

RESOLUTION R18-38

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PALOS VERDES
ESTATES, CALIFORNIA AMENDING RESOLUTION NO. 18-11, PALOS VERDES
PROFESSIONAL AND SUPERVISORY CLASSIFICATION AND SALARY
RESOLUTION, BY ADDING ONE FULL-TIME POSITION OF PLANNING MANAGER
AND AMENDING THE ADMINISTRATIVE ANALYST POSITION**

THE CITY COUNCIL OF THE CITY OF PALOS VERDES ESTATES,
CALIFORNIA RESOLVES:

Section 1. The Professional and Supervisory Classification and Salary Resolution R14-32 is amended by adding thereto the full-time classification of "Planning Manager". The job specifications for this classification shall be described in the job description attached to this resolution. A person holding a position in this classification shall be compensated within the following monthly salary range:

\$6,250 - \$7,597

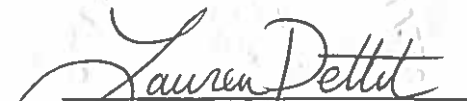
In addition, amending the Administrative Analyst position to include the "Budget Analyst" duties. The job specifications for this classification shall be described in the job description attached to this resolution. There are no changes to the monthly salary range for this position.

Section 2. The City Clerk shall certify to the passage and adoption of this Resolution and enter it into the book of original resolutions.


PASSED, APPROVED, AND ADOPTED on this 10th day of July, 2018.


Betty Lin Peterson, MAYOR

ATTEST:


Lauren Pettit, CITY CLERK

APPROVED AS TO FORM:


Christi Hogin, CITY ATTORNEY

**CITY OF PALOS VERDES ESTATES
JOB DESCRIPTION**

JOB TITLE: PLANNING MANAGER

FLSA Status: Exempt

Designation: Professional & Supervisory

Definition

Under the administrative direction of the Community Services Director, performs a variety of mid-management level professional planning and redevelopment work and is responsible for the day-to-day management of the Planning Division. The incumbent provides highly complex assistance in policy development of local land use, design, and redevelopment functions; provides professional information and assistance to the Department, the Planning Commission, the City Council, developers, contractors and the general public; and participates in intergovernmental coordination and cooperation.

Duties

The Planning Manager performs the following duties which may include, but are not limited to:

- Reviews, supervises and prepares complex studies, reports, environmental documentation and completing analytical research
- Drafts, supervises and coordinates the work of employees engaged in the preparation, revision and enforcement of the General Plan, Coastal Land Use Plan, Zoning Ordinance and other plans, policies and guidelines
- Participates in budget preparation, analysis and administration
- Negotiates, prepares and manages contracts for environmental and other land use consultants, monitoring staff and consultants, and ensuring budget compliance
- Training and supervising personnel
- Oversight of comprehensive studies for current and advance planning projects;
- Providing policy recommendations and guidance on current and advanced planning projects/studies
- Directs staff in review of permit and zoning applications
- Implements policies and procedures to improve departmental efficiency and internal and external customer service
- Monitors and evaluating staff performance
- Compiles and analyzes data on land use;
- Gathers information and objectively analyzes complex applications and development plans for compliance with applicable guidelines and regulations;
- Performs graphic illustration work and preparation of planning studies and reports;

- Provides information to project applicants and to the public;
- Prepares preliminary environmental assessment reports under the terms of the California Environmental Quality Act;
- May conduct code enforcement field studies, investigations and compliance actions.
- Performs periodic reviews of project compliance with conditions of approval;
- Assists the public in the interpretation of zoning, building, and State mandated regulations;
- May work with other departments, agencies and the public to formulate and implement City plans.
- Ensures consistency with the City's General Plan, Zoning Ordinance, State Subdivision Map Act, area plans, environmental impact reports, capital improvement plans, California Environmental Quality Act (CEQA), Palos Verdes Homes Association restrictions and guidelines and related City codes, ordinances and policies affecting and/or related to planning and land use issues.
- Oversight of meetings for Planning Commission, Parklands Committee, City Council and other related meetings as needed; provides staff support, reports and presentations, technical direction and guidance to the Planning Commission, City Council, other committees and City staff as needed.
- Attends and participates in professional group meetings; stays abreast of new trends and innovation in the field of Planning.
- Works collaboratively with public and responds to and resolves difficult and sensitive citizen inquiries and complaints.
- Prepares and presents staff reports and other necessary correspondence.
- Organizes and conduct community meetings.
- Works irregular hours including evenings, nights, weekends and holidays, as necessary; being available for call-back and automatic return to work with a reasonable response time for major emergencies, disasters, critical incidents and as otherwise required
- Provides critical thinking towards thorough and professional recommendations and completed staff work
- Performs related work as needed.

