



Human Resources

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DATE: September 27, 2021

TO: Civil Service Board

FROM: Heather DuVal
Human Resources Supervisor

SUBJECT: Revised Job Classification of Planner II

RECOMMENDATION: APPROVAL OF THE REVISED JOB DESCRIPTION FOR THE CLASSIFICATION OF PLANNER II.
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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 January 2011. 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 II supports the successful preparation, operation, and/or conclusion of planning and development efforts and on-going programs in such fields as community and business development, public engagement, 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 II.

Planner II

SUMMARY/PURPOSE

Support the successful preparation, operation, and/or conclusion of planning and development efforts and ongoing programs in such fields as community and business development, public engagement, housing, zoning and land use, preservation, and environmental planning.

DISTINGUISHING FEATURES OF THE CLASS

Positions in this classification are distinguished from others within the series by the level of responsibility assumed and the complexity of duties assigned. Employees at this level are required to be fully trained and proficient in all procedures related to assigned area of responsibility, to have a broad and detailed understanding of planner duties and services, to have knowledge of City policies and procedures, good problem-solving and organizational skills, and have the ability to exercise sound judgment within established guidelines.

SUPERVISION RECEIVED

The supervisor provides continuing or individual assignments by indicating generally what is to be done, limitations, quality and quantity expected, deadlines, and priority of assignments. The supervisor provides additional, specific instructions for new, difficult, or unusual assignments, including suggested work methods or advice on source material available.

SUPERVISION GIVEN

Does not have direct supervisory responsibility but does have significant oversight of employees or project that require delegation and direction over the work of others.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Conduct research and studies; assemble and correlate information regarding community needs and issues, including fair housing impediments and housing regulatory barriers.
2. Develop financial resources in support of projects and programs assigned.
3. Prepare and/or present reports, proposals, requests, contracts, and recommendations on behalf of the City and Department.
4. Coordinate and conduct public meetings, and arrange or provide staff support for public boards, commissions, and committees, including preparing agendas, arranging public meetings, notifying appropriate parties, preparing and approving hearing minutes, and reviewing and executing official actions.
5. Monitor project and/or program performance for compliance with contract provisions, regulations, and goals, and assemble and analyze data to report performance.
6. Ensure compliance with applicable codes, laws, and regulations by conducting documentation review, record research, and site visits/inspections.
7. Review zoning regulations in the Unified Development Chapter (UDC) of the City of Duluth Legislative Code and recommend changes.
8. Research building permit and property history, determine applicable land use requirements, and correspond with customers regarding history and proposed use of property.
9. Confer with other departments/agencies regarding planning and development matters.
10. Review and approve permits, applications, and plans; process applications for zoning appeals.
11. Establish and maintain positive relationships with diverse individuals and groups.
12. Develop and provide training to City staff and/or other agencies and the public on topics of current planning, emerging issues, and new regulatory programs.
13. Shape urban development policy and regulations by undertaking original research and analysis and preparing recommendations on a wide range of urban development issues, problems or concerns related to critical Citywide initiatives having significant long-term implications on City programs and resources.

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. Coordinate with various City departments, other government agencies, and community groups to develop methods of sharing resources, minimizing duplication, and simplifying procedures.
16. Provide training on new or modified procedures and policies to all affected parties.
17. Coordinate and perform planning and development functions and programs for the City.
18. In collaboration with the supervisor, organize and direct the work activities of assigned team, and determine work priorities, assignments, and work schedules.
19. Provide input on decisions regarding the hiring processes and onboarding procedures of personnel.
20. Establish and maintain positive working relationship with the supervisor and employees by maintaining two-way communication, producing consistent results, advocating for the team when appropriate, and offering expertise to improve processes, systems, and the organization.
21. 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 three (3) years of related professional experience. A master's degree in a related field may be substituted for two (2) years of experience.
2. License Requirements
 - A. No specific licenses required.
3. Knowledge Requirements
 - A. Thorough knowledge of community engagement and public input processes.
 - B. General knowledge of federal and state housing and community development legislation and programs.
 - C. General knowledge of procedures used in planning and development.
 - D. General knowledge of land use and zoning principles and procedures.
 - E. General knowledge of applicable building codes and ordinances.
 - F. Working knowledge of statistics and analysis to conduct research and data analysis.
 - G. Working knowledge of legal contract principles.
 - H. Working knowledge of budgeting principles and practices.
 - I. Working knowledge of public administration principles and practices.
 - J. General knowledge of Geographic Information System (GIS) functions.
 - K. Knowledge of problem-solving and conflict-resolution techniques.
 - L. Knowledge of applicable safety requirements.
 - M. Knowledge of, or the ability to learn, City policies and procedures.
 - N. Knowledge of federal, state, and local laws, statutes, regulations, codes, and standards related to the area of responsibility.
 - O. Knowledge of effective leadership and personnel practices.
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 meeting facilitation.

