

RESOLUTION NO. 6180
A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
MAYWOOD, CALIFORNIA, ESTABLISHING NEW EMPLOYEE JOB
CLASSIFICATION AND TITLE AND AMENDING THE CITY'S
CLASSIFICATION PLAN

WHEREAS, the City Manager is appointed as the Personnel Officer and per the City's Personnel Rules and Regulations shall prepare and maintain the classification plan; and

WHEREAS, the City Manager reviewed the current classification plan resulting in the development of a new job classification and title based on the current and future needs of the City; and

WHEREAS, the City Manager is recommending the addition of Assistant Planner; and

WHEREAS, the City Council per the City's Personnel Rules and Regulations shall approve any additions or deletions to the classification plan.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF MAYWOOD DOES HEREBY FIND, DETERMINE AND RESOLVE AS FOLLOWS:

Section 1. The recitals set forth above are true and correct and incorporated herein as if set forth in full.

Section 2. The City Council adopts the amended Classification Plan as set forth in Exhibit A.

Section 3. The City Council hereby establishes and approves the salary ranges for the newly added position as follows:


<u>Position (Job Title) - Full Time</u>	<u>Range (Annual)</u>
Assistant Planner	\$5,056.00 - \$6,145.60

Section 4. The City Council authorizes the City Manager to take all necessary steps to implement the Classification Plan.

Section 5. This Resolution shall be effective immediately upon its passage and approval.

Section 6. The City Clerk shall certify to the passage and adoption of this Resolution and shall enter it into the book of original resolutions.

PASSED, APPROVED AND ADOPTED THIS 26th day of MAY, 2021.


Ricardo Lara, Mayor

ATTEST:


Flor Aguiluz, City Clerk
Shirley Quinones, Deputy City Clerk

APPROVED AS TO FORM

Roxanne Diaz, City Attorney

STATE OF CALIFORNIA)
COUNTY OF LOS ANGELES)
CITY OF MAYWOOD)

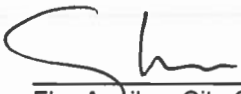
I, Flor Aguiluz, City Clerk of the City Council of the City of Maywood, do hereby certify that foregoing Resolution No. 6180 was duly passed and adopted by the City Council of the City of Maywood, at a regular meeting of the City Council held on the 26th day of May, 2021 by the following roll call vote, to wit:

AYES: DE LA RIVA, GARCIA, TORRES, MARQUEZ, LARA

NAYES:

ABSENT:

ABSTAINED:



Flor Aguiluz, City Clerk
Shirley Quinones, Deputy City Clerk

EXHIBIT A

**CITY OF MAYWOOD
CLASSIFICATION PLAN**

**Accounting Specialist I
Accounting Specialist II
Administrative Analyst
Administrative Assistance
Assistant Planner
Building Inspection/Code Compliance Supervisor
City Manager
Code Compliance Officer I
Community Service Officer
Community Services Liaison
Customer Service Rep I
Customer Service Rep II
Director of Building and Planning
Executive Assistant
Finance Director
Finance Specialist
Fund Accountant
Parking Enforcement Officer I
Parking Enforcement Officer II
Public Works Coordinator
Public Works Lead Maintenance Worker
Public Works Maintenance Worker
Secretary of Building and Planning
Senior Parking Enforcement Officer**



City of Maywood, CA

4319 East Slauson Ave.

ASSISTANT PLANNER

Salary Range (\$5,056.00 - \$6,145.60)

DEFINITION

Under direct or general supervision, performs various professional field and office planning work related to current and advance planning, including review of development and land use applications, zoning, site plans, and environmental documents; provides project management and administration; completes technical assessments and prepares written project analyses; provides professional advice and assistance to the public on planning, community development, zoning, permits, and environmental review; provides complex professional staff assistance to the department management, other City departments, and the public in areas of expertise; performs a variety of studies and prepares and presents staff reports; and performs related work as required. This position includes a wide variety of responsible clerical tasks; types, proofreads, files and maintains a variety of documents and correspondence; receives and handles telephone calls and walk-in public, takes minutes of commission meetings, and performs other duties as assigned. The position would need a versatile individual that is adaptive with a customer friendly approach, a focus on quality customer service that enjoys working with the public. This person should be a self-starter as well as thriving in a team environment.

The intent of this position description is to provide a representative summary of the major duties and responsibilities performed by the incumbent(s) in this position. Incumbent(s) may not be required to perform all duties in this description and incumbent(s) may be required to perform position-related tasks other than those specifically listed in this description.

ESSENTIAL AND SECONDARY FUNCTION STATEMENTS--*Essential and other important responsibilities and duties may include, but are not limited to, the following:*

Essential Functions:

- Reviews routine to complex commercial, industrial, and residential development proposals, plans, and applications for issuance of zoning clearance and for compliance with appropriate codes, ordinances, standards, laws, rules, regulations, and policies.
- Reviews permit applications and building plans for completeness and compliance with current City codes and regulations; provides interpretations of the California Environmental Quality Act (CEQA), Subdivision Map Act, and local environmental guidelines; identifies corrective actions to be taken by owners; conducts follow-up and re-check and approves or denies submittals.
- Reviews and signs off on plans submitted for building plan check and permits.
- Prepares or assists in preparing and reviewing environmental impact reports; prepares written initial studies and staff reports related to development projects or City projects.
- Assists the public at the front counter and on the phone, answering questions and providing information regarding zoning, land use, development standards, approved development proposals, and the City's entitlement process; performs plan check functions for various projects; receives and reviews applications for building permits for completeness; receives and records zoning and code compliance complaints, establishes appropriate files, performs inspections of document violations, coordinates actions with those of other agencies, and implements appropriate procedures to correct or resolve each complaint and violation.

