

RESOLUTION NO. 7479

**A RESOLUTION OF THE CITY COUNCIL
OF THE CITY OF SOUTH PASADENA, CALIFORNIA,
APPROVING A SIDE LETTER TO THE MEMORANDUM
OF UNDERSTANDING WITH THE SOUTH PASADENA
PUBLIC SERVICE EMPLOYEES' ASSOCIATION**

WHEREAS, the City Council of the City of South Pasadena (City) adopted Resolution No. 7382 for the purpose of adopting the 2014-2017 Memorandum of Understanding (MOU) between the City and the South Pasadena Public Service Employees' Association (PSEA); and

WHEREAS, subsequent to this, City staff and PSEA representatives met on May 25, 2016, July 14, 2016 and on August 4, 2016, in which the City and the PSEA agreed to changes to the MOU with regard to the reclassification of certain classifications, elimination of a position, update of and new job descriptions for certain classifications, modification of salary scales for certain classifications and creation of a "Planner" classification series that are reflected in the side letter between the City and the PSEA attached hereto as Exhibit A and incorporated herein by reference.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF SOUTH PASADENA, CALIFORNIA, DOES RESOLVE, DECLARE, DETERMINE AND ORDER AS FOLLOWS:

SECTION 1. The side letter and this resolution amends the MOU between the City and the PSEA.

SECTION 2. The agreed to changes to the MOU listed within the side letter shall become effective the first pay period following adoption and approval of the side letter.

SECTION 3. The City Clerk of the City of South Pasadena shall certify to the passage and adoption of this resolution and its approval by the City Council and shall cause the same to be listed in the records of the City.

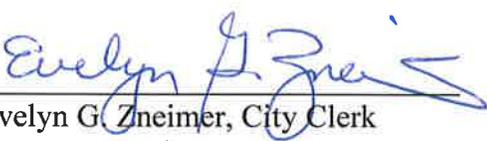
PASSED, APPROVED AND ADOPTED ON this 21st day of September, 2016.



Diana Mahmud, Mayor

ATTEST:

APPROVED AS TO FORM:



Evelyn G. Zneimer, City Clerk
(seal)



Teresa L. Highsmith, City Attorney

I HEREBY CERTIFY the foregoing resolution was duly adopted by the City Council of the City of South Pasadena, California, at a regular meeting held on the 21st day of September, 2016, by the following vote:

AYES: Cacciotti, Joe, Khubesrian, Schneider, and Mayor Mahmud

NOES: None

ABSENT: None

ABSTAINED: None



Evelyn G. Zneimer, City Clerk
(seal)

EXHIBIT A

**Side Letter to the 2014-2017 Memorandum of Understanding
Between the City of South Pasadena
and the South Pasadena Public Service Employees' Association
Effective: Upon City Council Approval**

This side letter of agreement is made by and between the City of South Pasadena ("City") and the Public Services Employees' Association (PSEA) (collectively "the Parties") and is entered into with respect to the following six issues and the following facts:

WHEREAS, the City and PSEA have previously entered into a memorandum of understanding ("MOU") covering the period July 1, 2014 through June 30, 2017; and

WHEREAS, the Parties wish to approve a new job description for the Program Specialist classification; reclassify the Program Specialist classification in the Recreation Division and Transit Division; and modify the salary range for the Program Specialist classification;

WHEREAS, the Parties have determined that the City's Transit Division shall be reorganized to reflect the elimination of the Community Services Coordinator position from the Transit Division;

WHEREAS, the Parties wish to approve a new job description for the Community Services Coordinator classification; reclassify the Community Services Coordinator classification; and modify the salary range for the Community Services Coordinator classification;

WHEREAS, the Parties wish to approve a new job description for the Transportation Driver classification;

WHEREAS, the Parties wish to create a "Planner" classification series comprised of the following classifications: Assistant Planner, Associate Planner and Senior Planner; and wish to approve new job descriptions for the Associate Planner, Senior Planner and Assistant Planner classifications;

WHEREAS, the Parties wish to reclassify the Human Resources Technician classification to the Management Assistant classification (which is part of the Management Generalist series); and eliminate the Human Resources Technician classification;

WHEREAS, the Parties have met and conferred regarding the terms of this side letter to the 2014-2017 Memorandum of Understanding between City and PSEA; and

WHEREAS, the Parties have determined to memorialize their agreement by this side letter;

NOW THEREFORE, the parties hereto agree as follows:

ITEM I – PROGRAM SPECIALIST CLASSIFICATION

The updated and new job description for the Program Specialist classification is attached hereto as Attachment C-1, and shall replace the existing job description. The Program Specialist classification shall be reclassified, and the salary for the Program Specialist classification shall be modified. The table below sets forth the current and modified salary for the Program Specialist classification. The current PSEA salary schedule and list of represented classifications shall be amended to reflect the reclassification and modified salary.