Qualifications

Knowledge and Abilities:

- Principles, practices and legislative requirements related to administering a planning and building department, including general plan development and administration, land-use planning, zoning, coastal use, environmental impact reports and administration, other environmental laws, building codes, and related matters.
- Applicable Federal, State and local laws, codes, regulations including California Planning Law, the Subdivision Map Act and the California Environmental Quality Act (CEQA)
- Principles and procedures pertaining to site planning, architectural review and

design.

- Provide courteous and responsive communication to the public.
- Establish and maintain effective working relationship with staff, City Council, commissions/committees, other agencies community groups and individual citizens.
- Resolve complicated situations requiring diplomacy and tact.
- Attend meetings outside of regular working hours.
- Work under pressure with strict deadlines.
- Follow oral and written instructions.
- Read, interpret and apply policies, procedures, rules and regulations.
- Modern office procedures and methods including computer equipment, word processing, spreadsheet, database, graphic presentations and other needed specialized software applications, and internet and electronic communication
- Ability to type with accurate spelling and grammar.
- Operate standard office equipment.
- Safe work and driving principles and practices.

Experience and Education:

Any equivalent combination of training, education and experience, which provides the individual with the required knowledge, skills and abilities to perform the job. To include:

- Five (5) years of progressively responsible experience in municipal planning and zoning.
- Graduation from a four-year college or university with major course work in urban or regional planning, architecture, geography, public or business administration, or a related field.
- Three (3) years of supervisory experience is required, or an equivalent combination of training and experience which indicates an ability to perform the essential supervisory functions of the position.
- Possession of, or ability to obtain, a valid California Driver's license.
- Masters degree in urban planning or a closely related field from an accredited institution or certification by the American Institute of City Planners (AICP) or related organization is highly desirable.

Physical Requirements:

Moderate; Typical office setting with prolong periods of sitting; may require some driving to different locations; Requires the ability to walk long distances, including uneven terrain; Performs work involving lifting, pushing and/or pulling of objects which may weigh approximately 25 pounds; Intermittently twist to reach office equipment; write or use a keyboard to communicate through. General use of standard office equipment, including a computer and computer screen for extended periods of time. Intermittently twist to reach office equipment; bend, squat and kneel when filing; walk and stand when operating office equipment; write or use a

keyboard to communicate through written means; hear and talk with the public; file papers and reports. May be required to attend periodic evening meetings and/or travel within and out of the City boundaries to attend meetings/training; Respond to emergency situations; May be required to work evenings and/or weekends; Ability to hear and speak to communicate in person or over the telephone. Must be able to handle stressful situations.

The City of Palos Verdes Estates is an Equal Opportunity Employer. This job description includes a list of ADA essential job duties performed by the classification. Duties cannot include, and are not intended to include, every possible task performed by each individual employee assigned in this classification. Palos Verdes Estates will provide reasonable accommodations to qualified individuals with disabilities, in compliance with the Americans with Disabilities Act, and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.

**CITY OF PALOS VERDES ESTATES
JOB DESCRIPTION**

JOB TITLE: ADMINISTRATIVE ANALYST

FLSA Status: Exempt

Designation: Professional & Supervisory

Definition

The Administrative Analyst, working under the direction of the City Manager or designee, performs a wide variety of analytical and administrative tasks to provide responsible staff assistance in personnel, administration and finance.

Duties

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned. The Administrative Analyst performs the following:

Personnel

- Assist in the administration of the Personnel System.
- Assist with coordination of employee programs, including health insurance, workers compensation, wellness program, and employee assistance program.
- Coordinate recruitments, testing and selection process.
- Assist in the maintenance of job classification and compensation plan
- Assist in the implementation of policies and procedures.
- Conduct special studies and surveys and prepare research.
- Coordinate employee events, such as annual holiday party and BBQ.
- Coordinate Employee Recognition Program.
- Assist in the maintenance of personnel files of all City personnel.
- Perform various related duties as required.

Administration

- Compile and analyze data; conduct surveys and perform research.
- Publish the bi-monthly City newsletter.
- Coordinate special city-wide activities, ceremonial occasions, special events, block parties and event promotional signage.
- Processes commercial photography and motion picture (film) permits.
- Provide receptionist, public counter relief as needed.
- Assist other Departments as needed.

Budget

- Exercises major responsibility in the research and design of budget format.
- Sets up parameters for revenue estimates from the Finance Department and makes recommendations for fiscal guidelines in the budgetary process, including financial projections and annual financial budget.
- Writes and publishes instruction manual for budget preparation.
- Works closely with department budget staff to insure adherence to established budget parameters.
- Responds to Finance department Public Records Requests.
- Serves as Finance department liaison to assigned committees, commissions and departments
- Assist Finance director during the preparation stages of budget.
- Makes recommendations to the Finance Director as to overall city budget workshops, and meetings.
- Has major responsibility for the final configuration of budget document to be presented to the City Council.
- Reviews and explains proposed budget to City Council, Committees, and Commissions.
- Responsible for the implementation of City Council directives regarding development and revision of budget.
- Assists departments in budget development and implementation throughout the year.
- Assists in the preparation of Capital Improvement Programs budget and financial reporting.
- Researches, analyzes both statistical and fiscal data and makes recommendations to the Finance Director concerning long range planning and budgeting.
- Reviews alternative revenue sources and assists in coordination the activities necessary for implementation.
- Oversight of the City's Public Reporting Platforms, such as, OpenGov, department website etc.

Qualifications

Knowledge and Abilities:

- General understanding of human resource practices and procedures.
- Knowledge of appropriate City procedures and application of City policies, codes, laws, rules and regulations.
- Ability to meet the public and handle public contact with skill and tact;
- Ability to conduct investigations by identifying relevant issues, and ascertaining the type of data needed.
- General office procedures.
- Read, interpret and apply policies, procedures, rules and regulations.
- Type 60 wpm with accurate spelling and grammar.
- Use word processing and database and other relevant software.
- Operate standard office equipment.
- Make independent decisions.
- Follow oral and written instructions.
- Research, communication, analytical and report writing techniques
- Adequate mathematical ability to include adding, subtracting, multiplying, dividing, and calculating decimals, ratios and percentages.

- Work cooperatively with staff, residents and other entities.
- Exercise confidentiality.
- Problem solve.
- Work under pressure with strict deadlines.
- Effectively communicate both written and verbal.
- Effectively interact with the public, elected and appointed officials and representatives from other agencies.

Experience and Education:

Any equivalent combination of training, education and experience, which provides the individual with the required knowledge, skills and abilities to perform the job. To include:

- High school diploma/GED (required)
- Bachelor's degree in public administration, political science, finance or related field (preferred)
- At least three years of general municipal support experience or two years of public agency human resource experience.
- A minimum of three years full-time, professional level employment in accounting, auditing, budget preparation, or closely related financial/fiscal activity.

Physical Requirements

Moderate; Typical office setting with prolong periods of sitting; may require some driving to different locations. General use of standard office equipment, including a computer and computer screen for extended periods of time. Intermittently twist to reach office equipment; bend, squat and kneel when filing; walk and stand when operating office equipment; write or use a keyboard to communicate through written means; hear and talk with the public; file papers and reports. May lift, load, push, or pull up to 25 pounds. Ability to hear and speak to communicate in person or over the telephone. Must be able to handle stressful situations.

The City of Palos Verdes Estates is an Equal Opportunity Employer. This job description includes a list of ADA essential job duties performed by the classification. Duties cannot include, and are not intended to include, every possible task performed by each individual employee assigned in this classification. Palos Verdes Estates will provide reasonable accommodations to qualified individuals with disabilities, in compliance with the Americans with Disabilities Act, and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.

STATE OF CALIFORNIA)
COUNTY OF LOS ANGELES) SS:
CITY OF PALOS VERDES ESTATES)

I, Lauren Pettit, City Clerk for the City of Palos Verdes Estates, California, do hereby certify that the foregoing Resolution **R18-38** was duly and regularly approved and adopted by the City Council of the City of Palos Verdes Estates at its regular meeting of the City Council on the 10th day of July, 2018, by the following vote:

AYES: COUNCILMEMBERS: Peterson, Kao, Davidson, King, Vandever

NOES: COUNCILMEMBERS: None

ABSENT: COUNCILMEMBERS: None

RECUSED: COUNCILMEMBER: None



Lauren Pettit, City Clerk