- D. Skill in conducting public presentations.
 - E. 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.
 - F. Skill in managing ones own time and the time of others.
 - G. Skill in completing assignments accurately and with attention to detail.
 - H. Skill in mediation and dispute resolution.
 - I. Skill in using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems.
5. Ability Requirements
- A. Ability to design and prepare effective written materials and presentations.
 - B. Ability to read and understand technical and legal documents, including legal descriptions, building plans, specifications, development agreements, regulations, codes, and ordinances.
 - C. Ability to conduct inspections and document findings.
 - D. Ability to manage to navigate and manage complicated projects and processes.
 - E. Ability to direct, guide, and work cooperatively with people and groups of diverse backgrounds.
 - F. 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.
 - G. Ability to communicate and interact effectively with members of the public.
 - H. Ability to communicate effectively both orally and in writing.
 - I. Ability to recognize, analyze, and solve a variety of problems.
 - J. Ability to organize and prioritize work while meeting multiple deadlines.
 - K. Ability to handle difficult and stressful situations with professional composure.
 - L. Ability to work successfully as a member of a team and independently with minimal supervision.
 - M. Ability to train and lead others.
 - N. Ability to interpret and apply laws, contracts, regulations, policies, and procedures.
 - O. Ability to enforce safety rules and regulations.
 - P. Ability to maintain confidential information.
 - Q. Ability to demonstrate dependability, responsibility, and consistency in job performance.
 - R. 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: Professionals	CSB:	Class No: 3302
WC: 8742	Pay:	EEOF: C.D.	CC:	Resolution:

PLANNER II

SUMMARY/PURPOSE

Support the successful preparation, operation, and/or conclusion of special projects planning and development efforts and on-going programs in such fields as community and business development, public engagement, housing, zoning and land use, preservation, and environmental planning.

DISTINGUISHING FEATURES OF THE CLASS

Positions in this classification are distinguished from others within the series by the level of responsibility assumed and the complexity of duties assigned. Employees at this level are required to be fully trained and proficient in all procedures related to assigned area of responsibility, to have a broad and detailed understanding of planner duties and services, to have knowledge of City policies and procedures, good problem solving and organizational skills, and have the ability to exercise sound judgment within established guidelines.

SUPERVISION RECEIVED

The supervisor provides continuing or individual assignments by indicating generally what is to be done, limitations, quality and quantity expected, deadlines, and priority of assignments. The supervisor provides additional, specific instructions for new, difficult, or unusual assignments, including suggested work methods or advice on source material available.

SUPERVISION GIVEN

Does not have direct supervisory responsibility but does have significant oversight of employees or project that require delegation and direction over the work of others.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Conduct research and studies; assemble and correlate information regarding community needs and issues, including fair housing impediments and housing regulatory barriers.
2. Develop financial resources in support of projects and programs assigned.
3. Prepare and/or present reports, proposals, requests, contracts, and recommendations on behalf of the City and Department.
4. Coordinate and conduct public meetings, and arrange or provide staff support for public boards, commissions, and committees, including preparing agendas, arranging public meetings, notifying appropriate parties, preparing and approving hearing minutes, and reviewing and executing official actions.
5. Monitor project and/or program performance for compliance with contract provisions, regulations, and goals and assemble and analyze data to report performance.
6. Assemble and analyze project data to report program performance to State and Federal funding agencies, including information on meeting federal standards including information on meeting federal standards including Women/Minority Owned Businesses, Section 504, Labor Standards and compliance with National Environmental Policy Act (NEPA).
- 7.6. Ensure compliance with applicable codes, laws, and regulations by conducting documentation review, record research, and site visits/inspections. Interpret, communicate, and enforce codes, ordinances and state ordinances, state statutes, and federal regulations.
- 8.7. Review zoning regulations in the Unified Development Chapter of the City of Duluth Legislative Code (UDC) and recommend changes; assist with sign permit program.
9. Assist in producing required drawings; revise plots and UDC.
10. Research applicable records of building permit history to establish setbacks or existing buildings on site.
- 11.8. Research building permit and property history, determine applicable land use requirements, and Correspond the with customers regarding history and proposed use of property.

