



**COUNTY OF SONOMA (CA)
INVITES APPLICATIONS FOR THE POSITION OF:**

Planner I

An Equal Opportunity Employer

SALARY

\$26.02 - \$31.63 Hourly \$2,088.73 - \$2,539.06 Biweekly \$4,525.57 - \$5,501.30 Monthly
\$54,306.86 - \$66,015.61 Annually

OPENING DATE: 03/13/18

CLOSING DATE: 04/11/18

THE POSITION

**Start Your Career as a Planner with Permit Sonoma
Starting Salary up to \$31.63/hour* (\$66,015/year)
No Experience Required!**

If you are interested in applying at the II and/or III levels of this opportunity, you must apply to the separate recruitments now being conducted for those levels.

The County of Sonoma offers expansive opportunities for growth and development, the ability to be a part of a challenging and rewarding work environment that provides continuous training and education, and the satisfaction of knowing that you are working to better our communities. You can also look forward to some excellent benefits*, including:

- A cash allowance of approximately \$600 per month for full-time positions
- An annual Staff Development/Wellness Benefit allowance up to \$500
- Premium pay of \$1.15 per hour, in addition to the hourly pay rate, for bilingual assignments
- Competitive vacation and sick leave accruals, 11 holidays per year
- County paid premium contribution to several health plan options
- County contribution to a Health Reimbursement Arrangement to help fund post-retirement employee health insurance/benefits
- Retirement is fully integrated with Social Security
- Eligibility for a 5% salary increase after 1040 hours (6 months when working full-time) for good work performance; eligibility for a 5% salary increase for good performance every year thereafter, until reaching the top of the salary range
- With experience and good work performance, automatic career advancement to Planner II (\$64,074-\$77,891/year)

Working in Permit Sonoma

As a Planner I, you will learn to research, prepare, and assist in the creation of planning studies, plans, projects, and reports regarding land use, environmental compliance and protection, economic development, solid waste planning, and related topics. Planner I's also assist their colleagues, and County residents, by explaining State and Federal statutes and County rules, ordinances, plans, regulations, and policies relevant to urban and regional land-use and development. The ideal candidate has:

- Experience accurately creating, reviewing, and maintaining records and reports
- The ability to interpret legal descriptions, market data, blueprints, and maps
- Experience creating technical guidance documents and employing data visualization techniques
- Sound judgment, and strong analytical and organizational skills
- The ability to effectively communicate and work well with others
- Strong customer service skills

When you join the County of Sonoma, you'll have the freedom to explore the beauty of our county - its picturesque coastline, majestic redwoods, historic towns, fine dining, award winning wineries, and a wide variety of entertainment and cultural activities. Please visit www.sonomacountyconnections.org and www.santarosachamber.com for additional information about the community.

*Salary is negotiable. Benefits described herein do not represent a contract and may be changed without notice. Additional information can found in the [Service Employees International Union Local 1021 Memorandum Of Understanding \(SEIU MOU\)](#). Bilingual positions require English and Spanish skills at either the basic (conversational) or fluent (reading, writing, and conversational) level. A bilingual examination will be conducted prior to employment to confirm level of skill. The bilingual premium pay begins upon the assignment of a bilingual caseload.

[Permit Sonoma](#) is currently recruiting to fill Planner positions at either the I, II, or III level. This employment list may also be used to fill future full-time, part-time, or extra-help (temporary) positions as they occur during the active status of the list. ***County employees who wish to be considered for future positions should consider applying to this recruitment.***

APPLICATION SUBMISSIONS REQUIRE THE SUPPLEMENTAL QUESTIONNAIRE BE COMPLETED.

MINIMUM QUALIFICATIONS

Education: Any combination of education and/or training that would provide an opportunity to acquire the knowledge and abilities listed. Normally, education equivalent to a Bachelor's degree from an accredited college or university with major course work in urban, regional or environmental planning, solid waste planning, geography, architecture, landscape architecture, economics, environmental studies, or a related field. Full time work experience equivalent to that of a County Planning Technician or Permit Specialist may substitute for two years of the required education.

Experience: None required.

License: Possession of a valid driver's license at the appropriate level including necessary special endorsements, as required by the State of California to perform the essential job functions of the position.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: the principles, methods, theories, practices, and techniques of urban and regional land-use and environmental planning and development; social, environmental and economic principles, and of their application to urban and rural development; research methodology including methods of gathering, compiling and analyzing data required for planning studies, and of standard statistical methods and procedures as they apply to the use of socio-economic and environmental data; the principles, practices and techniques of drafting and other graphic arts; electronic information systems.

Ability to: plan, organize and carry through research projects effectively; select proper research methodology and apply it to planning problems; read and interpret maps and legal property descriptions; learn to problem solve and understand, interpret, and explain a wide variety of laws, ordinances, codes, rules and regulations relating to land use issues; present the results of research effectively in oral, written or in graphic form; advise citizen groups and various boards orally and in writing concerning specific planning projects and programs; prepare clear and concise written reports; establish and maintain effective working relationships with county employees, other public agencies and the general public; reason logically and speak effectively; utilize electronic information systems and analyze and interpret such information.

SELECTION PROCEDURE & SOME HELPFUL TIPS WHEN APPLYING

- Your application information and your responses to the supplemental questions are evaluated and taken into consideration throughout the entire selection process.

- You should list all employers and positions held within the last ten years in the work history section of your application and should be as thorough as possible when responding to the supplemental questions.
- You may include history beyond ten years if related to the position for which you are applying. If you held multiple positions with one employer, list out each position separately.
- Failure to follow these instructions may impact your competitiveness in this process or may result in disqualification.

Please visit [Getting-a-Job](#) with the County of Sonoma to review more detailed information about the hiring process, including the application process, examination steps, and department selection process.

APPLICATION SUBMISSIONS REQUIRE THE SUPPLEMENTAL QUESTIONNAIRE BE COMPLETED.

Responses to supplemental questions will be scored using position-specific criteria. Please provide specific and detailed responses of a reasonable length to allow for thorough assessment of your qualifications. Responses which state "See Resume" or "See Application" may be considered insufficient and therefore may not be scored.

The selection procedure will consist of the following examination:

An **Application & Supplemental Questionnaire Appraisal Examination** (weight 100%) will be conducted to evaluate each applicant's application and supplemental questionnaire for satisfaction of minimum qualifications (pass/not pass); and for educational coursework, training, experience, knowledge, and abilities which relate to this position. Each applicant will be evaluated based on the following criteria:

- Relevance of work history, related experience, and achieved level of education and/or training as described in the application and responses to the supplemental questions.

Candidates demonstrating possession of the minimum qualifications will be placed on an employment list in order of most qualified to least qualified based on the achieved score received in the Application & Supplemental Questionnaire Appraisal Examination. Scores may be adjusted based on such factors as number of candidates, anticipated vacancies, past practice, and natural breaks in the scores achieved by this group of candidates.

ADDITIONAL INFORMATION

A background investigation is required prior to employment. Candidates referred to departments for a selection interview are typically required to sign authorization and release forms enabling such an investigation. Failure to sign prescribed forms will result in the candidate not being considered further for that vacancy. Reference information will not be made available to applicants.

Additional requirements, such as successful completion of a physical exam, drug screen, etc., may apply, depending on the duties and responsibilities of the position. If you receive a conditional job offer for the position, the requirements upon which the offer are contingent will be outlined in the conditional job letter. You may also review the [Job Classification Screening Schedule](#) to determine the requirements for this position.

HOW TO APPLY

Applications are accepted on-line at: www.yourpath2sonomacounty.org. Paper applications may be submitted by person, fax (707-565-3770), email, or through the mail. All applications and appropriate supplemental information as outlined in the job bulletin must be RECEIVED by the time and date specified on the first page of this job announcement. Applications received after the recruitment closes will not be accepted.

The County of Sonoma prioritizes and is committed to continuously providing a workplace where

equal employment opportunity is afforded to all people. Please view the County's [Equal Employment Opportunity Policy](#) for further information.

HR Analyst: CG
HR Technician: RR

APPLICATIONS MAY BE OBTAINED AND FILED ONLINE AT:
<http://www.yourpath2sonomacounty.org>
OR
575 Administration Drive, Suite 116B,
Santa Rosa, CA 95403

EXAM #18/03-1201-O
PLANNER I
CG

Planner I Supplemental Questionnaire

* 1. How did you first learn about this opportunity?

- ☐ Association of Bay Area Governments (ABAG)
- ☐ California Chapter American Planning Association (CAL APA)
- ☐ CalJobs
- ☐ CareerBuilder
- ☐ Careersingovernment.com
- ☐ College or University
- ☐ Craigslist Sacramento
- ☐ Craigslist
- ☐ Employee of Sonoma County
- ☐ Facebook
- ☐ GovernmentJobs.com
- ☐ Hispanic Chamber of Commerce of Sonoma County
- ☐ Indeed
- ☐ Job Fair
- ☐ La Voz
- ☐ Latino Service Providers
- ☐ Los Cien!
- ☐ Minority Organization or Group
- ☐ Monster
- ☐ Northern California Chapter of the American Planning Association (NORCALAPA)
- ☐ Press Democrat
- ☐ Sacramento Bee
- ☐ sonoma-county.org/www.yourpath2sonomacounty.org
- ☐ Sonoma County Human Resources Office
- ☐ Sonoma County Job Line
- ☐ Twitter
- ☐ Uloop
- ☐ Veterans Services Office
- ☐ Women's Organization or Group
- ☐ Other Internet Site
- ☐ Other Publication

* 2. **For this question, and all subsequent questions, provide sufficient information to allow for a thorough evaluation of your qualifications.**

Please describe your coursework and/or training in urban, regional, or environmental planning, solid waste planning, geography, architecture, landscape architecture, economics, environmental studies, or a related field that meets the educational minimum qualifications for this position. Include your degree(s), names of related courses completed, number of units earned, and name of the accredited college or university.

* 3. Please describe your relevant work experience. Include job title(s), employers name(s),

employment dates, and a description of your primary duties relevant to this position.

- * 4. Please describe your experience collecting and analyzing data to develop reports. Provide an example of a report you developed and describe the content of the document, your intended audience, and the impact of your report.
- * 5. Please describe your experience managing multiple projects and deadlines. Provide an example that best demonstrates your level of expertise and briefly describe the projects you were assigned, your role, the challenges you faced in prioritizing or managing the projects, and the methods you used to stay on track.
- * 6. Please provide an example of your experience explaining processes and/or services to the public. Specify who you spoke with, their issue, how you addressed the inquiry, and the outcome of the experience.
- * 7. Please submit **one** relevant writing sample you personally drafted that showcases your writing capabilities. The writing sample should be a maximum of 10 pages, and can be from a school assignment, a document prepared for an internship, or other employment. This writing sample can be electronically uploaded and attached to your application, hand delivered, or mailed to:

Sonoma County Human Resources Attention: Colleen Goetz, Planner I
575 Administration Drive, Suite 116B Santa Rosa, CA 95403

I understand that I am required to submit **one** writing sample, with my responses to the Supplemental Questionnaire, on or before the final filing date. I certify that the work I submit is my own product.

☐ Yes ☐ No

* Required Question