- Serves as project manager on planning and development projects, which includes application and plan review, coordination with project applicants and other City departments, preparation and posting of legal notices, background research, environmental review, preparation of staff reports, scheduling meetings and hearings, and monitoring of project implementation to verify substantial conformance with approved plans, conditions, and mitigation measures; suggests revisions to site plans and architecture; inspects project development sites.
- Compiles information for a variety of studies and reports; researches, analyzes, and interprets social, economic, population, and land use data and trends; researches and reviews previous entitlements and City records; develops recommendations and prepares written reports on various planning matters and the City's General Plan; participates in the implementation and administration of the City's General Plan and development regulations.
- Researches, collects, records, analyzes, interprets, and summarizes statistical and demographic information.
- Participates in coordinating City planning and development related activities with other City departments and with outside agencies.
- Refers to and applies numerous documents including the General Plan, California Environmental Quality Act, Subdivision Map Act, Municipal Code, specific plans, historical preservation guidelines, County tax assessor's maps and records, building and architecture plans, etc.
- Attends meetings, conferences, workshops, and training sessions; attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of urban planning and other types of public services as they relate to the area of assignment.
- Answers incoming phone calls
- Provides administrative support to Director of Building and Planning
- Types Planning Commission minutes.
- Prepares and distributes Planning Commission agendas.
- Sends out approved minutes to various applicants.
- Copies agendas, correspondence, and minutes.
- Types conditions of approval for execution by applicants for discretionary review.
- Contacts Planning Commission members to insure a quorum.
- May handle various, specially assigned administrative activities as designated by the Director including facilitating projects, programs, research, or report preparation.
- Attends all meetings of the Planning Commission Board and develops official minutes of the proceedings in a manner prescribed by the supervisor and consistent with applicable laws.
- Uploads pertaining information to the City's website and Social Media platforms.

Secondary Functions:

- Assist other staff and provide technical direction and training on planning and building related information.
- Assists in purchasing functions and duties.
- Keeps track of work orders, service reports, payments and departmental budget
- Provides support to the Front Counter customer service representatives including the building counter.
- Performs other related duties as assigned.

QUALIFICATIONS GUIDELINES

Education and/or Experience

Equivalent to graduation from an accredited four-year college or university with major coursework in urban planning, community development, business or public administration, or a related field. Also One (1) year of professional experience in planning, zoning and/or related community development activities.

Knowledge of:

- Modern principles and practices of technical and legal issues of urban and regional planning, zoning, urban economics, demographics, and environmental planning and program management.
- Geographic, socio-economic, transportation, political, and other elements related to city planning.
- General concepts of architecture, landscaping, grading, drainage, and traffic and transportation engineering as they relate to the process of urban planning.
- Applicable Federal, State, and local laws, rules, regulations, ordinances, and organizational policies and procedures relevant to assigned area of responsibility.
- Project management and contract administration principles and techniques.
- Researching and reporting methods, techniques, and procedures.
- Practices of researching planning and land use issues, evaluating alternatives, making sound recommendations, and preparing and presenting effective staff reports.
- Bilingual fluency in English and Spanish is highly desired.
- Proficiency in the use of computers and related equipment, hardware and software.
- Strong knowledge of Microsoft Office including Outlook, Word, and Excel
- Basic business letter writing and report preparation techniques

Skill in:

Effective oral and written communications. Interpersonal interactions with individuals at all levels. Making independent judgements and decisions based on standard policy or procedure. Organizing and prioritizing assignments. Utilizing a variety of Microsoft Office software, including Outlook, Excel and Powerpoint.

Ability to:

- Interpret planning and zoning programs to the general public; identify and respond to issues and concerns of the public, City Council, and other boards and commissions.
- Read plans and specifications and make effective site visits.
- Assess, monitor, and report environmental impact on and of various City programs and services.
- Analyze site design, terrain constraints, land use compatibility, utilities, and other urban services.
- Conduct routine research projects, evaluate alternatives, and make sound recommendations.
- Interpret, apply, explain, and ensure compliance with applicable Federal, State, and local laws, rules, regulations, policies, and procedures.
- Effectively represent the department and the City in meetings with governmental agencies, community groups, and various business, professional, and regulatory organizations and individuals.
- Coordinate assigned activities with other City departments and agencies as required.
- Establish and maintain a variety of filing, record-keeping, and tracking systems.
- Make sound, independent decisions within established policy and procedural guidelines.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.
- Ability to speak another language would be ideal.

WORKING CONDITIONS

Environmental Conditions:

Standard office environment with continual exposure to computer screens and attention to general public.

Physical Conditions:

Essential and secondary functions may require sporadic light lifting and carrying; sitting for prolonged periods of time.

LICENSES

A valid California Class C driver's license is required.

Physical Demands

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer, to inspect City development sites, including traversing uneven terrain, climbing ladders, stairs, and other temporary or construction access points; to operate a motor vehicle and to visit various City and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a sedentary office classification although standing and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 25 pounds.