Current Full time	Program Specialist	\$3,421	\$3,592	\$3,771	\$3,960	\$4,158
Reclassify to	Program Specialist	\$3,592	\$3,772	\$3,960	\$4,158	\$4,366

The Program Specialist position in the Transit Division shall be reclassified to the Management Aide classification.

ITEM II – COMMUNITY SERVICES COORDINATOR POSITION IN TRANSIT DIVISION

The City's Transit Division shall be reorganized to reflect the elimination of the Community Services Coordinator position from the Transit Division.

ITEM III – COMMUNITY SERVICES COORDINATOR CLASSIFICATION

The updated and new job description for the Community Services Coordinator classification is attached hereto as Attachment C-2, and shall replace the existing job description. The Community Services Coordinator classification shall be reclassified, and the salary for the Community Services Coordinator classification shall be modified. The table below sets forth the current and modified salary for the Community Services Coordinator classification. The current PSEA salary schedule and list of represented classifications shall be amended to reflect the reclassification and modified salary.

Current – Full Time	CS Coordinator	\$3,964	\$4,162	\$4,370	\$4,588	\$4,818
Reclassify to	CS Coordinator	\$4,294	\$4,509	\$4,734	\$4,971	\$5,219

ITEM IV – TRANSPORTATION DRIVER CLASSIFICATION

The updated and new job description for the Transportation Driver classification is attached hereto as Attachment C-3, and shall replace the existing job description.

ITEM V – PLANNER SERIES

There shall be a "Planner" classification series comprised of the following classifications: Assistant Planner, Associate Planner and Senior Planner. The updated and new job description for the Associate Planner and Senior Planner classifications, and a new job description for the Assistant Planner classification are attached hereto as Attachment C-4-6, and in the case of the

Associate Planner and Senior Planner classifications shall replace the existing job descriptions.

ITEM VI – HUMAN RESOURCES TECHNICIAN CLASSIFICATION

The Human Resources Technician classification shall be reclassified to the Management Assistant classification, and the Human Resources Technician classification shall be eliminated. The table below sets forth the current salary for Human Resources Technician and salary for the Management Assistant classification. The current PSEA salary schedule and list of represented classifications shall be amended to reflect the reclassification.

Current – Full Time	Human Resources Technician	\$3,867	\$4,061	\$4,264	\$4,477	\$4,701
Reclassify to	Management Assistant	\$4,294	\$4,509	\$4,734	\$4,971	\$5,219

Attachments A and B to this side letter shall amend Section 2 and Exhibit A to the 2014-2017 MOU, and reflect the changes made by this side letter.

All other terms and provisions of the MOU not modified herein shall remain in full force and effect unless subsequently amended in writing by agreement of the Parties.

IN WITNESS THEREOF the parties have caused the duly authorized representatives to execute this Agreement this 7th day of September, 2016.

By: 
 Victor Magana, President
 Public Service Employees' Association

By: 
 Sergio Gonzalez
 City Manager

By: 
 Marlon Ramirez, Vice President
 Public Service Employees' Association

ATTACHMENT "A"

2. REPRESENTED CLASSIFICATIONS

The City hereby confirms the South Pasadena Public Service Employees Association Full Time Unit (PSEA FT) as the representative of the employees in the classification listed below:

Account Clerk	Management Analyst
Accounting Technician	Parks Supervisor
Administrative Analyst	Payroll Coordinator
Administrative Secretary	Program Specialist
Assistant Planner	Public Works Assistant
Associate Planner	Public Works Inspector
Associate Civil Engineer	Secretary
Building Maintenance Worker	Senior Account Clerk
Civil Engineering Assistant	Senior Electrician
Community Improvement Coordinator	Senior Librarian
Community Services Coordinator	Senior Maintenance Worker
Deputy City Clerk	Senior Management Analyst
Electrician	Senior Planner
Facilities Supervisor	Senior Water Utility Worker
Film Liaison	Senior Water Production/Treatment Operator
Grants Analyst	Street Supervisor
Library Technical Assistant	Transportation Driver
Librarian	Water Conservation Analyst
Library Clerk I	Water Operations Supervisor
Library Clerk II	Water Production/Treatment Operator
Maintenance Worker I	Water Utility Worker I
Maintenance Worker II	Water Utility Worker II
Management Aide	
Management Assistant	

