

YAKIMA COUNTY, WASHINGTON
Class Specification
Class Title: Planner I

BAND: B B	GRADE: 2 3	SUBGRADE: 5 2	CLASS CODE: J23-6125
DEPARTMENT: Varies	ACCOUNTABLE TO: Varies	JOB FAMILY: Community Development	OVERTIME STATUS: Non-Exempt

JOB SUMMARY: The Planner I provides experienced professional planning expertise and recommendations on routine to moderately complex development projects and other assignments; provides technical assistance to the public and acts as a resource for Section or Division within area(s) of expertise; participates in plan and regulatory updates; special studies, public outreach and education efforts for one of three divisions: natural resource planning and environmental protection, land use and development, and/or long range growth management planning.

DISTINGUISHING CHARACTERISTICS:

The Planner I class is one of a four level planner classification series. The Planner I class is distinguished from the Planner II class by the complexity and size of developmental projects reviewed. The Planner I class is distinguished from the Planner II class by the lesser level of decision making, level of supervision needed and absence of staff supervisory duties required by the Planner II position.

DUTY NO.	ESSENTIAL DUTIES: (These duties are a representative sample: (Position assignments may vary.))	BAND / GRADE
1.	Performs, conducts or assists with planning analyses related to processing of routine to moderately complex new development project applications. Duties include: initial project review with customer, completeness review, preparation of required notices, YCWRS, SEPA review, project review and coordinating with other agencies / organizations and drafting of final written analyses.	C4
2.	Drafts and assists in preparing Department goals, policies, planning, programming and/or regulatory options and updates, and other project assignments for review by Section/Division management or others.	C4
3.	Provides policy advice and technical assistance to the public, agencies and county staff relating to: plans, policies, ordinances, standards, regulatory and non-regulatory programs, federal and state statutes and administrative codes governing land development, transportation, environmental protection and growth management, within area(s) of assignment or expertise.	C4
4.	Develops, coordinates and participates in public education/outreach efforts and special studies related to land use, transportation, environmental and natural resource planning issues and other program or project assignments. Schedules and facilitates meetings and provides technical expertise to organizations and media as needed.	B2
5.	Performs other duties as required including site inspections and may participate in public hearings.	

Knowledge: (Position requirements at entry):

Knowledge of:

- Customer service techniques and teambuilding concepts;
- Presentation and meeting facilitation, including use of technology for displaying, analyzing and evaluating research data;
- Research and analytical methods for planning projects including using fundamental mathematics, statistics, demographics, scientific methods and field practices for gathering and evaluating data;
- Principles of site impact analysis for development projects; Principles of geography, geomorphology and natural

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systems functions;

- Legal descriptions, cartography and GIS systems; U.S. Census geography and methodology; micro-economic theories as applied to the effects of land use regulation;
- Principles, methods and practices of planning related to the area of assignment, including: urban, regional, environmental, natural resource, transportation, and community development;
- Public participation theory and practice including: methods of assessing areas of agreement and conflict among individuals or facilitation groups and techniques for mediating disputes and guiding them to consensus or informed consent;
- Applicable transportation planning policies, laws, regulations, ordinances, code principles and practices;
- Roles and responsibilities of federal, state and other local public and private organizations.
- Rules of grammar, spelling and punctuation used in professional report writing;

Skills (Position requirements at entry):

Skills in:

- Critically analyzing and resolving customer service and internal work related problems;
- Analyzing environmental, transportation and land use information to identify options, resolve problems, apply solutions, guidelines and policy to field problems and other work assignments;
- Prioritizing multiple projects within established timelines and parameters;
- Writing routine to moderately complex technical reports and other documents;
- Interpreting, applying and implementing land use policies and procedures;
- Giving presentations, public speaking, and facilitating meetings;
- Establishing and maintaining effective interpersonal relationships with County and other officials, at all organizational levels and with the public;
- Ability to clearly speak, write and graphically illustrate in order to convey general and technical information;
- Ability to: give and receive direction; understand, interpret and follow County and department personnel policies and procedures;
- Researching, interpreting, evaluating and applying a wide variety of inter-related data, policies, laws, codes, and legislation to work assignments; technical data, legal descriptions, maps and aerial photos;
- Using a personal computer and related software applications, and operating basic office equipment such as scanners, plotters; public address systems and audio-visual presentation equipment;
- Applying basic math, algebra and statistics in researching, gathering, organizing and analyzing data from a variety of sources;
- Maintaining files.

Training and Experience (position requirements at entry):

Associates Degree in Environmental Sciences, Natural Resources Management, Planning, Geography, Geology or a field directly related to the area(s) of assignment, demonstrating knowledge and experience in one or more areas within the Planning field related to the area of assignment, including: Environmental Planning (SEPA, Critical Areas/Shorelines and Natural Resources), Transportation Planning, Current Planning (Subdivision and Zoning), and Comprehensive Long Range Planning and four years of equivalent experience. A Masters' Degree may substitute for one year of experience OR any equivalent combination of education, training and experience that would provide the required knowledge, skills and abilities to successfully perform the essential duties of the job.

Preferred:

- Bachelor's Degree preferred.
- Bilingual in Spanish
- Experience with Washington State land use and environmental protection law;
- Specialized training in environmental or natural resource issues, projects (SEPA, GMA, Critical Areas, Shorelines).
- Additional degrees, professional certifications, recognitions, awards and licenses that demonstrate acquisition and application of the required knowledge, and abilities to be successful in this position are preferred.

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Licensing Requirements:

- A US Drivers' License at time of appointment.
- Successful completion of general employment verification.

Working Conditions: Position may have the potential exposure to the following:

Environment: Pathogen exposure work in locked down facilities, exposure to hostile/angry individuals, work outside of standard business hours and multiple work locations;

Physical Demands: bending, carrying, handling, lifting, reaching, sitting, standing, walking, fingering, balancing, climbing, crawling, crouching, kneeling, hearing, smelling, talking, visual acuity.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting, most of the time.

Intellectual Demands: ability to multitask, confidentiality, ability to work under pressure, ability to articulate and communicate in conversations, ability to follow written and verbal instruction.

Classification History:

New: 06/05

Revised: 9/22

Revised: 12/22