



San Gabriel

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

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**Senior Planner**  
**\$7,127 - \$8,663 monthly**  
***(Open-Competitive Recruitment)***

***APPLICANT NOTICE:*** *Please read the job bulletin thoroughly and follow all application instructions and procedures herein. Applications failing to comply with the instructions and procedures outlined in this bulletin may be rejected.*

**THE OPPORTUNITY:**

The City of San Gabriel's Community Development Department is recruiting for Senior Planner. This position provides an exceptional opportunity to grow and establish a career in Planning 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 will have demonstrable experience in advanced planning projects and local government planning, especially in the area of urban planning. The ideal candidate will also have supervisory and/or lead experience, training and experience in urban design, and the ability to function in a fast-paced and diverse environment. Additionally, the City seeks a candidate who is a highly motivated professional who has a strong work ethic, outstanding communication skills (both written and verbally), empathy and compassion, sound judgement, and good interpersonal tact. Most importantly, the ideal candidate will understand and exemplify the meaning of outstanding public service and carryout the City of San Gabriel's mission in their work.

**POSITION SUMMARY:**

Under general direction of the Planning Manager, the Senior Planner performs advanced professional work by reviewing and processing complex comprehensive plan amendments, re-zonings, annexations, site plans, and subdivisions; serves as a project lead for junior staff; manages and participates in long-range and current planning programs, including the preparation, amendment, and implementation of the general plan and development codes; prepares and manages complex reports and studies; performs field inspections to gather data relevant to development review; verifies compliance of development projects with approved plans; coordinates projects and activities with community stakeholders, other city departments, outside agencies, and the general public; reviews proposed developments and processes discretionary and administrative permits; participates in regional and sub-regional organizations relating to planning, community development, transportation, and other issues; reviews consultant proposals, develops project budgets, administers bidding processes, and verifies contract expenditures and compliance; participates in the consideration and development of divisional operational policies and procedures; acts as the administrative hearing officer when necessary and responds to issues raised by internal and external customers; makes presentations to, advises, and provides senior staff support to the Planning Commission and Design Review Commission; and performs related duties and responsibilities as assigned.

*For a more detailed description of job duties and requirement, please see Appendix "A" (Job Class Spec).*

## 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, public administration, architecture, or a closely related field.
- Four years of increasingly responsible experience in regional planning work.
- Local government experience is desirable.

## Licenses and Certifications:

- Certification from the American Institute of Certified Planners (AICP) is desirable.
- Possession of a valid Class C California Driver's License and ability to maintain a satisfactory driving record are required.

## 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 the City's 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 participating employees. The matching contribution requires the employee to be actively enrolled and contributing to the plan.
- **Education Premium Pay:** Employee's in this classification who have a master's degree from a USDE 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).
- **Paid 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.
  - Administrative: 32 hours of administrative leave per calendar year (prorated for time of hire).

- **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:** Depending on Department needs, an alternative 9/80 work schedule may be allowed. Optional 9/80 work schedule provides 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.*

### **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 to the online application: (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 4:00pm on Thursday, December 30, 2021 or when a sufficient number of qualified applications have been submitted, whichever occurs first. Do not hesitate to apply.** Only online applications will be accepted. Faxed, emailed, and/or hard copy applications and/or attachments will not be accepted.

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

The following is the tentative exam plan and schedule for this recruitment. Please prepare your schedule in advance to accommodate the anticipated recruitment schedule. Note that this schedule may be changed if the City deems it necessary. Please check the posted exam plan regularly for changes.

- Application Period..... November 18 – December 30, 2021
- Oral Appraisal Interview..... Week of January 10
- Selection Interview..... Week of January 17
- Tentative Start Date..... February 15, 2022

### **PRE-EMPLOYMENT REQUIREMENTS:**

Candidates receiving a conditional offer of employment from the City for this position shall be required to satisfactorily complete a (1) supplemental application, (2) medical examination, (3) Live Scan fingerprint check, (4) work experience and education verification, and (5) professional reference check. Unsatisfactory results and/or failure to successfully complete any part of the pre-employment process shall void any conditional offer of employment for this position.