ATTACHMENT "B"
Exhibit A to the 2014-2017 MOU
PSEA FT Salary Schedule

	A	B	C	D	E
Senior Planner	\$ 6,356	\$ 6,674	\$ 7,008	\$ 7,358	\$ 7,726
Water Operations Supervisor	\$ 6,356	\$ 6,674	\$ 7,008	\$ 7,358	\$ 7,726
Senior Management Analyst	\$ 6,250	\$ 6,563	\$ 6,891	\$ 7,236	\$ 7,597
Associate Civil Engineer	\$ 5,796	\$ 6,086	\$ 6,390	\$ 6,710	\$ 7,045
Associate Planner	\$ 5,681	\$ 5,965	\$ 6,264	\$ 6,577	\$ 6,906
Public Works Assistant	\$ 5,364	\$ 5,633	\$ 5,914	\$ 6,210	\$ 6,521
Senior Librarian	\$ 5,331	\$ 5,598	\$ 5,878	\$ 6,172	\$ 6,480
Assistant Planner	\$ 5,153	\$ 5,411	\$ 5,682	\$ 5,966	\$ 6,264
Grants Analyst	\$ 5,153	\$ 5,411	\$ 5,682	\$ 5,966	\$ 6,264
Deputy City Clerk	\$ 5,153	\$ 5,411	\$ 5,682	\$ 5,966	\$ 6,264
Management Analyst	\$ 5,153	\$ 5,411	\$ 5,682	\$ 5,966	\$ 6,264
Civil Engineering Assistant	\$ 5,153	\$ 5,411	\$ 5,682	\$ 5,966	\$ 6,264
Water Conservation Analyst	\$ 5,153	\$ 5,411	\$ 5,682	\$ 5,966	\$ 6,264
Administrative Analyst	\$ 5,153	\$ 5,411	\$ 5,682	\$ 5,966	\$ 6,264
Facilities Supervisor	\$ 5,087	\$ 5,341	\$ 5,608	\$ 5,889	\$ 6,183
Parks Supervisor	\$ 5,043	\$ 5,296	\$ 5,560	\$ 5,838	\$ 6,130
Street Supervisor	\$ 5,043	\$ 5,296	\$ 5,560	\$ 5,838	\$ 6,130
Senior Electrician	\$ 4,712	\$ 4,948	\$ 5,195	\$ 5,455	\$ 5,728
Public Works Inspector	\$ 4,712	\$ 4,948	\$ 5,195	\$ 5,455	\$ 5,728
Payroll Coordinator	\$ 4,597	\$ 4,827	\$ 5,068	\$ 5,322	\$ 5,588
Librarian	\$ 4,486	\$ 4,711	\$ 4,946	\$ 5,193	\$ 5,453
Electrician	\$ 4,471	\$ 4,694	\$ 4,929	\$ 5,175	\$ 5,434
Senior Water Production / Treatment Operator	\$ 4,471	\$ 4,694	\$ 4,929	\$ 5,175	\$ 5,434
Building Maintenance Worker	\$ 4,374	\$ 4,593	\$ 4,822	\$ 5,063	\$ 5,317
Film Liaison	\$ 4,306	\$ 4,521	\$ 4,747	\$ 4,984	\$ 5,234
Senior Water Utility Worker	\$ 4,306	\$ 4,521	\$ 4,747	\$ 4,984	\$ 5,234
Management Assistant	\$ 4,294	\$ 4,509	\$ 4,734	\$ 4,971	\$ 5,219
Community Services Coordinator	\$ 4,294	\$ 4,509	\$ 4,734	\$ 4,971	\$ 5,219
Community Improvement Coordinator	\$ 4,269	\$ 4,482	\$ 4,706	\$ 4,942	\$ 5,189
Administrative Secretary	\$ 4,066	\$ 4,269	\$ 4,483	\$ 4,707	\$ 4,942
Water Production/Treatment Operator	\$ 4,066	\$ 4,269	\$ 4,483	\$ 4,707	\$ 4,942
Library Technical Assistant	\$ 3,964	\$ 4,162	\$ 4,370	\$ 4,588	\$ 4,818
Senior Maintenance Worker	\$ 3,867	\$ 4,061	\$ 4,264	\$ 4,477	\$ 4,701
Accounting Technician	\$ 3,867	\$ 4,061	\$ 4,264	\$ 4,477	\$ 4,701
Senior Account Clerk	\$ 3,592	\$ 3,772	\$ 3,960	\$ 4,158	\$ 4,366
Management Aide	\$ 3,592	\$ 3,772	\$ 3,960	\$ 4,158	\$ 4,366
Program Specialist	\$ 3,592	\$ 3,772	\$ 3,960	\$ 4,158	\$ 4,366
Secretary	\$ 3,592	\$ 3,772	\$ 3,960	\$ 4,158	\$ 4,366
Water Utility Worker II	\$ 3,563	\$ 3,741	\$ 3,928	\$ 4,125	\$ 4,331
Maintenance Worker II	\$ 3,506	\$ 3,681	\$ 3,865	\$ 4,058	\$ 4,261
Account Clerk	\$ 3,421	\$ 3,592	\$ 3,771	\$ 3,960	\$ 4,158
Water Utility Worker I	\$ 3,336	\$ 3,503	\$ 3,678	\$ 3,862	\$ 4,055
Maintenance Worker I	\$ 3,336	\$ 3,503	\$ 3,678	\$ 3,862	\$ 4,055
Library Clerk II	\$ 3,190	\$ 3,349	\$ 3,517	\$ 3,693	\$ 3,877
Transportation Driver	\$ 3,175	\$ 3,333	\$ 3,500	\$ 3,675	\$ 3,859
Library Clerk I	\$ 2,883	\$ 3,028	\$ 3,179	\$ 3,338	\$ 3,505

