



San Gabriel

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

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**Assistant Planner**  
**\$5,910 - \$7,183 monthly**  
**Open Competitive Recruitment**

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**APPLICANT NOTICE:** Please read the job bulletin thoroughly and follow all application instructions and procedures stated hereinafter. Applications failing to properly follow all instructions and procedures outlined in this bulletin may be rejected. This recruitment will close on October 9, 2023, at 4pm, or when a sufficient number of applications have been submitted, whichever occurs first.

**THE OPPORTUNITY:**

The City of San Gabriel is recruiting for Assistant Planner. The Assistant Planner is an important position within the Community Development Department and performs an array of duties. This position provides an exceptional opportunity for the ideal candidate to further their career with our historic "City with a Mission." A career with the City of San Gabriel offers excellent pay and benefits, a variety of programs and assignments, outstanding professional training and 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 also have outstanding work ethic, judgment, communication 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; conducts research and prepares 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 (Appendix "A").

**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 university; and
- 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; and
- 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 COMPENSATION & BENEFITS:**

- **Salary:** Step A \$5,910– Step E \$7,183 per month
- **Health Benefits:** City paid contribution of up to \$1,600 per month toward 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 medical plan with proof of group coverage elsewhere.
- **Alternative Work Schedule:** An alternative 9/80 work schedule may be allowed depending on the City’s needs and employee performance.
- **Remote Work:** Some regularly scheduled remote work may be allowed depending on the City’s needs and employee performance. Remote work is not allowed during the probationary period.
- **457 Deferred Compensation Matching Benefit:** City provides a matching contribution of up to \$100 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 be eligible for premium education pay of \$300/month.
- **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.
- **Long Term Disability (LTD):** City paid LTD insurance.
- **Life Insurance:** City paid life insurance coverage for 100% of annual salary.
- **Employee Assistance Programs (EAP):** City paid EAP for employees and eligible family members.
- **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 city.
- **Supplemental Insurance:** City provides employees with supplemental insurance options through Colonial. Enrollment is optional and all premiums are covered by the employee through payroll deduction. The City does not make a contribution towards supplemental insurance premiums.
- **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: 96 hours of paid holiday per year.
  - Floating Holiday: 16 hours of floating holiday per year (pro rata).
- **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).

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

**APPLICATION INSTRUCTIONS:**

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. DO NOT SUBMIT DRIVER'S LICENSE with item #3. Driver's license will be validated upon conditional offer of employment.

Only online applications will be accepted. Faxed, emailed, and/or hard copy applications and/or attachments will not be accepted. Failure to submit a properly prepared application along with items 1-3 may be disqualifying. To apply, please visit [jobs.sangabrielcity.com](http://jobs.sangabrielcity.com).

**APPLICATION FILING DEADLINE:**

This recruitment will close at 4:00pm on Monday, October 9, 2023, or when a sufficient number of qualified applications have been submitted, whichever occurs first. Please do not hesitate to apply as this recruitment may close at any time without notice.

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

The following is the tentative schedule for this recruitment. Please prepare your schedule in advance to accommodate the anticipated recruitment schedule. Note that this schedule may be changed at any time if deemed necessary. Please call-in or check the posted recruitment bulletin regularly for updates.

- Application Filing Period..... September 12 – October 9, 2023
- Panel Interview (100% qualifying) ..... Week of October 23
- Selection Interviews..... Week of October 30
- Pre-Employment Process..... Approximately 3-4 weeks
- Target Start Date..... December 4, 2023

**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 check, and (5) professional reference check. Unsatisfactory results and/or failure to successfully complete any part of pre-employment processes 1-5 shall void any conditional offer of employment for this position. The City maintains the sole discretion to waive any pre-employment item 1-5 if it is deemed appropriate. Such waivers must be approved by the Human Resources Director.

**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. **Practical Exam:** For some recruitments, a practical exam may be administered. The practical exam is a supplemental examination/evaluation tool that is typically not scored or used for qualifying purposes.
5. **Eligibility List:** Those attaining a qualifying score on the examination 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.
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 may 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.

#### **DISCLAIMER:**

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 days prior to the examination date.

#### **EQUAL EMPLOYMENT OPPORTUNITY:**

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.

#### **HUMAN RESOURCES DEPARTMENT:**

San Gabriel City Hall                      Phone: (626) 308-2802  
425 S. Mission Drive                      Email: [hr@sgch.org](mailto:hr@sgch.org)  
San Gabriel, CA 91776                      Web: [www.sangabrielcity.com](http://www.sangabrielcity.com)

**Appendix “A”**  
**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