towards the overall qualifying score.
4. **Oral Panel Interview:** Those applicants passing elements No. 1 and/or No. 2 will be invited to the oral panel interview. The oral panel interview is an objective assessment of the candidate's experience and preparation for the position by an impartial panel of subject matter experts. Scores from the oral panel interview are usually (but not always) weighted 100% towards the Eligibility List for the position. Candidates must attain a minimum score of 70% on the oral panel interview to be placed on the Eligibility List.
5. **Eligibility List:** Those attaining a qualifying score on the weighted elements of the recruitment exam will be placed on the Eligibility List. Candidates on the Eligibility List are deemed qualified for the position and may be called at any time to participate in a selection interview with the hiring department to fill a vacancy in the position. For more information on Eligibility List requirements, please see Rule VIII of the City's Civil Services Rules.
6. **Selection Interview:** Candidates on the Eligibility List may be called at any time to participate in a selection interview with the Department to fill an immediate and/or anticipated vacancy in the position classification. A selection interview does not guarantee an offer of employment and the Department is not obligated to hire any candidate invited to a selection interview.
7. **Pre-Employment Process:** Upon a conditional offer of employment, which requires the successful completion of a selection interview and recommendation to hire from the Department, candidates shall be required to satisfactorily complete a pre-employment process. The pre-employment process consists of (1) medical examination, (2) fingerprint background check, (3) work experience and education verification, and (4) professional reference check. Failure to successfully complete the pre-employment process shall void any conditional offer of employment.

## **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 certifications applicable and/or required for the position. Hard copies of item 1-3 will not be accepted. 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). **Please do not hesitate to apply. The deadline for submitting applications is 5:00 p.m. on Thursday, September 30, 2021 OR when a sufficient number of qualified applications have been submitted, whichever occurs first.** *Faxed, emailed, and/or hard copy applications will not be accepted.*

## UPDATED RECRUITMENT EXAM PLAN & SCHEDULE (TENTATIVE):

The following is the tentative exam plan and schedule for this recruitment. Please prepare your schedule in advance and note that the exam plan and schedule may be modified without notice if the City deems it necessary.

- Application Period..... August 5, 2021 – September 30, 2021
- Oral Panel Interview...Week of October 11, 2021
- Selection Interview.....Week of October 18, 2021
- Tentative Start Date... November 22, 2021

*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.*

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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 聖蓋博市是平等機會的雇主

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.

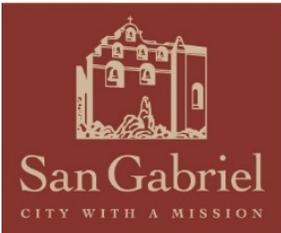
La ciudad de San Gabriel ofrece la igualdad de oportunidades en el empleo, apoyamos a los candidatos calificados a aplicar.

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### 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#202



## **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