ATTACHMENT "C-1"***City of South Pasadena*****Program Specialist****Purpose**

Under the supervision of the Community Services Supervisor, Coordinator or Management Analyst, the Program Specialist will plan, implement and supervise programs and activities in the Community Services Department.

Essential Functions

The duties listed below are examples of the essential job duties typically performed by employees in this class. An employee may not be assigned all duties listed and may be assigned duties that are not listed below:

- Oversee the year-round Camp Med program;
- Assist in the planning, organizing, scheduling, coordinating, promoting, implementing and evaluating of programs and events;
- Assist in the Middle School Camp program;
- Monitor program budgets and prepare financial reports;
- Assist in the completion of short-term and long-term goals of the division and department;
- Register and evaluate participants in programs;
- Act as liaison to the public regarding programs, and inform community of programs;
- Assist with special events – i.e. Snow Day, Spring Event, Doggie Day with Cats too, Halloween, Breakfast with Santa
- Create flyers and brochures;
- Assist with set up of activities/classes and arrange for necessary equipment;
- Assist in front office operations;
- Research new classes, programs, activities and lectures;
- Work with Supervisor on monthly calendar;
- Act as liaison to the public regarding programs, and inform community of programs;
- Oversees and supervises staff in absence of Community Services Supervisor and/or Community Services Coordinator
- Supervise full and part time staff, including: assisting in recruiting, interviewing, and selection of new employees; training, assigning, planning and reviewing their work; maintaining standards; coordinating activities; allocating and scheduling personnel; and may provide input in the annual performance reviews of subordinate employees;

Employment Standards**Education/Experience:**

An Associate's degree or equivalent in a related field, and at least two years of experience in a related field; or any equivalent combination of training and experience which provides the required skills and abilities. Bachelor's Degree in related field is desirable.

Knowledge of:

Knowledge of program areas, computer applications, proficiency with all Microsoft software.

Ability to:

Plan, organize and coordinate program activities; establish and maintain cooperative professional working relationships; communicate clearly and concisely, verbally and in writing; and have excellent customer service skills. Capable of properly managing work time including balancing multiple tasks with varying deadline and ability to work in a team environment; Ability to operate a computer and a variety of computer programs to complete projects for the department.

Physical Demands

The physical demands described here are representative of those typically expected to be performed by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This is essentially a desk job, physical demands include occasional lifting up to 25 pounds, some standing, bending, walking, stooping, and squatting.

Special Requirements:

Possession of a valid Class "C" California Driver's License and satisfactory driving record

Working Conditions:

Environment is generally clean with limited exposure to conditions such as dust, fumes, odors, or noise. Computer terminal is used on a daily basis.

FLSA Status

Non-exempt

ATTACHMENT "C-2"***City of South Pasadena*****Community Services Coordinator****Purpose**

Under the supervision of the Community Services Supervisor, manages the facilities and park reservations and rentals; oversees contract classes, camps, and special events; and updates the department website.

Distinguishing Characteristic

This classification is distinguished by its management of a multitude of program areas and its supervision of seasonal, volunteer and part time staff in the administration of programs, services, and special events for the public.

Essential Functions

The duties listed below are examples of the essential job duties typically performed by employees in this class. An employee may not be assigned all duties listed and may be assigned duties that are not listed below:

- Plans, organizes, schedules, coordinates, promotes and evaluates programs and special events;
- Maintains payments for programs, monitors the program budget, and prepares financial reports;
- Responds to inquiries or requests for information and service from interested community groups and citizens;
- Monitors inventory of supplies and equipment; purchases and maintains equipment and supplies for programs, events, and reservations.
- Maintains and updates the department's website pages and calendars
- Supervises seasonal, volunteer and other part-time staff, including recruiting, interviewing, selecting new employees, training, assigning, planning and reviewing work, maintaining standards, coordinating activities, allocating and scheduling personnel, and may provide input in the annual performance reviews of subordinate employees.
- In the absence of the Community Services Supervisor – Recreation and/or Seniors, may serve as Acting Supervisor and oversee, supervise, and may contribute to performance evaluations of staff.
- Recruits volunteers and may serves as staff liaison City's Boards, Commission and/or Committees.

City Parks & Facilities

- Coordinates and schedules the rental of city parks and facilities and staffing; responds to inquires or requests for information and service from interested community groups and citizens; oversees the completion of reservation permits and reoccurring reservations agreements; and facilitates the special event liability insurance process for rentals and events
- Inspects park playgrounds on a monthly basis, keeping accurate reports, and assuring repairs are reported and completed in a timely manner.
- Coordinates and monitors the conditions of parks and facilities through weekly park inspections.

Contract Classes & Camps

- Oversees the Recreation contract classes and contract camps
- Creates the Community Services Guide with assistance from the Management Aide
- Assists in registering participants in programs; evaluates participants in programs, participates in parent conferences;
- Acts as liaison to the public regarding recreation programs and classes, informs community of programs, and writes press releases; produces fliers for programs and events.

Events

- Coordinates and manages events throughout the year, i.e. Summer Concert Series and special events such as Movies in the Parks, Shakespeare in the Parks, National Night Out, and Community Baseball Night.

Employment StandardsEducation/Experience:

An Associate's degree or equivalent. At least three years of experience in a related field; or any equivalent combination of training and experience which provides the required skills and abilities. Bachelor's Degree in related field is desirable.

Knowledge of:

Knowledge of program areas, computer applications, proficiency with all standard Microsoft Office applications.

Ability to:

Plan, organize and coordinate program activities; establish and maintain cooperative professional working relationships; communicate clearly and concisely, verbally and in writing; and have excellent customer service skills. Capable of properly managing work time including balancing multiple tasks with varying deadlines and ability to work in a team environment;

Physical Demands

The physical demands described here are representative of those typically expected to be performed by an employee to successfully complete the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Ability to stand, climb and perform other physical agility requirements associated with the oversight and minor maintenance of the city's facilities. Ability to exert sufficient force to lift, carry, push, pull, or otherwise move object and to carry tables, chairs and boxes with special event supplies. Physical demands include frequent lifting of objects up to 50 pounds, often combined with bending, twisting.

Special Requirements:

Possession of a valid Class "C" California Driver's License with satisfactory driving record.

Be able to work nights, weekends, holidays and varying hours within any division of the

Community Services Department.

Working Conditions:

While performing the duties of this job, the employee may work in the field, outside weather conditions and/or on uneven and irregular surfaces. The employee is occasionally exposed to wet, warm and/or humid conditions. Work may entail occasional driving to various sites within and outside the City.

The noise level in the work environment is usually quiet in the office, moderate in the field.

FLSA Status

Non-exempt

ATTACHMENT "C-3"***City of South Pasadena*****Transportation Driver****Purpose**

Under general supervision, operates passenger vans or smaller, to transport clients of the Senior Center to personal appointments and shopping; transport children to day care center; and performs other related duties as required.

Essential Functions

The duties listed below are examples of the essential job duties typically performed by employees in this class. An employee may not be assigned all duties listed and may be assigned duties that are not listed below:

- Operates van to transport individuals in the South Pasadena/Pasadena or surrounding area;
- Daily inspection of vans and vehicles, checking vans for proper and safe operation,
- Assists clients in boarding van; ensures clients are properly and safely seated;
- Operates wheel chair lift;
- Drives passengers to appointments or shopping areas; loads and unloads packages/groceries for passengers;
- Checks van for proper operation;
- Checks lights, wheelchair lift, doors, lights, mirrors, brakes, battery cables, and fluid levels; checks van for damage.
- Drives children to day care center;
- Deliver and pick up items to and from city hall, post office and vendors;
- May assist the Department and Transit Division in the office with administrative tasks, may answer phones and dispatch as needed.
- May produce basic written memos or reports for documentation purposes.

Employment Standards**Education/Experience:**

Must possess a high school diploma, or the equivalent; two years experience operating commercial or a passenger transport vehicle in the para transit field, or any combination of training and/or experience that could likely provide the desired knowledge and abilities.

Knowledge of:

Passenger van vehicle operation; basic vehicle maintenance; safe work methods and procedures.

Ability to:

Operate passenger van; establish and maintain working relationships with employees, clients, and children; read and use road maps; Communicate clearly and effectively with supervisors, clients and other employees; provide quality and courteous customer service to clients and the public;

provide office support by assisting with basic data entry on a computer relating to scheduling of clients; produce basic written documents.

Physical Demands:

The physical demands described here are representative of those typically expected to be performed by an employee to successfully complete the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Involves some active physical work, but without heavy exertion. Physical demands include: sitting for long periods; ability to exert sufficient force to lift, carry, push, pull, or otherwise move object up to 50 pounds; some reaching, bending, walking, stooping, squatting; and driving vehicles with weight of approximately 14,000 pounds.

Special Requirements:

A valid Class B California Driver License with Passenger Endorsement for equipment to be operated and a satisfactory driving record. Basic First Aid and CPR certifications within the first six months of employment.

Working Conditions:

Environment is generally clean; but with exposure to conditions such as dust, fumes, odors, and noise. Work outdoors and tolerate a variety of weather conditions. May include extreme weather conditions. When not performing duties in the field, incumbent will work in an indoor office setting.

FLSA Status

Non-exempt

ATTACHMENT "C-4"***City of South Pasadena*****ASSISTANT PLANNER****Purpose**

Under direction of the Planning & Building Director, provides current and advanced planning assistance to the City, exercises independent judgment on a variety of complex planning issues; performs related work as assigned.

Distinguishing Characteristics

This is the entry-level class within the professional planning series. This class performs less complex work and possesses a narrower scope of responsibility. An Assistant Planner reports to a department head and/or management staff and may take general direction from senior staff members. Work within this class involves the responsibility for assignments in the fields of current or advanced planning which requires the application of fundamental planning principles.

Essential Functions

The duties listed below are examples of the essential job duties typically performed by employees in this class. An employee may not be assigned all duties listed and may be assigned duties that are not listed below:

Assists with developing short and long range plans; gathers, interprets, and prepares data studies, reports and recommendations; coordinates department activities with other departments and agencies as needed. Provides technical and professional advice; makes presentations to supervisors, boards, commissions, civic groups and the general public. Provides information on land use applications, ordinances, codes, plans and related planning programs, services or regulations to architects, engineers, developers, contractors, owners, community groups and interested persons. Provides staff support to the City Council, Planning Commission, Cultural Heritage Commission, Design Review Board and other boards as needed and assigned. Prepares planning reports and supporting data, including recommendations on various land use proposals.

Employment Standards**Knowledge of:**

State of California land use, development and environmental law, comprehensive planning, and zoning, including their formation, adoption, and enforcement; familiarity with drafting, urban design principles and standards; planning programs and processes; working knowledge of computers and GIS applications; familiarity with today's techniques and public information and involvement.

Ability to:

Read architectural drawings and plans; communicate effectively verbally and in writing with the general public, architects, contractors, developers, owners, supervisors and employees. Ability to provide excellent customer service and have the ability to foster a similar commitment throughout the organization; must possess a proven track record of applying a team approach to accomplishing department and organization objectives. Ability to establish effective working relationships, and to manage multiple tasks and projects in a timely manner.

Education and Experience

Graduation from an accredited four-year college or university with a degree in regional planning, urban planning, architecture, landscape architecture, or a related field; In addition, two years of increasingly responsible municipal experience. Any equivalent combination of education and experience, additional education substituting on a year for year basis for the required experience. Master's degree and/or AICP preferred.

Physical Demands

Work is performed mostly in office settings. Some outdoor work is required in the inspection of various land use developments and construction sites. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus

Ability to exert light to moderate physical effort, and exert sufficient force to lift, carry, push, pull, or otherwise move objects up to 25 pounds. Ability to remain in a sitting/standing position for extended periods of time. Ability to hear and speak to the general public, and City staff on the telephone and in person. Hand and eye coordination are needed to operate office equipment. Strength, dexterity, coordination and vision to use keyboard and video/computer display terminal.

Special Requirements

Possession of a valid Class "C" California driver's license and a satisfactory driving record.

Working Conditions

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions, or airborne particles. Work may entail occasional driving to various sites within and around the City.

The noise level in the work environment is usually quiet in the office, moderate in the field.

FLSA Status

Non-exempt

ATTACHMENT "C-5"***City of South Pasadena*****ASSOCIATE PLANNER****Purpose**

Under the direction of the Director of Planning and Building, provides experienced current and advanced planning assistance to the City, exercises independent judgment on a variety of complex planning issues; performs related work as assigned.

Distinguishing Characteristics

This is an intermediate-level class within the professional planning series. This class is distinguished from the Assistant Planner by experience and oversight responsibility in a variety of functions, and the difficulty and complexity of work performed. This class performs some analytical work and has a wider scope of responsibility. An Associate Planner reports to a department head and/or management staff and may take general direction from senior staff members.

Essential Functions

The duties listed below are examples of the essential job duties typically performed by employees in this class. An employee may not be assigned all duties listed and may be assigned duties that are not listed below:

Develops short and long-range plans; gathers, interprets, and prepares data for studies, reports, and recommendations; coordinates department activities with other departments and agencies as needed. Provides technical and professional advice; makes presentations to supervisors, boards, commissions, civic groups, and the general public. Provides information on land use applications, ordinances, codes, plans, and related planning programs, services or regulations to architects, engineers, developers, contractors, owners, community groups, and interested persons. Responds to local citizens inquiring about local planning, zoning, building code enforcement, regulations, and ordinances. Prepares a variety of studies, reports, and related information for decision-making purposes. Conducts technical research studies and prepares statistical reports and recommendations for drafting or revising local legislation and plans, projecting trends, monitoring socio-economic data, etc. Assist in the development and implementation of growth management, land use, economic development, utility, housing, transportation, facilities, solid waste or other plans and codes to meet the City's needs and any inter-governmental agreements or requirements. Evaluates land use applications and site plans for compliance with applicable local, state or federal laws. Monitors assigned land use applications through the approval steps, and prepares reports and related data as required. Provides staff support to the City Council, Planning Commission, Cultural Heritage Commission, Design Review Board and other boards as needed and assigned. Prepares planning reports and supporting data, including recommendations on various land use proposals. Evaluates environmental information and prepares appropriate documents according to the California Environmental Quality Act (CEQA) on behalf of the City as lead agency. Prepares responses on behalf of the City as a responsible agency. Coordinates and assists in the enforcement of local ordinances and in interpreting City codes and master plans. May assist in designs for parks, streetscapes, landscapes, and other municipal projects. Updates a variety of maps. Prepares graphics and maps for a variety of reports, plans, grant applications, publications or meetings.

Serves when assigned as a member of the planning task force composed of City, County or State groups in regional and sub-regional planning efforts. Prepares and writes grant application components relating to geographies, maps, plats, site plans or other planning processes. Assists in maintaining the City's planning and economic database.

Employment Standards

Knowledge of:

State land use, development, and environmental law, comprehensive planning, and zoning, including their formation, adoption, and enforcement; familiarity with urban design principles and standards; planning programs and processes; working knowledge of computers and GIS applications; drafting; familiarity with today's techniques and public information and involvement.

Ability to:

Read architectural drawings and plans; communicate clearly and effectively verbally and in writing with the general public, architects, contractors, developers, owners, supervisors, and employees; establish effective working relationships; manage multiple tasks and projects in a timely manner; use a computer, motor vehicle, calculator, phone, copy and fax machine, and various graphic design tools and software.

Education and Experience

Graduation from an accredited four-year college or university with a degree in regional planning, urban planning, architecture, landscape architecture, or a related field; In addition, three years of increasingly responsible municipal experience. Any equivalent combination of education and experience, additional education substituting on a year for year basis for the required experience. Master's degree and/or AICP preferred.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed mostly in office settings. Some outdoor work is required in the inspection of various land use developments and construction sites. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus

Ability to exert light to moderate physical effort, and exert sufficient force to lift, carry, push, pull, or otherwise move objects up to 25 pounds. Ability to remain in a sitting/standing position for extended periods of time. Ability to hear and speak to the general public, and City staff on the telephone and in person. Hand and eye coordination are needed to operate office equipment. Strength, dexterity, coordination and vision to use keyboard and video/computer display terminal.

Special Requirements

Possession of a valid Class "C" California driver's license and a satisfactory driving record.

Working Conditions

While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions, or airborne particles. Work may entail occasional driving to various sites within and around the City.

The noise level in the work environment is usually quiet in the office, moderate in the field.

FLSA Status

Non-exempt

ATTACHMENT "C-6"***City of South Pasadena*****SENIOR PLANNER****Purpose**

Under direction of the Planning & Building Director, initiates, organizes, coordinates and manages major planning studies and complex planning, urban design or redevelopment projects; exercises independent judgment to develop recommendations on complex long range planning, urban design and redevelopment issues; performs related work as assigned.

Distinguishing Characteristics

This is an advance-level class within the professional planning series. This class is distinguished from the Associate Planner by experience and responsibility in a variety of functions, and the difficulty and complexity of projects and work performed.

Essential Functions

The duties listed below are examples of the essential job duties typically performed by employees in this class. An employee may not be assigned all duties listed and may be assigned duties that are not listed below:

Develops short and long-range plans; gathers, interprets, and prepares data for studies, reports and recommendations; coordinates department activities with other departments and agencies as needed.

Schedules and reviews interdepartmental planning, development and redevelopment projects and studies; conceptualizes innovative alternatives to long range planning, urban design or redevelopment issues; works directly with consultants and the public in implementing planning, urban design and/or redevelopment policy; assists with the coordination of economic development and business assistance activities.

Provides technical and professional advice; makes presentations to supervisors, boards, commissions, civic groups and the general public. Provides information on land use applications, ordinances, codes, plans and related planning programs, services or regulations to architects, engineers, developers, contractors, owners, community groups and interested persons.

Responds to local citizens inquiring about local planning, zoning, building code enforcement, regulations and ordinances. Staffs appointed advisory groups, committees and task forces; provides technical assistance or responds to information requests from other employees, the public and other agencies. Initiates contact with and confer with property owners, developers, business and civic leaders on current and future developments

Prepares a variety of studies, reports and related information for decision-making purposes. Develops and implements major planning, urban design and/or redevelopment studies and complex research projects; works on project teams in solving specific planning, urban design or redevelopment problems; oversees and participates in completing environmental studies.

Independently manages complex planning, urban design or redevelopment projects and monitors project implementation for compliance with approved conditions. Develops Requests for Proposals,

coordinates consultant selection processes and oversees the work of consultants. Coordinates or assists with the various phases of project development including evaluation of developer's proposals and urban design and plan review.

Conducts technical research studies and prepares statistical reports and recommendations for drafting or revising local legislation and plans, projecting trends, monitoring socio-economic data, etc. Provides direct research assistance to upper management in developing and adopting procedures, regulations and projects; independently conducts original research and interpretive work on special planning, urban design or redevelopment issues.

Assists in the development and implementation of growth management, land use, economic development, utility, housing, transportation, facilities, solid waste or other plans and codes to meet the City's needs and any inter-governmental agreements or requirements.

Evaluates land use proposals and site plans for conformity to established plans and local, state or federal laws; evaluates proposals' development impact as they relate to the adopted plans of the City and makes recommendations. Facilitates the review of major development and land use projects and ensures timely completion of assigned projects. Monitors assigned land use applications through the approval steps, prepares reports and related data as required. Develops or directs the development of environmental studies in accordance with the California Environmental Quality Act.

Provides staff support to the City Council, Planning Commission, Cultural Heritage Commission, Design Review Board and other boards as needed and assigned. Prepares planning reports and supporting data, including recommendations on various land use proposals.

Evaluates environmental information and prepares appropriate documents according to the California Environmental Quality Act (CEQA) on behalf of the City as lead agency. Prepares responses on behalf of the City as a responsible agency.

Coordinates and assists in the enforcement of local ordinances and in interpreting City codes and master plans.

Assists in the designs for parks, streetscapes, landscapes and other municipal projects.

Updates a variety of maps. Prepares graphics and maps for a variety of reports, plans, grant applications, publications or meetings.

Serves when assigned as a member of the planning task force composed of City, County or State groups in regional and subregional planning efforts.

Prepares and writes grant application components relating to geography, maps, plats, site plans, or other planning processes.

Assists in maintaining the City's planning and economic database.

Serves as acting department head in the department head's absence, as assigned.

Employment Standards

Knowledge of:

State land use, development and environmental law, comprehensive planning, and zoning, including their formation, adoption, and enforcement; architecture and urban design principles and standards; historic preservation; planning programs and processes and the operations of a public agency; site planning and development; problem-solving; principles of meritorious customer service; familiarity with today's techniques for community participation and public information; working knowledge of personal computers and GIS operations; and, drafting.

Ability to:

Create alternative site plan and development solutions; interpret design guidelines and reach conclusions that are reasonable, supported by factual information and findings; prepare oral, written, and graphic reports and present information to community groups, commissions and elected officials; maintain effective working relationships with diverse community groups elected officials, individuals, and other staff; apply an understanding of urban and regional planning, principles and techniques to assignments; interpret the Secretary of Interior's Standards for Rehabilitation and criteria to evaluate the significance of historic and cultural resources; interpret and apply design guidelines for new construction and ability to read and interpret architectural drawings; structure development feasibility analyses and research for staff or consultants; read architectural drawings and plans; communicate effectively orally and in writing with the general public, architects, developers, owners, supervisors and employees; to manage multiple tasks and projects in a timely manner; use a personal computer, motor vehicle, calculator, phone, copy, and fax machine, various graphic design tools.

Education and Experience

Bachelor's degree in urban planning or a related field. In addition, four years of increasingly responsible municipal experience and progressively complex professional urban planning experience. Any equivalent combination of education and experience, additional education substituting on a year-for-year basis for the required experience. Master's degree and/or AICP preferred.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed mostly in office settings. Some outdoor work is required in the inspection of various land use developments and construction sites. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus

Ability to exert light to moderate physical effort, and exert sufficient force to lift, carry, push, pull, or otherwise move objects up to 25 pounds. Ability to remain in a sitting/standing position for extended periods of time. Ability to hear and speak to the general public, and City staff on the telephone and in person. Hand and eye coordination are needed to operate office equipment. Strength, dexterity, coordination and vision to use keyboard and video/computer display terminal.

Special Requirements

Possession of a valid Class "C" California driver's license and a satisfactory driving record.

Working Conditions

While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions, or airborne particles. Work may entail occasional driving to various sites within and around the City.

The noise level in the work environment is usually quiet in the office, moderate in the field.

FLSA Status

Non-exempt