

Core Values

The City of Folsom will provide a safe, healthy, and vibrant community through innovative, responsive and effective delivery of services to maintain and enhance the quality of life of our residents.

Trust and Respect: We are free to express opinions; we listen to understand, and we encourage responsible decision-making at all levels.

Workplace of Choice: We have a sense of purpose, take pride in accomplishments, demonstrate compassion for each other, and celebrate our successes.

Teamwork: Collaboration, communication, and cooperation are essential to our success. We consider all stakeholders to be an integral part of serving the public.

Innovation: We foster innovation as a means to achieve quality and cost effectiveness. We value employees who demonstrate initiative and creativity.

Integrity: We act with integrity, doing what is legally and ethically correct. We recommend the right course of action, even if it is unpopular.

Professionalism: We are committed to excellence. We are responsive and accountable.

The Folsom Community

The City of Folsom (population 72,203) is a "full service" city. City operations include a variety of departments and service areas including: City Attorney, City Clerk, City Manager, Community Development, Economic Development, Environmental & Water Resources, Fire, Human Resources, Library Services, Management & Budget, Parks and Recreation, Police and Public Works. Folsom was founded in 1856 and incorporated in 1946. The City lies 22 miles northeast of downtown Sacramento along the Highway 50 corridor. Folsom straddles the historic and wooded banks of the American River. Folsom Lake and Lake Natoma are at the City's borders offering an abundance of recreational activities.

Application/Selection Process

All applicants must complete in full an official City of Folsom employment application. All applications must be completed in their entirety. The applicant has the responsibility to explain his/her qualifications fully and clearly. An incomplete application may be cause for disqualification. Applications which best meet the City's needs are invited to participate in the selection process. Candidates selected for interview will be required to sign a release for a pre-employment background check. Offers of employment are subject to successful completion of a pre-employment physical exam, fingerprint and background check. The City may screen for those applicants who are most qualified and who possess the desirable special qualifications. A written exam and oral interview may be required. Applications must be submitted to the address below:

City of Folsom Human Resources
50 Natoma Street
Folsom, CA 95630
(916) 355-7202

Visit us on the web at www.folsom.ca.us.

Final Filing Date:

Friday, November 15 2013, 5:00 p.m.

NO POSTMARKS ACCEPTED.

RESUMES OR FAXES NOT ACCEPTED IN LIEU OF CITY APPLICATION.

If you possess any disabling limitation that would require test/interview accommodation, please inform the Human Resources Department upon submittal of the application.

NOTE: The information contained in this announcement does not constitute an expressed or implied contract. These benefits are subject to change pursuant to the meet and confer process.

Open and Competitive

The City of Folsom is recruiting for:

PLANNING TECHNICIAN II

(This Classification is part of the IUOE Bargaining Unit)

*\$40,447-\$60,233 annually,
plus benefits*



CITY OF
FOLSOM
DISTINCTIVE BY NATURE

***FINAL FILING DATE:
Friday, November 15, 2013
5:00 P.M.***

*The City of Folsom is an
equal opportunity employer.*

The Position

Supervision Received and Exercised: Under general supervision, assist the public by responding to planning, zoning, and other site development related questions concerning building and land development as well as assist in/perform duties related to compiling and preparing planning data, reports, and graphics. Incumbents may oversee, monitor, and/or direct the work of lower level personnel.

Distinguishing Characteristics: The Planning Technician I is the entry-level paraprofessional class used to train for the professional planning series. The Planning Technician provides the public with a variety of technical information related to the general zoning and planning ordinance requirements, zoning violations, environmental review procedures and application filing procedures. This position is distinguished from the Planner class series in that the latter are responsible for the analysis of zoning and building applications, as well as compiling, analyzing, and preparing planning data and staff reports for various commission meetings. This class is flexibly staffed and at the discretion of the appointing authority incumbents may be advanced to the Planning Technician II after one year, and demonstrating proficiency that meets the minimum qualifications.

Duties: NOTE: The following are the duties performed by employees in this classification. However, employees may perform other related duties at an equivalent level. Each individual in the classification does not necessarily perform all the duties listed. Assist the public on the telephone and at the public counter with answers related to zoning and other land use information questions. Maintain the City's computerized land management and street address database. Provide technical support to Planners by responding to land use permit applications. Issue over-the-counter permits for business licenses, signs, and special events. Compile and present data in the form of written, graphic, or oral reports for the use of the Director, Planning Commission, City Council, or special committees on a range of urban planning matters. Assist in/perform the review of proposed development projects for conformance with adopted city plans, city design/architectural guidelines and standards, applicable codes and ordinances, and other regulations. Assist in/perform the review of proposed subdivision and parcel maps for conformance to city standards. Respond to citizen complaints concerning potential

violations of city codes and ordinances. Perform related duties as assigned.

Qualifications

Employment Standards: NOTE: The level and scope of the following knowledge and abilities are related to duties listed under the Examples of Essential Duties section of this specification.

Knowledge of: Methods of gathering and compiling data. Property descriptions and displays. Modern office methods, practices, procedures, and computer equipment. Common word processing, spreadsheet, and database software.

Ability to: Learn local zoning and planning practices. Explain and interpret planning policies and regulations accurately and tactfully to the public. Understand and interpret legal property descriptions, topographic drawings, maps, and field notes. Analyze planning applications for compliance with procedural requirements. Enter data into a computer system accurately. Read and interpret maps, blueprints, and design drawings. Utilize research methods and techniques. Effectively communicate verbally and in writing. Establish and maintain effective working relationships with those contacted in the course of work.

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Education: Equivalent to the completion of the twelfth (12th) grade.

Experience: One (1) year as a Planning Technician I with the City of Folsom.

OR

Two (2) years of technical experience in land use regulations, and/or office building inspections or planning work.

License, Certificate, Registration Requirements:

Possession of, or ability to obtain and retain, a California Class C driver license by the time of appointment. Individuals who do not meet this requirement due to a disability will be reviewed on a case-by-case basis.

Salary and Benefits

Subject to Collective Bargaining

Annual Salary: \$40,447-\$60,233

Health Benefits: A variety of plans are offered with the City paying a generous portion of the premium. Dental, vision and life insurance plans are available with the City paying 100% of the monthly premium.

Annual Leave: 0-5 years = 16 hrs./mo.
5-10 years = 18.68 hrs./mo.
10-15 years = 21.34 hrs./mo.
15+ years = 24 hrs./mo.

Refer to the Memorandum of Understanding for International Union of Operating Engineers on our website at www.folsom.ca.us for more detail.

Holidays: The City observes 13 per year.

Retirement: The City currently offers the PERS 2% @ 55 pension plan for "classic" members and 2% @ 62 for "new" members. The employee pays an 8% contribution. Anyone hired on or after January 1, 2013 will be subject to the applicable provisions, retirement formulas, and plan benefits/restrictions associated with the Public Employees' Pension Reform Act of 2013. **The City also participates in Social Security.**

Educational Incentive: Up to 5%

Physical Requirements:

Work is performed in a typical office environment. (1) Mobility: frequent use of keyboard; frequent sitting for long periods of time; occasional bending or squatting. (2) Lifting: frequently up to 10 pounds; occasionally up to 25 pounds. (3) Vision: constant use of overall vision; frequent reading and close-up work; occasional color and depth vision. (4) Dexterity: frequent repetitive motion; frequent writing; frequent grasping, holding, and reaching. (5) Hearing/ Talking: frequent hearing and talking, in person and on the phone. (6) Emotional/ Psychological: frequent decision-making and concentration; frequent public and/or coworker contact; occasional working alone. (7) Environmental: frequent exposure to noise.