### **GENERAL EXAMINATION, SELECTION & HIRING PROCESS:**

The examination, selection, and hiring process typically includes the following:

1. **Application Screening:** All submitted applications will be screened for minimum qualifications.
2. **Written Exam:** For some positions, a written exam may be administered to help assess applicants for position competency and requirements. Those meeting the minimum qualifications for the position in Step 1 will be invited to a written examination. Typically, the minimum qualifying score on the written exam is 70%. This score may be adjusted depending on the number of examinees, with percentile rankings, average scores and the number of slots available for the oral appraisal interview being used as the basis for adjusting the passing score.

3. **Oral Appraisal Interview:** Those passing Steps 1 and 2 will be invited to the oral appraisal interview. The oral appraisal interview is an assessment of the candidate's experience and preparation for the position by an impartial panel of subject matter experts. Scores from the oral appraisal interview are typically weighted 100% towards the Eligibility List for the position. Candidates must attain a minimum score of 70% on the oral panel interview to qualify for the Eligibility List.
4. **Eligibility List:** Those attaining a qualifying score on the oral panel interview will be placed on the Eligibility List for this position. 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 this position. For more information on Eligibility List requirements, please see Rule VIII of the City's Civil Services Rules.
5. **Practical Exam:** The practical exam is used as a supplemental evaluation tool and is typically not scored or used for qualifying purposes.
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 the pre-employment process. The pre-employment process consists of (1) supplemental application, (2) medical examination, (3) fingerprint background check, (4) work experience and education verification, and (5) professional reference check. Some position classifications will also require a comprehensive background check and drug screening as part of the pre-employment process. Failure to successfully complete any part of the pre-employment process shall void any conditional offer of employment.

*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

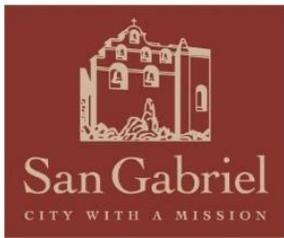
Tất cả ứng cử viên hội đủ điều kiện nên nộp đơn. Thành Phố San Gabriel là một sở làm có tôn chỉ tạo cơ hội bình đẳng.  
La ciudad de San Gabriel ofrece la igualdad de oportunidades en el empleo, apoyamos a los candidatos calificados a aplicar.

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HUMAN RESOURCES DEPARTMENT

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

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[www.sangabrielcity.com](http://www.sangabrielcity.com)  
JobID#211



## **CLASSIFICATION SPECIFICATION**

### **SENIOR PLANNER**

#### **JOB SUMMARY:**

Under general supervision of the Planning Manager, the Senior Planner initiates, organizes, and coordinates major planning studies and moderately complex planning, urban design, or redevelopment projects; prepares reports on a variety of complex current and long range planning issues; and performs other related duties as assigned.

#### **CLASS CHARACTERISTICS:**

The Senior Planner completes a variety of specialized and responsible technical assignments in support of the Planning Division. This classification serves as a project lead and may provide indirect supervision to planning staff as appropriate. This class differs from a Planning Manager due to the level of experience required, complexity of work performed, and ability to make decisions within established guidelines.

#### **EXAMPLES OF DUTIES:**

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

- Collects and analyzes statistical and other data relating to land use, housing, population distributions, and economic studies and projections; conducts surveys, compiles data, and prepares statistical reports relating to zone development for compliance with ordinances and regulations and policies; assists in preparing comprehensive current and long range planning activities for subdivision and zoning activities; conducts special research and studies on complex planning issues as directed; and maintains and updates the general plan and zoning codes.
- Assists the Planning Manager with the administration of requests for proposals including the bidding process and managing consulting contracts; researches, writes, and presents zoning code and general plan amendments as directed; prepares staff reports and makes presentations to the City Council; and provides staff support and technical advice, as appropriate, to the Planning Commission and Design Review Commission.
- Prepares environmental impact reports on general plan elements, zoning, design guide and policy revisions, legislative actions, or land use entitlements requiring discretionary approval; reviews proposed developments; performs field inspections; and processes discretionary and administrative permits.
- 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:**

- 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.
- Four years of increasingly responsible experience in regional planning work.
- Local government experience is desirable.

**Licenses and Certifications:**

- Certification from the American Institute of Certified Planners (AICP) is preferred.
- 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