

CITY OF WEST HOLLYWOOD
RFP: TEMPORARY PLANNING STAFF SERVICES

Response to Questions | November 3, 2016

1. Due date of the proposal.

All proposals are due by 5 pm on Thursday, November 10, 2016.

2. Is the City looking for one firm that can provide all possible staff services? Or is the City interested in establishing a pool of more specialized services it can draw from?

The City anticipates contracting with one or more firms for these services. It is not necessary for one firm to provide all possible staffing services.

3. Does the City have any estimate on the frequency/duration of staffing assignments? Is there an expectation for Full time availability? Or would it be more of a couple days a week?

In the past, the Community Development Department has rarely employed more than one temporary (contract) planner at a time. Staffing assignments are typically needed to fill extended absences or take on extra projects. Depending on the need, given assignments could be either full time or 2-3 days per week. We expect that assignments would typically not be for less than two months, and could last for up to a year.

4. Would the City require all temporary staff to work on site? Or could some services be provided remotely?

Depending upon the nature of the assignment, some services could be provided remotely, as long as the planner is available to attend project meetings. The ability to provide services either on- or off-site is desirable.

5. Are there any example tasks that the City is expecting to need staff augmentation to support?

In the near term, the City anticipates a need for additional staff to complete pending amendments to the Zoning Ordinance. There is also occasionally a need for staff to handle development project casework, historic preservation programs, or other special projects.

6. Does the City intend to contract with more than one firm or with more than one? If more than one, how will assignments be given to each firm?

Please see response to Question 2. In the event that the City contracts with multiple firms, each contracted firm will be contacted regarding the temporary staffing need and be asked to provide a resume or other information regarding potentially qualified and available staff. The City's Planning Manager will then select the most appropriate candidate.

7. Will the contracted planners be expected to work within City Hall on a daily/regular schedule or can they work in their own offices and just be at City Hall when necessary for meetings, etc.

Please see response to Question 4. Planners should be available during regular work hours.

8. Does a firm need to propose all levels of planners requested in the RFP (Assistant, Associate, Senior, Principal and Transportation) or can a firm only propose for specific ones?

Please see response to Question 2. Firms should describe which staff positions they may be able to provide, and list hourly rates for each.

9. Is it possible to receive copies of the job descriptions for the classifications the City is seeking?

Please see Attachment 1 for all relevant job specifications.

10. The RFP title is "Temporary Planning Staff Services", but elsewhere in the RFP it is called "Proposal: Contract Planning Staff". Which title would you like for us to use?

Temporary Planning Staff Services is preferred, but we will accept proposals with either title.

11. I see that you want our response limited to 15 pages max. I am assuming that when we double-sided, we count just the individual sheets as 1 page and not the front and back page used as 2 pages, is that correct?

The proposal (not including resumes) should be a total of 8 double-sided pages.

ATTACHMENT 1: JOB SPECIFICATIONS

Assistant Planner
Associate Planner
Senior Planner
Senior Transportation Planner
Principal Planner



ASSISTANT PLANNER

Class Code:
50204

Bargaining Unit: WEHOME/AFSCME

CITY OF WEST HOLLYWOOD
Revision Date: Sep 5, 2006

SALARY RANGE

\$40.47 - \$51.71 Hourly
\$3,237.60 - \$4,136.80 Biweekly
\$7,014.80 - \$8,963.07 Monthly
\$84,177.60 - \$107,556.80 Annually

JOB SUMMARY:

Performs moderately complex technical functions related to urban planning projects and programs, including: collecting, analyzing and presenting planning data; regularly interacting with customers to disseminate information related to property requirements, ordinances, laws, codes, etc.; reviewing submitted plans, blueprints, etc., and applying approvals; and preparing reports for presentation to various groups, commissions, etc.

EXAMPLES OF DUTIES:

ESSENTIAL JOB FUNCTIONS: (All responsibilities may not be performed by all incumbents.)

Assists in overseeing and completing various planning programs and functions, including: providing planning information parties (property development rights, historic preservation, permit processes, zoning regulations, regulatory policies, etc.) to interested parties through regular interaction at the counter; conducting research and disseminating findings; reviewing blue prints, sketches and applications for permit approval; and logging in plans and assuring necessary components are present.

Manages planning cases and monitoring projects under construction, including: reviewing cases and assuring compliance with ordinances, guidelines, acts, etc.; meeting with interested parties to discuss cases; conducting site visits; corresponding with customers regarding application requirements; rendering decisions regarding planning projects; and presenting cases to governing bodies with recommendations for approval/disapproval.

Prepares complex, routine and non-routine reports as requested utilizing a variety of software; receives, sorts, and summarizes material for the preparation of reports; prepares work reports and staff reports.

Interacts with a variety of high level individuals, both internally and within the community to provide information, disseminate departmental information and assist in resolving administrative issues.

Composes correspondence in accordance with standard policies; answers various inquiries; explains policies and procedures; processes routine and non-routine matters independently.

Performs specialized research and statistical work on assigned subjects for staff and management.

IMPORTANT JOB FUNCTIONS:

Assists staff in completing various advance planning projects, including: assisting with planning policy projects; overseeing the work of contractors; processing contracts; scheduling and conducting public meetings; reviewing the work of consultants; and preparing and delivering presentations.

Conducts research related to policy analysis; compares the policies of various jurisdictions.

Conducts geographical information systems (GIS) mapping, including: joining information tables to geographic shapes; conducting research; and developing site plan photographs.

Serves as a liaison and/or member of various committees, boards, and/or teams and collaborates, persuades, presents reports to and negotiates with others outside own work area to coordinate efforts and maintain cooperative and efficient relations.

Disseminates a variety of information and/or reports to various agencies, division, or departments via telephone, mail, email or FAX.

May serve as backup for other positions within the department.

Performs other related duties as assigned.

MINIMUM QUALIFICATIONS REQUIRED:**Education and Experience:**

Bachelor's degree from an accredited four-year college or university in a related field; and, one to two years of progressively responsible experience; or, any combination of education, training and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job.

Licenses and Certifications:

American Institute of Certified Planners (AICP) Certification (desirable)

KNOWLEDGE, SKILLS, AND ABILITIES:**Knowledge of:**

Applicable state, federal and local ordinances, codes, laws, rules and regulations and legislative issues.

Administrative principles and practices, including goal setting and implementation.

Principles and practices of public administration, including knowledge of government organizations and operations.

Principles, practices, and techniques of effective customer service and collaborative problem solving.

Methods and techniques of research, statistical analysis and report presentation.

Budget development processes and procedures.

External governmental bodies and agencies related to area of assignment.

Basic planning principles and theories.

Environmental review policies.

Planning ethics.

Office administrative practices and procedures, such as business letter writing and the operation of standard office equipment.

All computer applications and hardware related to performance of the essential functions of the job.

Record keeping, report preparation, filing methods and records management techniques.

Skill in:

Using tact, discretion, initiative and independent judgment within established guidelines.

Applying logical thinking to solve problems and accomplish tasks; analyzing, resolving, and/or making recommendations regarding a variety of administrative, financial, and operational issues.

Preparing clear and concise reports, correspondence, and other written materials.

Organizing work, setting priorities, meeting critical deadlines, and following up on assignments with a minimum of direction.

Communicating orally and in writing with internal staff, the public, and City and government officials in order to give and receive information in a courteous manner.

Using a computer and appropriate computer applications to perform the essential and important functions of the job.

Operation and routine maintenance of general office machines such as copiers, facsimile machines, and telephone systems.

Researching, compiling, and summarizing a variety of informational and statistical data and materials.

Preparing and delivering presentations.

Abilities:

Ability to establish and maintain effective working relationships with others.

Ability to communicate in English both orally and in writing at the appropriate level.

Ability to perform mathematical calculations at the appropriate level.

Ability to learn and follow City and departmental policies procedures.

Ability to read and interpret documents such as operation and maintenance instructions, and procedure manuals.

Ability to understand and carry out written and oral instructions, giving close attention to detail and accuracy.

Ability to draft and type correspondence.

Ability to deal with problems involving several variables in standardized situations.

While performing the essential functions of this job, the incumbent is regularly required to sit and stand; use hands to finger, handle, or feel objects; reach with hands and arms; speak and hear; and push, pull and/or lift up to 20 pounds occasionally.

Working Conditions:

Work is performed in a normal office environment and in the field, including construction sites, where there may be extreme temperatures, exposure to sun, dirt and/or dust. The incumbent's working conditions are typically moderately quiet, but can be loud at some locations.

This class specification should not be interpreted as all-inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.



ASSOCIATE PLANNER

Class Code:
50232

Bargaining Unit: WEHOME/AFSCME

CITY OF WEST HOLLYWOOD
Revision Date: Sep 8, 2006

SALARY RANGE

\$44.87 - \$57.33 Hourly
\$3,589.44 - \$4,586.38 Biweekly
\$7,777.12 - \$9,937.17 Monthly
\$93,325.44 - \$119,245.98 Annually

JOB SUMMARY:

Performs complex technical and professional functions related to urban planning projects and programs, including: processing land use and development permits; reviewing land use and development proposals and providing advice; collecting, analyzing and presenting planning data; interacting with customers to disseminate information related to property requirements, ordinances, laws, codes, etc.; reviewing submitted plans, blueprints, etc., and applying approvals; and preparing reports for presentation to various groups, commissions, etc.

EXAMPLES OF DUTIES:

ESSENTIAL JOB FUNCTIONS: (All responsibilities may not be performed by all incumbents.)

Processes land use and development permits, including: reviewing applications; assuring compliance with laws, ordinances, guidelines, acts, etc.; conducting site visits; coordinating and facilitating meetings to review requests; serving as liaison between applicant and affected City departments, agencies, neighborhoods, etc.; reviewing and approving plans; presenting cases to governing bodies with recommendations for approval/denial; and monitoring projects under construction.

Prepares complex, routine and non-routine reports as requested utilizing a variety of software; receives, sorts, and summarizes material for the preparation of reports; prepares work reports, resolutions and staff reports and makes presentations.

Oversees and completes various planning programs and functions, including: providing planning information (property development rights, historic preservation, permit processes, zoning regulations, regulatory policies, etc.) to interested parties; conducting research and disseminating findings; reviewing preliminary plans, blue prints, sketches and applications; retrieving files for inspection; interpreting and logging in plans and assuring necessary components are present; and conducting neighborhood meetings.

Manages planning projects, including: developing requests for proposals (RFP); reviewing bids and awarding contracts; meeting with interested parties to discuss projects; preparing publicity materials and corresponding with interested parties; coordinating and facilitating meetings related to projects; preparing reports and corresponding documents; and presenting projects to governing bodies with recommendations for approval/denial.

Processes amendments to the Zoning Ordinance and General Plan; analyzes implications

and impacts.

Interacts with a variety of high level individuals, both internally and within the community to provide information, disseminate departmental information and assist in resolving administrative issues.

Composes correspondence in accordance with standard policies; answers various inquiries; explains policies and procedures; processes routine and non-routine matters independently.

Performs specialized research and statistical work on assigned subjects for staff and management.

IMPORTANT JOB FUNCTIONS:

Maintains and upgrades professional knowledge, skills, and development by attending seminars and training programs and reading trade and professional journals and publications.

Analyzes division fees and makes recommendations.

Conducts research related to policy analysis; compares the policies of various jurisdictions.

Serves as a liaison and/or member of various committees, boards, and/or teams and collaborates, persuades, presents reports to and negotiates with others outside own work area to coordinate efforts and maintain cooperative and efficient relations.

Disseminates a variety of information and/or reports to various agencies, division, or departments via telephone, mail, email or FAX.

May serve as backup for other positions within the department.

Performs other related duties as assigned.

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

Bachelor's degree from an accredited four-year college or university in a related field; and, two to three years of progressively responsible experience; or, any combination of education, training and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job.

Licenses and Certifications:

None

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

Applicable state, federal and local ordinances, codes, laws, rules and regulations and legislative issues.

Administrative principles and practices, including goal setting and implementation.

Principles, practices, and techniques of effective customer service and collaborative problem solving.

Methods and techniques of research, statistical analysis and report presentation.

Budget development processes and procedures.

External governmental bodies and agencies related to area of assignment.

Complex urban and regional planning principles and theories.

Environmental review policies.

Planning ethics.

Office administrative practices and procedures, such as business letter writing and the operation of standard office equipment.

All computer applications and hardware related to performance of the essential functions of the job.

Record keeping, report preparation, filing methods and records management techniques.

Skill in:

Using tact, discretion, initiative and independent judgment within established guidelines.

Applying logical thinking to solve problems and accomplish tasks; analyzing, resolving, and/or making recommendations regarding a variety of administrative, financial, and operational issues.

Preparing clear and concise reports, correspondence, and other written materials.

Preparing and delivering presentations.

Organizing work, setting priorities, meeting critical deadlines, and following up on assignments with a minimum of direction.

Communicating orally and in writing with internal staff, the public, and City and government officials in order to give and receive information in a courteous manner.

Using a computer and appropriate computer applications to perform the essential and important functions of the job.

Operation and routine maintenance of general office machines such as copiers, facsimile machines, and telephone systems.

Analyzing and resolving technical data, situations and problems.

Researching, compiling, and summarizing a variety of informational and statistical data and materials.

Abilities:

Ability to establish and maintain effective working relationships with others.

Ability to communicate in English both orally and in writing at the appropriate level.

Ability to perform mathematical calculations at the appropriate level.

Ability to learn and follow City and departmental policies procedures.

Ability to read and interpret documents such as operation and maintenance instructions, and procedure manuals.

Ability to understand and carry out written and oral instructions, giving close attention to detail and accuracy.

Ability to draft and type correspondence.

Ability to deal with problems involving several complex variables in non-standardized situations.

While performing the essential functions of this job, the incumbent is regularly required to sit and stand; use hands to finger, handle, or feel objects; reach with hands and arms; speak and hear; and push, pull and/or lift up to 20 pounds occasionally.

Working Conditions:

Work is performed in a normal office environment and in the field, including construction sites, where there may be extreme temperatures, exposure to sun, dirt and/or dust. The incumbent's working conditions are typically moderately quiet, but can be loud at some locations.

This class specification should not be interpreted as all-inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.



SENIOR PLANNER

Class Code:
50250

Bargaining Unit: WEHOME/AFSCME

CITY OF WEST HOLLYWOOD
Revision Date: Sep 21, 2015

SALARY RANGE

\$50.93 - \$65.08 Hourly
\$4,074.41 - \$5,206.34 Biweekly
\$8,827.88 - \$11,280.41 Monthly
\$105,934.61 - \$135,364.94 Annually

JOB SUMMARY:

Serves as lead staff member and performs complex technical and professional functions related to urban planning projects and programs and sustainability projects, policies and programs, including: serving as project manager for various planning programs and projects; processing land use and development permits; reviewing land use and development proposals and providing advice; collecting, analyzing and presenting planning data; developing and implementing of City-wide sustainability policies and programs; interacting with customers, community members and stakeholders to disseminate information related to property and/or sustainability requirements, ordinances, laws, codes, policies, etc.; reviewing submitted plans, blueprints, etc., and applying approvals; and preparing reports for presentation to various groups, commissions, etc.

EXAMPLES OF DUTIES:

ESSENTIAL JOB FUNCTIONS: (All responsibilities may not be performed by all incumbents.)

Carries out lead staff member responsibilities, including: training in job skills; assigning and directing work; developing work schedules; assisting staff in resolving problems; making recommendations in performance appraisal; and reporting problems to manager.

Manages advance planning projects, including: serving as project leader; preparing feasibility studies; developing, conducting and analyzing surveys; creating outreach programs; developing requests for proposal (RFP) and selecting consultants; developing work programs and schedules; managing budget and fiscal aspects of projects; providing information/updates to elected officials, staff, constituents, etc.; developing, scheduling and facilitating workshops; and preparing agendas and facilitating meetings.

Manages large, complex, current planning projects, including: reviewing and processing current and legislative projects and major and minor permits and variances; conducting research and gathering information to determine compliance with ordinances, regulations, etc.; accepting and processing applications for land use; developing and monitoring projects, work programs and schedules; scheduling review processes; coordinating legal notifications; determining methodologies, information resources and techniques for studies; preparing environmental documents; developing requests for proposal (RFP) and selecting consultants; developing and managing budgets; consulting and communicating with staff, architects, contractors, constituents, etc.; collecting and organizing planning data, demographics; economic trends, etc.; determining applicable fees; maintaining information and creating and maintaining filing systems; conducting on-site inspections; receiving and resolving problems and complaints; reading and interpreting blueprints, plans, maps, etc.; developing graphic presentations; and reviewing site plans and reviews.

Manages, researches, develops, implements and maintains City-wide sustainability policies, programs and initiatives, including: creating and implementing programs; developing amendments to the City's zoning and building codes; creating and/or updating ordinances, rules, policies, guidance and training; evaluating and reporting on City-wide sustainability initiatives and projects; providing technical and programmatic leadership on energy efficiency, green building and climate change issues; preparing grant applications and managing grant projects; developing requests for proposals (RFP), evaluating submissions and selecting consultants; preparing briefings and making presentations to City Council, commissions and staff; coordinating with businesses in the community, regional partners and other public agencies to identify best practices and implement sustainability initiatives; measuring and periodically updating the City's carbon and other greenhouse gas emission reduction efforts; and engaging in a collaborative, proactive approach to promote sustainability values and techniques to both the public and staff.

Serves as a liaison and/or member of various commissions, committees, boards, task forces, and/or teams and collaborates, persuades, presents reports to and negotiates with others outside own work area to coordinate efforts and maintain cooperative and efficient relations; prepares and administers commission, committee and board budgets and work programs.

Prepares complex reports; receives, sorts, and summarizes material for the preparation of reports; prepares work reports, resolutions and staff reports; makes presentations.

Researches, develops, interprets, communicates, and monitors ordinances, regulations, policies, procedures, codes, standards, etc.; recommends improvement when necessary and writes/revises same.

Processes land use and development permits, including: reviewing applications; assuring compliance with laws, ordinances, etc.; interpreting and relaying information; coordinating and facilitating meetings to review requests; serving as liaison between applicant and affected City departments, agencies, neighborhoods, etc.; and reviewing and approving plans.

Oversees and completes various planning programs and functions, including: providing planning information to interested parties (property development rights, historic preservation, permit processes, zoning regulations, regulatory policies, sustainability techniques, etc.); conducting research and disseminating findings; reviewing preliminary plans, blue prints, sketches and applications; retrieving files for inspection; interpreting and logging in plans and assuring necessary components are present; and conducting neighborhood meetings.

Processes amendments to the Zoning Ordinance and General Plan; analyzes implications and impacts.

Represents the Department to outside groups and organizations; interacts with a variety of high level individuals, both internally and within the community, to provide information, disseminate departmental information and assist in resolving administrative issues.

Works collaboratively with selected consultants, City departments and all levels of staff to successfully lead multi-departmental projects and initiatives.

Composes correspondence in accordance with standard policies; answers various inquiries; explains policies and procedures; processes routine and non-routine matters independently.

Performs specialized research and statistical work on assigned subjects.

IMPORTANT JOB FUNCTIONS:

Maintains and upgrades professional knowledge, skills, and development by attending seminars and training programs and reading trade and professional journals and publications.

Analyzes division fees and makes recommendations.

Conducts research related to policy analysis; compares the policies of various jurisdictions.

Disseminates a variety of information and/or reports to various agencies, division, or departments via telephone, mail, email or FAX.

May serve as backup for other positions within the department.

Performs other related duties as assigned.

MATERIAL AND EQUIPMENT USED:

Computer	General Office Equipment	Audiovisual Equipment
Scales	Architectural Measuring Devices	

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

Bachelor's degree from an accredited four-year college or university in a related field; Master's degree in related field is preferable; and,

Five to seven years of progressively responsible experience; or,

Any combination of education, training and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job.

Licenses and Certifications:

Valid California Driver's License

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

Applicable state, federal and local ordinances, codes, laws, rules and regulations and legislative issues.

Administrative principles and practices, including goal setting and implementation.

Management of staff and activities, either directly or through subordinate supervision.

Principles and practices of public administration, including knowledge of government organizations and operations.

Principles, practices, and techniques of effective customer service and collaborative problem solving.

Methods and techniques of research, statistical analysis and report presentation.

Project management techniques, including contract management.

Budget development processes and procedures.

Internal departmental policies and procedures.

External governmental bodies and agencies related to area of assignment.

Complex urban and regional planning principles, theories and research methods.

Conceptual understanding of climate change issues, greenhouse gas reduction strategies and mitigation approaches.

Principles, practices and research methods of land use development.

Architectural and urban design principles.

Principles and concepts of energy efficiency, green building design, green purchasing and alternative energy generation.

Principles and practices of research, analysis, data compilation and effective report writing.

Environmental review policies.

Planning ethics.

Office administrative practices and procedures, such as business letter writing and the operation of standard office equipment.

All computer applications and hardware related to performance of the essential functions of the job.

Record keeping, report preparation, filing methods and records management techniques.

Skill in:

Planning, organizing, assigning, directing, reviewing and evaluating the work of staff; selecting and motivating staff and providing for their training and professional development.

Public speaking techniques.

Using tact, discretion, initiative and independent judgment within established guidelines.

Applying logical thinking to solve problems and accomplish tasks; analyzing, resolving, and/or making recommendations regarding a variety of administrative, financial, and operational issues.

Preparing clear and concise reports, correspondence, and other written materials.

Organizing work, setting priorities, meeting critical deadlines, and following up on assignments with a minimum of direction.

Communicating orally and in writing with internal staff, the public, and City and government officials in order to give and receive information in a courteous manner.

Using a computer and appropriate computer applications to perform the essential and important functions of the job.

Operation and routine maintenance of general office machines such as copiers, facsimile machines, and telephone systems.

Preparing and delivering presentations.

Preparing charts, maps and other graphic presentations.

Negotiating with various parties to reach consensus.

Analyzing and resolving technical data, situations and problems.

Researching, compiling, and summarizing a variety of informational and statistical data and materials.

Abilities:

Ability to establish and maintain effective working relationships with others.

Ability to communicate in English both orally and in writing at the appropriate level.

Ability to perform mathematical calculations at the appropriate level.

Ability to learn and follow City and departmental policies procedures.

Ability to read and interpret documents such as operation and maintenance instructions, and procedure manuals.

Ability to analyze and prioritize programmatic requirements and activities.

Ability to understand and carry out written and oral instructions, giving close attention to detail and accuracy.

Ability to deal with problems involving several complex variables in non-standardized situations.

While performing the essential functions of this job, the incumbent is regularly required to sit and stand; use hands to finger, handle, or feel objects; reach with hands and arms; climb ladders; speak and hear; and push, pull and/or lift up to 20 pounds occasionally.

Working Conditions:

Work is performed in a normal office environment and in the field, including construction sites, where there may be extreme temperatures, exposure to sun, dirt and/or dust.

The incumbent's working conditions are typically moderately quiet, but can be loud at some locations.

Working time may require irregular hours, various shifts, and/or on-call status.

This class specification should not be interpreted as all inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an

incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.



SENIOR TRANSPORTATION PLANNER

Class Code:
50266

Bargaining Unit: WEHOME/AFSCME

CITY OF WEST HOLLYWOOD
Revision Date: Sep 8, 2006

SALARY RANGE

\$50.93 - \$65.08 Hourly
\$4,074.41 - \$5,206.34 Biweekly
\$8,827.88 - \$11,280.41 Monthly
\$105,934.61 - \$135,364.94 Annually

JOB SUMMARY:

Serves as lead staff member and performs complex technical and professional functions related to transportation planning projects and programs, including: serving as project manager for various transportation programs and projects; management of traffic impact projects, related analysis, forecasting, initiatives and land use changes; providing advice; collecting, analyzing and presenting transportation related data to internal staff, various groups and organizations; interacting and preparing reports for presentation to various groups, commissions, etc.

EXAMPLES OF DUTIES:

ESSENTIAL JOB FUNCTIONS: (All responsibilities may not be performed by all incumbents.)

Carries out lead staff member responsibilities, including: training in job skills; assigning and directing work; assisting staff in resolving problems and reporting problems to supervisor.

Serves as project leader for transportation related projects/programs including; travel demand forecasting; determining effects of infrastructure of road/transit projects; transportation demand management initiatives and land use changes; designs, manages and oversees traffic models, traffic engineering and planning projects using complex transportation software and various complex software programs; preparing feasibility studies; developing, conducting and analyzing surveys; creating outreach programs; collecting and organizing traffic impact data, demographics, etc.; maintaining information and creating and maintaining filing systems; conducting on-site inspections; receiving and resolving problems and complaints; reading and interpreting plans, maps, etc.; developing graphic presentations; reviewing site plans and reviews.

Manages transportation project related contracts, including: developing requests for proposals (RFP); analyzing and evaluating responses; assisting in selecting contractors; negotiating contracts; monitoring and evaluating services; maintaining cost efficiency; correcting problems; creating, implementing, compiling and evaluating surveys and reports; analyzing statistical data; recommending improvements; managing fiscal aspects of contracts; reviewing billings; processing purchase orders and payments; reconciling contracts; assuring compliance with contract specifications, regulations and monitoring

expenditures and revenues; prepares and manages traffic studies related to the environmental review process including studies prepared by consultants.

Responsible for ongoing maintenance, calibration and validation of current transportation/traffic model.

Determines the effect of infrastructure related projects (road and transit).

Provides information/updates to elected officials, staff, constituents, etc.; and preparing agendas and facilitating meetings; developing and managing budgets; consulting and communicating with staff, external agencies, contractors, constituents, etc.

Prepares written reports and makes presentations and/or represents the City and or manager to the public, committees, City Boards, Commissions and City Council.

Serves as a liaison and/or member of various commissions, committees, boards, and/or teams and collaborates, persuades, presents reports to and negotiates with others outside own work area to coordinate efforts and maintain cooperative and efficient relations.

Researches, develops, interprets, communicates, and monitors ordinances, regulations, policies, procedures, codes, standards, etc.; recommends improvement when necessary and writes/revises same.

Participates in the development review process, including: reviewing applications; assuring compliance with transportation laws, ordinances, etc.; interpreting and relaying information; coordinating and facilitating meetings to review requests; reviewing and approving transportation related plans.

Oversees and completes various transportation programs and functions, including: providing transportation information to interested parties; conducting research and disseminating findings; reviewing preliminary plans and applications and retrieving files for inspection.

Interacts with a variety of high level individuals, both internally and within the community, to provide information, disseminate departmental information and assist in resolving administrative issues.

Composes correspondence in accordance with standard policies; answers various inquiries; explains policies and procedures; processes routine and non-routine matters independently.

Performs specialized research and statistical work on assigned subjects.

IMPORTANT JOB FUNCTIONS:

Coordinates division activities with other departments, divisions and/or outside agencies; responds to constituent inquiries.

Conducts research related to policy analysis; compares the policies of various jurisdictions.

Attends and speaks at neighborhood meetings.

Maintains and upgrades professional knowledge, skills, and development by attending seminars and training programs and reading trade and professional journals and publications.

May serve as backup for other positions within the department.

Performs other related duties as assigned.

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

Bachelor's degree from an accredited four-year college or university in a related field; and,

Five to seven of progressively responsible experience; or,

Any combination of education, training and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job.

Licenses and Certifications:

Valid California Driver's License

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

Applicable state, federal and local ordinances, codes, laws, rules and regulations and legislative issues.

Principles and practices of transportation operations.

Administrative principles and practices, including goal setting and implementation.

Basic traffic engineering principles and practices.

Complex transportation planning principles, theories and research methods.

Traffic modeling software. (TransCAD, TRANPLAN)

Regional transportation agency services and funding sources.

Principles and practices of public administration, including knowledge of government organizations and operations.

Principles, practices, and techniques of effective customer service and collaborative problem solving.

Principles and practices of transportation planning.

Methods and techniques of research, statistical analysis and report presentation.

Project management techniques, including contract management.

Budget development processes and procedures.

Internal departmental policies and procedures.

External governmental bodies and agencies related to area of assignment.

Principles, practices and research methods of land use development.

Traffic engineering principles.

Principles and practices of research, analysis, data compilation and effective report writing.

Environmental review policies. (CEQA)

Office administrative practices and procedures, such as business letter writing and the operation of standard office equipment.

All computer applications and hardware related to performance of the essential functions of the job.

Record keeping, report preparation, filing methods and records management techniques.

Skill in:

Planning, organizing, assigning, directing, reviewing and evaluating the work of staff; selecting and motivating staff and providing for their training and professional development.

Public speaking techniques.

Using tact, discretion, initiative and independent judgment within established guidelines.

Applying logical thinking to solve problems and accomplish tasks; analyzing, resolving, and/or making recommendations regarding a variety of administrative, financial, and operational issues.

Preparing clear and concise reports, correspondence, and other written materials.

Organizing work, setting priorities, meeting critical deadlines, and following up on assignments with a minimum of direction.

Communicating orally and in writing with internal staff, the public, and City and government officials in order to give and receive information in a courteous manner.

Using a computer and appropriate computer applications to perform the essential and important functions of the job.

Preparing and delivering presentations.

Preparing charts, maps and other graphic presentations.

Negotiating with various parties to reach consensus.

Analyzing and resolving technical data, situations and problems.

Researching, compiling, and summarizing a variety of informational and statistical data and materials.

Abilities:

Ability to establish and maintain effective working relationships with others.

Ability to communicate in English both orally and in writing at the appropriate level.

Ability to perform mathematical calculations at the appropriate level.

Ability to learn and follow City and departmental policies procedures.

Ability to read and interpret documents such as operation and maintenance instructions, and procedure manuals.

Ability to understand and carry out written and oral instructions, giving close attention to detail and accuracy.

Ability to deal with problems involving several complex variables in non-standardized situations.

While performing the essential functions of this job, the incumbent is regularly required to sit and stand; use hands to finger, handle, or feel objects; reach with hands and arms; speak and hear; and push, pull and/or lift up to 20 pounds occasionally.

Working Conditions:

Work is performed in a normal office environment and in the field, including construction sites, where there may be extreme temperatures, exposure to sun, dirt and/or dust.

The incumbent's working conditions are typically moderately quiet, but can be loud at some locations.



PRINCIPAL PLANNER

Class Code:
50270

Bargaining Unit: WEHOME/AFSCME

CITY OF WEST HOLLYWOOD
Established Date: Aug 15, 2016
Revision Date: Aug 25, 2016

SALARY RANGE

\$53.33 - \$68.14 Hourly
\$4,266.56 - \$5,451.54 Biweekly
\$9,244.21 - \$11,811.68 Monthly
\$110,930.50 - \$141,740.14 Annually

JOB SUMMARY:

Supervises staff and performs highly complex and/or politically sensitive advanced level planning functions including: managing and overseeing major planning programs and projects related to Capital projects, regional planning efforts, historic preservation, transportation, and sustainability; overseeing planning entitlements and land use; coordinating policy planning efforts; collecting, analyzing and presenting complex planning data; interacting with customers, community members and stakeholders; reviewing plans, blueprints, etc.; preparing decisions and recommendations; assisting and monitoring division budget and work plans; and reviewing or preparing reports for presentation to various groups, commissions, etc.

EXAMPLES OF DUTIES:

Carries out supervisory responsibility in accordance with policies, procedures and applicable laws, including: interviewing, hiring and training staff; planning, assigning and directing work; establishing deadlines; appraising performance; rewarding and disciplining employees; coordinating, developing and approving staff training; and addressing complaints and resolving problems and completing/approving time sheets.

Manages highly complex and/or politically sensitive advanced level planning programs and projects, including: supervising assigned staff and/or serving as project manager; overseeing feasibility studies; analyzing surveys; ensuring compliance with ordinances, regulations, etc.; overseeing land use applications; monitoring outreach programs; reviewing environmental documents; overseeing and/or developing requests for proposal (RFP) and selecting consultants; developing work programs and schedules; managing budget and fiscal aspects of large scale projects; consulting and communicating with architects, contractors, builders, engineers, etc.; providing information/updates to elected officials, staff, constituents, etc.; developing, scheduling and facilitating workshops; and preparing agendas and facilitating meetings.

Confers with senior management and oversees City-wide functions, initiatives and implements policies, programs and projects consistent with the General Plan, Climate Action Plan, CIP or other related documents.

Plans long-range goals and objectives that support the division and/or department; implements short-term or annual goals, objectives, strategies, projects or programs to ensure efficient organization and completion of work.

Assists in developing and administering of the division budget; monitors expenditures.

Identifies opportunities for improving service delivery methods and procedures, identify resource needs; reviews with appropriate senior management to implement improvements.

Serves as technical resource on division operations.

Represents the City and/or serves as a liaison and/or member of various commissions, committees, boards, task forces, and/or teams and collaborates, persuades, presents reports to and negotiates with others outside own work area to coordinate efforts and maintain cooperative and efficient relations.

Reviews and/or prepares complex reports and makes presentations to various boards and commissions.

Researches, develops, interprets, communicates, and monitors ordinances, regulations, policies, procedures, codes, standards, etc.; recommends improvement when necessary and may writes/revises same.

Represents the Department and City to outside groups and organizations; interacts with a variety of high level individuals, both internally and within the community, to provide information, disseminate departmental information and assist in resolving administrative issues.

Works collaboratively with selected consultants, City departments and all levels of staff to successfully oversee projects and initiatives.

Composes correspondence in accordance with standard policies; answers various inquiries; explains policies and procedures; processes routine and non-routine matters independently.

IMPORTANT JOB FUNCTIONS:

Researches and may prepare grant proposal and applications; administer and monitor programs; prepare grant status reports as required.

Maintains and upgrades professional knowledge, skills, and development by attending seminars and training programs and reading trade and professional journals and publications.

Follows up on inquiries from various agencies, groups, media, etc., regarding department programs and services.

Analyzes division fees and makes recommendations.

Conducts research related to policy analysis; compares the policies of various jurisdictions.

May serve as backup for other positions within the department.

Performs other related duties as assigned.

MATERIAL AND EQUIPMENT USED:

Computer
Equipment
Scales

General Office Equipment
Architectural Measuring Devices

Audiovisual

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

Bachelor's degree from an accredited four-year college or university in a related field;
Master's degree in related field is preferable; and,

Five to Seven years of progressively responsible experience; or,

Any combination of education, training and experience which provides the required
knowledge, skills, and abilities to perform the essential functions of the job.

Licenses and Certifications:

Valid California Driver's License

American Institute of Certified Planner (AICP) Certification (Must be able to obtain within 12
months of hire.)

AICP Certified Transportation Planner (CTP) (desirable)

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

Applicable state, federal and local ordinances, codes, laws, rules and regulations and
legislative issues.

Supervision of staff and activities, either directly or through subordinate supervision.

Administrative principles and practices, including goal setting and implementation.

Management of staff and activities, either directly or through subordinate supervision.

Principles and practices of public administration, including knowledge of government
organizations and operations.

Principles, practices, and techniques of effective customer service and collaborative problem
solving.

Methods and techniques of research, statistical analysis and report presentation.

Project management techniques, including contract management.

Budget development processes and procedures.

Internal departmental policies and procedures.

External governmental bodies and agencies related to area of assignment.

Complex urban and regional planning principles, theories and research methods.

Conceptual understanding of climate change issues, greenhouse gas reduction strategies and mitigation approaches.

Principles, practices and research methods of land use development.

Architectural and urban design principles.

Principles and concepts of energy efficiency, green building design, green purchasing and alternative energy generation.

Principles and practices of research, analysis, data compilation and effective report writing.

Environmental review policies.

Planning ethics.

Office administrative practices and procedures, such as business letter writing and the operation of standard office equipment.

All computer applications and hardware related to performance of the essential functions of the job.

Record keeping, report preparation, filing methods and records management techniques.

Skill in:

Planning, organizing, assigning, directing, reviewing and evaluating the work of staff; selecting and motivating staff and providing for their training and professional development.

Public speaking techniques.

Using tact, discretion, initiative and independent judgment within established guidelines.

Applying logical thinking to solve problems and accomplish tasks; analyzing, resolving, and/or making recommendations regarding a variety of administrative, financial, and operational issues.

Preparing clear and concise reports, correspondence, and other written materials. Organizing work, setting priorities, meeting critical deadlines, and following up on assignments with a minimum of direction.

Communicating orally and in writing with internal staff, the public, and City and government officials in order to give and receive information in a courteous manner.

Using a computer and appropriate computer applications to perform the essential and important functions of the job.

Operation and routine maintenance of general office machines such as copiers, facsimile machines, and telephone systems.

Preparing and delivering presentations.

Preparing charts, maps and other graphic presentations.

Negotiating with various parties to reach consensus.

Analyzing and resolving technical data, situations and problems.

Researching, compiling, and summarizing a variety of informational and statistical data and materials.

Abilities:

Ability to establish and maintain effective working relationships with others.

Ability to communicate in English both orally and in writing at the appropriate level.

Ability to perform mathematical calculations at the appropriate level.

Ability to learn and follow City and departmental policies procedures.

Ability to read and interpret documents such as operation and maintenance instructions, and procedure manuals.

Ability to analyze and prioritize programmatic requirements and activities.

Ability to understand and carry out written and oral instructions, giving close attention to detail and accuracy.

Ability to deal with problems involving several complex variables in non-standardized situations.

While performing the essential functions of this job, the incumbent is regularly required to sit and stand; use hands to finger, handle, or feel objects; reach with hands and arms; climb ladders; speak and hear; and push, pull and/or lift up to 20 pounds occasionally.