

JOB DESCRIPTION AND POSITION CLASSIFICATION

DSC 525 (2-PAGE) (REV. 01/10)

CLASSIFICATION Associate Planner		POSITION NUMBER 530-001-4643-xxx	MCR 1	RPA # DSC 12-018
APPOINTEE Vacant		EFFECTIVE DATE	DIVISION/SECTION Delta Plan Division	
COLLECTIVE BARGAINING IDENTIFIER Management Related BU: <input type="checkbox"/> Supervisory Related BU: <input type="checkbox"/> Confidential Related BU: <input type="checkbox"/> Rank and File BU: <input checked="" type="checkbox"/> R01				
RESPONSIBILITIES EXERCISED <input type="checkbox"/> Supervisory <input type="checkbox"/> Lead Person		IMMEDIATE SUPERVISOR (Print) Cindy Messer	SUPERVISOR'S CLASSIFICATION Program Manager III	
APPROVED BY (Personnel Analyst's Name) Lynn Darby			DATE 4/10/12	
ALL EMPLOYEES ARE EXPECTED TO WORK COOPERATIVELY WITH OTHERS; MAINTAIN REGULAR, CONSISTENT, PREDICTABLE ATTENDANCE; POSSESS INTEGRITY, INITIATIVE, DEPENDABILITY, AND GOOD JUDGMENT.				
POSITION SUMMARY				
Briefly (1-3 sentences) describe the main purpose and function of the position, including the organizational setting: Under direction of the Program Manager III, assists in conducting and evaluating complex land use and planning policy studies and in the development of specific land use and policy plans for the Sacramento-San Joaquin Delta (Delta) and Suisun Marsh in cooperation with local, regional, state and federal government agencies. Incumbent provides land use planning assistance to implement projects, including implementation of and future updates to the Delta Plan and produces planning staff reports and similar documents.				
DESCRIPTION OF DUTIES				
Percent of Time (E) and (M)	Indicate the duties of the position and the percentage of time spent on each. Group related tasks under the same percentage. Percentages should be in increments of 5% with the highest percentage first. Identify essential functions with an (E) and marginal functions with an (M) in the percentage column. "Other duties as required" cannot be used as a task statement.			
35% (E)	Work closely with Management and assist in researching and writing planning policy reports or sections of updated versions of the Delta Plan with supporting maps and graphics for specialized planning policies, projects and activities; advise and consults with city, county, regional, state and federal governing bodies and planning commissions or boards with respect to the preparation of policy proposals. Maintain awareness and understanding of local, regional, state, national and global issues and trends and how they may affect the Delta and Suisun Marsh. Recommend alternative approaches, methods and studies that address current issues and trends and recommend possible policy conclusions. Where applicable, recommend collaborative partnerships with other governmental agencies and non-governmental organizations to assist in carrying out the goals and objectives of the Delta Stewardship Council (Council). Assist with implementing team planning projects, including implementation of and future updates to the Delta Plan.			
25% (E)	Assist with evaluating actions covered by the Delta Plan, including land use changes, development projects, and local, state, and federal agency plans and programs, for their impact on the Delta and their consistency with the Delta Plan. Assist in preparing comments on program reports, project feasibility studies, or draft Environmental Impact Report/Environmental Impact Statement (EIR/EIS) or other environmental documents, assessing the adequacy of their evaluations of projects' impacts on the Delta, their consistency with the Delta Plan, and advise project proponents about ways to conform to the Delta Plan, including suggesting alternatives or mitigation measures for consideration. Assist with preparation of drafts and staff reports to the Council in response to third party appeals of agency actions on projects, assessing the validity of appeals, the adequacy of these agencies' findings regarding projects consistent with the Delta Plan and, if needed, suggest ways that projects could be modified to conform to the Delta Plan. Work with local governments and other agencies to guide their preparation of administrative records for decisions appealed to the Council.			
SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE.				
SUPERVISOR'S NAME (Print) Cindy Messer		SUPERVISOR'S SIGNATURE ➤		DATE
EMPLOYEE'S STATEMENT: I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT.				
EMPLOYEE'S NAME (Print) Vacant		EMPLOYEE'S SIGNATURE ➤		DATE

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20% (E)	Assist with implementation and performance tracking of policies, recommendations and related actions as described in the Delta Plan related to land use planning. As part of the implementation effort, assist with the coordination and collaboration of Council planning projects with local and regional governments, special districts, other state agencies, federal agencies and non-governmental organizations. Build and maintain successful supportive relationships with other governmental agencies, the scientific and academic community, and non-governmental organizations, and advance the Council's goals and objectives through interaction with these organizations. Serve as staff planner to special advisory planning committees of the Council and represent the Council on planning committees or organizations that would affect the Delta or Suisun Marsh.		
10% (E)	Provide land use planning assistance to other Council staff in formulating or evaluating planning studies, in developing policy options based on the studies, and preparing and presenting this information to the Council for action. Provide assistance to Delta Science Program grant applications seeking funding for land use or planning studies. Assist with the development and administration of contracts with other agencies, non-governmental organizations, and private parties regarding Council planning studies (e.g., memoranda of understanding for joint planning work, Delta Plan amendments).		
5% (E)	Provide verbal presentations and written reports and updates to the Council and other organizations on the Council's planning activities and other related matters.		
5% (E)	Respond to inquiries from the public, public agencies and non-governmental organizations regarding the application and interpretation of the Council's planning policies and regulations.		
	KNOWLEDGE, SKILLS, AND ABILITIES <ul style="list-style-type: none"> • Understanding of the purpose and goals of the Council and the Delta Plan. • Strong interpersonal, analytical and reasoning skills and demonstrated writing and oral presentation capabilities. • Understanding of the contemporary principals and practices of urban, regional, environmental and economic planning. • Understanding of the structure, function, and interrelationship between local, special district, regional, state and federal governments – especially as they relate to the Delta and Suisun Marsh. • Awareness of the social, physical, environmental and economic conditions and dynamics in the Delta and Suisun Marsh that affect urban, regional, economic and natural resources planning around the region. • Understanding of California planning law and a general understanding of the California Environmental Quality Act and the National Environmental Policy Act. • Ability to develop successful public policy recommendations. • Ability to keep current on the principles and practices of urban, regional, and environmental planning, including computer-aided processes, and implement improvements and refinements to the Council's planning activities and projects. 		
	PERSONAL CONTACTS DSC staff and managers, city, county, regional, state and federal governing bodies and planning commissions and boards, public agencies, private parties, and the media.		
	SUPERVISION RECEIVED Direction of the Program Manager III.		
	SUPERVISION EXERCISED none		