- ~~12.9.~~ Confer with other departments/agencies regarding zoning and construction planning and development matters.
- ~~13.10.~~ Review and approve building permits, applications and plans; process applications for zoning appeals.
- ~~14.11.~~ Investigate and recommend resolution to zoning violations. Establish and maintain positive relationships with diverse individuals and groups.
- ~~15.~~ Plan and coordinate public events such as fairs, celebrations, seminars, and workshops.
- ~~12.~~ Develop and provide training to City staff and/or other agencies and the public on topics of current planning, emerging issues, and new regulatory programs.
- ~~13.~~ Shape urban development policy and regulations by undertaking original research and analysis and preparing recommendations on a wide range of urban development issues, problems or concerns related to critical Citywide initiatives having significant long-term implications on City programs and resources.
- ~~16.~~ Provide support to legislative initiatives to satisfy City Development and housing goals.
- ~~17.~~ Attend meetings and/or conduct public presentations on behalf of the City and Department.
- ~~18.~~ Respond to requests for information on programs and projects assigned.
- ~~19.~~ Establish and maintain positive relationships with diverse individuals and groups.
- ~~20.14.~~ 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.
- ~~21.15.~~ Coordinate with various City departments, other government agencies, and community groups to develop methods of sharing resources, minimizing duplication, and simplifying procedures.
- ~~22.16.~~ Provide training on new or modified procedures and policies to all affected parties.
- ~~23.17.~~ Coordinate and perform planning and development functions and programs for the City.
- ~~24.18.~~ In collaboration with the supervisor, organize and direct the work activities of assigned team, and determine work priorities, assignments, and work schedules.
- ~~25.19.~~ Provide input on decisions regarding the hiring processes and onboarding procedures of personnel.
- ~~26.20.~~ Establish and maintain positive working relationship with the supervisor and employees by maintaining two-way communication, producing consistent results, advocating for the team when appropriate, and offering expertise to improve processes, systems, and the organization.
- ~~27.21.~~ 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 three (3) years of related professional experience. A Master's degree in a related field may be substituted for two years of experience.
2. License Requirements
 - A. No specific licenses required.
3. Knowledge Requirements
 - A. Thorough knowledge of community engagement and public input processes
 - A-B. General knowledge of Federal and State housing and community development legislation and programs.
 - B-C. General knowledge of procedures used in community planning and development.
 - C-D. General knowledge of land use and zoning principles and procedures.

- ~~D-E.~~ General Knowledge of applicable building codes and ordinances.
- ~~E.~~ Knowledge of land description methods and land surveying practices.
- ~~F.~~ Basic-Working knowledge of statistics and analysis to conduct research and data analysis.
- ~~G.~~ Basic-Working knowledge of legal contract principles.
- ~~H.~~ Basic-Working knowledge of budgeting principles and practices.
- ~~I.~~ Basic knowledge of finance and accounting principles.
- ~~J-I.~~ Basic-Working knowledge of public administration principles and practices.
- ~~K-J.~~ General Knowledge of GIS (Geographic Information System) functions.
- ~~L-K.~~ Knowledge of problem solving and conflict resolution techniques.
- ~~M-L.~~ Knowledge of applicable safety requirements.
- ~~N-M.~~ Knowledge of, or the ability to learn, City policies and procedures.
- ~~O-N.~~ Knowledge of federal, state, and local laws, statutes, regulations, codes, and standards related to the area of responsibility.
- ~~P-O.~~ Knowledge of effective leadership and personnel practices.

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.
- ~~A-C.~~ Skill in meeting facilitation.
- ~~B-D.~~ Skill in conducting public presentations.
- ~~C.~~ Skill in negotiating development agreements.
- ~~D.~~ Skill in public and media relations.
- ~~E.~~ Skill in graphics/design work.
- ~~F-E.~~ 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.
- ~~G-F.~~ Skill in managing ones own time and the time of others.
- ~~H-G.~~ Skill in completing assignments accurately and with attention to detail.
- ~~I-H.~~ Skill in mediation and dispute resolution.
- ~~J-I.~~ Skill in using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems.

5. Ability Requirements

- ~~A.~~ Ability to design and prepare effective graphic presentations-written materials and presentations.
- ~~B.~~ Ability to read and understand technical and legal documents, including legal descriptions, building plans, specifications, development agreements, regulations, codes and ordinances.
- ~~C.~~ Ability to conduct inspections and document findings.
- ~~D.~~ Ability to manage to navigate and manage complicated projects and processes.
- ~~E.~~ Ability to direct, guide, and work cooperatively with people and groups of diverse backgrounds.
- ~~G-F.~~ 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.
- ~~D-G.~~ Ability to communicate and interact effectively with members of the public.
- ~~E-H.~~ Ability to communicate effectively both orally and in writing.
- ~~F-I.~~ Ability to recognize, analyze, and solve a variety of problems.
- ~~G-J.~~ Ability to organize and prioritize work while meeting multiple deadlines.
- ~~H-K.~~ Ability to handle difficult and stressful situations with professional composure.
- ~~I-L.~~ Ability to work successfully as a member of a team and independently with minimal supervision.
- ~~J-M.~~ Ability to train and lead others.
- ~~K-N.~~ Ability to interpret and apply laws, contracts, regulations, policies, and procedures.

- L.O. Ability to enforce safety rules and regulations.
- M.P. Ability to maintain confidential information.
- N.Q. Ability to demonstrate dependability, responsibility, and consistency in their job performance.
- O.R. 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: