



## Human Resources

Room 340  
411 West First Street  
Duluth, Minnesota 55802



218-730-5210



hrinformation  
@duluthmn.gov

DATE: September 23, 2021

TO: Civil Service Board

FROM: Heather DuVal  
Human Resources Supervisor

SUBJECT: Revised Job Classification of Planner I

<b>RECOMMENDATION:</b> <b>APPROVAL OF THE REVISED JOB DESCRIPTION FOR THE CLASSIFICATION OF PLANNER I.</b>
---

### **Background Information**

As you are aware, the City is undertaking a job description review on all job descriptions last revised over 10 years ago. During this project, the job descriptions are being reviewed by both the supervisor of the position, as well as the incumbent(s). The intent of this process is to ensure that the description reflects the current duties of the position, as well as the education, experience, knowledge, skills, and abilities (KSAs) required to perform those duties.

In addition to the revision of the classification specific duties and KSAs, the Human Resources team has created standardized language that is included in all job descriptions and varies slightly based on their level of responsibility. You will see those language additions throughout the revised descriptions, including two new sections regarding supervision received and supervision given.

The Planner I was last revised in February 2007. Only minor changes were made to this description including updating language and duties to better reflect the current role. The old job description was highly specific to land use and has evolved to include essential objectives like project management and process facilitation.

The job classification was discussed with the Union and incumbents, and all are agreeable to the proposed job description.

### **Outline of Duties**

The Planner I assists with various planning studies and projects in such fields as community and business development, housing, zoning and land use, preservation and environmental planning.

### **Recommendation**

Based on the above information, and in accordance with Section 13-7 of the Civil Service Code, I recommend that the Civil Service Board approve the revised job description for Planner I.

## **Planner I**

### **SUMMARY/PURPOSE**

Assist with various planning studies and projects in such fields as community and business development, housing, zoning and land use, preservation, and environmental planning.

### **DISTINGUISHING FEATURES OF THE CLASS**

Employees at this level are distinguished from the Planner II level by the amount of guidance and instruction needed to perform duties as assigned, and are not expected to function with the same amount of program knowledge, proficiency, or skill level as the Planner II. Positions at this level exercise less independent discretion and judgment in matters related to work procedures and methods. Supervision is provided more frequently before, during, and after project completion and fits an established structure or pattern.

### **SUPERVISION RECEIVED**

For both one-of-a-kind and repetitive tasks, the supervisor makes specific assignments that are accompanied by clear, detailed, and specific instructions. Incumbents work as instructed and consult with the supervisor.

### **SUPERVISION GIVEN**

Does not supervise.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

1. Assist with, coordinate, and conduct various planning studies and projects.
2. Participate in the design of survey questionnaires.
3. Collect, process, and interpret basic field data.
4. Prepare reports to present findings, conclusions, and recommendations.
5. Ensure compliance with applicable codes, laws, and regulations by conducting documentation review, record research, and site visits/inspections related to assigned projects.
6. Provide technical assistance on planning-related issues.
7. Assist senior staff members in technical phases of planning.
8. Assist in evaluating projects and proposals, including the review of site plans, architectural drawings, planning and permit applications, funding applications, and reports.
9. Create graphic material for the website, informational materials, and presentations.
10. Attend meetings and assist various groups, citizen committees, community groups, state agencies, private industry, and City departments with their planning and development needs as assigned.
11. Respond to routine questions from the public.
12. Participate in the research of grant opportunities and the development of grant applications by assisting with research, project definition, and budget development.
13. Review, organize, and confirm documentation meets expectations for applications and payment requests.
14. Be an effective team member by exhibiting self-motivation, supporting other employees in handling tasks, interacting effectively and respectfully with others, showing a desire to contribute to the team effort, accepting assignments willingly, and completing tasks within agreed upon timelines.
15. Other duties may be assigned.

### **JOB REQUIREMENTS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skills, and abilities required.

1. Education & Experience Requirements

- A. Bachelor's degree in Business Administration, Planning, Urban Development, Social Science, or a related professional field, and one (1) year of related professional experience; OR a minimum of five (5) years of related education and/or full-time, verifiable professional experience in a planning or community based field.
- 2. License Requirements
  - A. No specific licenses required.
- 3. Knowledge Requirements
  - A. General knowledge of general planning principles and practices.
  - B. General knowledge of basic research principles and methods.
  - C. Working knowledge of Geographic Information System (GIS) functions.
  - D. General knowledge of the forms and uses of graphic design and presentation.
  - E. General knowledge of group dynamics.
  - F. Knowledge of problem-solving and conflict-resolution techniques.
  - G. Knowledge of applicable safety requirements.
  - H. Knowledge of, or the ability to learn, City policies and procedures.
- 4. Skill Requirements
  - A. Skill in effective communication with groups and on a one-to-one basis.
  - B. Skill in writing clear and concise correspondence and reports.
  - C. Skill in the operation of office equipment including, but not limited to, general computer systems, job required software applications, the internet, and modern office equipment.
  - D. Skill in managing one's own time.
  - E. Skill in completing assignments accurately and with attention to detail.
- 5. Ability Requirements
  - A. Ability to collect data, analyze findings, and make recommendations.
  - B. Ability to assemble and interpret basic statistics.
  - C. Ability to make mathematical calculations such as averages and percentages.
  - D. Ability to accept responsibility, take initiative, and work independently with regular direction.
  - E. Ability to understand, interpret, and apply pertinent laws, codes, ordinances, regulations, funding regulations, and related legislation.
  - F. Ability to direct, guide, and work cooperatively with people and groups of diverse backgrounds.
  - G. Ability to create and maintain a positive working environment that welcomes diversity, ensures cooperation, and promotes respect by sharing expertise with team members, fostering safe work practices, and developing trusting work relationships.
  - H. Ability to communicate and interact effectively with members of the public.
  - I. Ability to communicate effectively both orally and in writing.
  - J. Ability to understand and follow instructions.
  - K. Ability to problem-solve a variety of situations.
  - L. Ability to set priorities and complete assignments on time.
  - M. Ability to attend work as scheduled and/or required.

#### Physical Demands

The work is sedentary. Typically, the employee may sit comfortably to do the work. However, there may be some walking, standing, bending; carrying of light items such as papers, books, small parts; driving an automobile, etc. No special physical demands are required to perform the work.

#### Work Environment

The work environment involves everyday risks or discomforts requiring normal safety precautions typical of places such as offices, meeting and training rooms, libraries, and residences or commercial

vehicles (e.g., use of safe work practices with office equipment, avoidance of trips and falls, observance of fire regulations and traffic signals, etc.). The work area is adequately lighted, heated, and ventilated.

HR: HD	Union: Basic	EEOC: Paraprofessionals	CSB:	Class No: 3426
WC: 8742	Pay:	EEOF: C.D.	CC:	Resolution:

## Planner LANNER I

### SUMMARY/PURPOSE

Assist with various planning studies and projects in such fields as community and business development, housing, zoning and land use, preservation and environmental planning.

### DISTINGUISHING FEATURES OF THE CLASS

Employees at this level are distinguished from the Planner II level by the amount of guidance and instruction needed to perform duties as assigned, and are not expected to function with the same amount of program knowledge, proficiency, or skill level as the Planner II. Positions at this level exercise less independent discretion and judgment in matters related to work procedures and methods. Supervision is provided more frequently before, during, and after project completion. Work is usually supervised while in progress and fits an established structure or pattern. Exceptions or changes in procedures are explained in details as they arise.

### SUPERVISION RECEIVED

For both one-of-a-kind and repetitive tasks, the supervisor makes specific assignments that are accompanied by clear, detailed, and specific instructions. Incumbents work as instructed and consult with the supervisor.

### SUPERVISION GIVEN

Does not supervise.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Assist with coordinate and conduct various planning studies and projects.
2. Participate in the design of survey questionnaires.
3. Collect, process, and interpret basic field data.
4. Prepare reports to present findings, conclusions, and recommendations.
5. ~~Coordinate assigned projects.~~
- 6.5. Ensure compliance with applicable codes, laws, and regulations by conducting documentation review, record research, and site visits/inspections related to assigned projects.
- 7.6. Provide technical assistance on planning-related issues.
- 8.7. Assist senior staff members in technical phases of planning.
9. ~~Assist in evaluating projects and proposals, including the review of site plans, architectural drawings, planning and permit applications, funding applications, and reports. Assist in evaluating projects and proposals, including the review of site plans and architectural drawings.~~
- 10.8. Create artwork and graphic material for charts, graphs, maps, and promotional the website, informational materials, and pieces presentations.
11. ~~Photograph planning and community development projects.~~
- 12.9. Attend meetings and assist various groups, citizen committees, community groups, state agencies, private industry, and City departments with their planning and development needs as assigned.
10. Respond to routine questions from the public.
10. ~~Attend meetings to address groups as requested or assigned.~~
14. ~~Attend related workshops and seminars.~~
15. Participate in the research of grant opportunities and the development of grant applications by assisting with research, project definition, and budget development. Assist in defining project scope, work programs, and budgets for grant applications.
16. ~~Conduct research for grant applications.~~
17. ~~Identify potential funding sources.~~
- 18.11. Conduct follow-up contacts and prepare grant applicati
19. ~~Oversee the financial management of grant funds, as assigned.~~
12. Review, organize, and confirm documentation meets expectations for applications and payment requests.

~~20.~~13. Be an effective team member by exhibiting self-motivation, supporting other employees in handling tasks, interacting effectively and respectfully with others, showing a desire to contribute to the team effort, accepting assignments willingly, and completing tasks within agreed upon timelines.

~~24.~~14. Other duties may be assigned.

### JOB REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skills, and abilities required.

#### 1. Education & Experience Requirements

A. Bachelor's degree in Business Administration, Planning, Urban Development, Social Science, or a related professional field, and one (1) year of related professional experience; OR a minimum of five (5) years of related education and/or full-time, verifiable professional experience in a planning or community based field.

#### 2. License Requirements

A. No specific licenses required.

#### 3. Knowledge Requirements

A. General Knowledge of general planning principles and practices.

B. General Knowledge of basic research principles and methods.

C. Basic Working Knowledge of Geographic Information System (GIS) functions, and  
~~photographic principles and techniques.~~

D. General Knowledge of the forms and uses of graphic design and presentation.

E. General Knowledge of group dynamics.

F. Knowledge of problem-solving and conflict-resolution techniques.

G. Knowledge of applicable safety requirements.

H. Knowledge of, or the ability to learn, City policies and procedures.

#### 4. Skill Requirements

~~A. Add Job Specific Skills~~

A. Skill in effective communication with groups and on a one-to-one basis.

B. Skill in writing clear and concise correspondence and reports.

~~B-C.~~ Skill in the operation of office equipment including, but not limited to, general computer systems, job required software applications, the internet, and modern office equipment.

~~C-D.~~ Skill in managing one's own time.

~~D-E.~~ Skill in completing assignments accurately and with attention to detail.

#### 5. Ability Requirements

A. Ability to collect data, analyze findings, and make recommendations.

B. Ability to assemble and interpret basic statistics.

C. Ability to make mathematical calculations such as averages and percentages.

~~D. Ability to use a micro-computer and associated word processing and spreadsheet applications software.~~

~~E. Ability to communicate effectively, both orally and in writing.~~

~~F-D.~~ Ability accept responsibility, take initiative, and work independently with limited regular  
direction.

~~G. Ability to utilize creative problem-solving techniques.~~

~~H-E.~~ Ability to understand, interpret, and apply pertinent laws, codes, ordinances, regulations, funding regulations, and related legislation.

~~I-F.~~ Ability to direct, guide, and work cooperatively with people and groups of diverse backgrounds.

- ~~J-G.~~ Ability to create and maintain a positive working environment that welcomes diversity, ensures cooperation, and promotes respect by sharing expertise with team members, fostering safe work practices, and developing trusting work relationships.
- ~~K-H.~~ Ability to communicate and interact effectively with members of the public.
- ~~L-I.~~ Ability to communicate effectively both orally and in writing.
- ~~M-J.~~ Ability to understand and follow instructions.
- ~~N-K.~~ Ability to problem-solve a variety of situations.
- ~~O-L.~~ Ability to set priorities and complete assignments on time.
- ~~P-M.~~ Ability to attend work as scheduled and/or required.

#### Physical Demands

The work is sedentary. Typically, the employee may sit comfortably to do the work. However, there may be some walking, standing, bending; carrying of light items such as papers, books, small parts; driving an automobile, etc. No special physical demands are required to perform the work.

#### Work Environment

The work environment involves everyday risks or discomforts requiring normal safety precautions typical of places such as offices, meeting and training rooms, libraries, and residences or commercial vehicles (e.g., use of safe work practices with office equipment, avoidance of trips and falls, observance of fire regulations and traffic signals, etc.). The work area is adequately lighted, heated, and ventilated.

HR:	Union:	EEOC:	CSB:	Class No:
WC:	Pay:	EEOF:	CC:	Resolution: