



City of Milpitas

We invite applications for the position of:

Junior Planner

Annual Salary Range: \$71,574 - \$86,999

Post Date: February 17, 2016

Close Date: March 4, 2016

Why Milpitas?

Located at the southern tip of the San Francisco Bay, the City of Milpitas is a dynamic community that is an integral part of the high tech Silicon Valley. With a much diversified resident population of 72,606, Milpitas features quality schools, conveniently located neighborhood parks and shopping centers. The role of every employee is to be committed to accomplishing the community's vision by providing fiscally sound, superior services.

You will be joining a community of 328 professional employees as diverse as the city they support. We are privileged to have such a unique workforce and to foster an environment that encourages those differences. We believe in supporting our employees' abilities and desires for professional growth, to better support retention and commitment throughout all career stages. Milpitas employees are proud and know that their contributions make a difference to the community as well as to their own career. We encourage you to check us out:

<http://www.ci.milpitas.ca.gov/>

The Opportunity

This position performs professional level work in the field of current or advanced planning within the Planning and Neighborhood Services Department; to conduct special projects and research as assigned; and to prepare reports and recommendations relative to assigned area of responsibility.

This is the entry level class in the professional planning series. Positions at this level typically have appropriate specialized training with little or no job related experience. The Junior Planner class serves as a training class to incumbents. The Junior Planner classification is distinguished from the Assistant Planner in the incumbents perform a significant portion of the work assigned to the full journey level class, but without the independence or full responsibility expected of positions at the journey level.

What You Will Do

Duties may include, but are not limited to, the following:

- Receives immediate supervision from higher level professional positions within the planning series.
- Perform professional level work in the field of current or advanced planning.
- Compile information and make recommendations on special studies; prepare technical and complex reports.



City of Milpitas

We invite applications for the position of:

Junior Planner

-
- Serve as project manager for development proposals and work with developers to reach agreement on acceptable site plans; review building plans, parcel maps, and subdivision proposals for conformance with appropriate regulations; prepare reports of recommendations.
 - Coordinate planning activities with other departments, divisions and outside agencies and organizations.
 - Check commercial, industrial and residential development plans for issuance of zone clearance; process permit applications.
 - Conduct field inspections for development proposals, land use surveys, and related planning studies; ensure compliance with applicable codes, ordinances, and conditions of approval.
 - Confer with and advise architects, builders, attorneys, contractors, engineers, and general public regarding City development policies and standards by providing customer service at the counter, over the phone and in the field.
 - Prepare staff reports and graphic displays; make presentations to the Planning Commission, City Council or other committees and boards as assigned; serve as staff.
 - Conduct environmental reviews; collect and analyze data; prepare environmental documents.
 - Perform related duties as assigned.

Experience and Education

A Bachelor's degree from an accredited college or university with **major** course work in urban planning or closely related field.

License and Other Requirements

Possession of or an ability to obtain and maintain a valid driver's license from the State of California

Special Requirements

Essential duties require the following physical abilities and work environment: Ability to work in a standard office environment including use of a computer and the ability to work alone or with other individuals; ability to travel to various locations within and outside the City of Milpitas.

Selection Process

Applicants whose qualifications best meet our current needs will be invited to participate in the selection process that may consist of an assessment of the candidate's written skills, computer skills, and an oral board interview. Meeting the minimum requirements listed in this job description does not guarantee advancement in subsequent phases of the selection process.



City of Milpitas

We invite applications for the position of:

Junior Planner

To Apply

Submit application, supplemental questions (if applicable), resume, copies of required certificates (if applicable) online at www.calopps.org or to the Human Resources Department, City of Milpitas, 455 E. Calaveras Blvd, Milpitas, CA 95035, (408) 586-3090.

A complete job description is available on the City of Milpitas website: www.ci.milpitas.ca.gov (under Employment, Job Specs) or from Human Resources.

The City reserves the right to close or re-open the recruitment at any time. Incomplete and/or inaccurate application materials may result in disqualification from the recruitment process.

Candidates will receive all communications by email regarding the recruitment process, which includes, but is not limited to, application status, testing dates, and interview scheduling. If you require alternate communications, please contact Human Resources at (408) 586-3090.

Benefits

The City provides an excellent array of benefits that includes the following:

- Health Insurance: Multiple plans available through CalPERS Health; plans with Kaiser rate or lower are paid by City
- Delta Dental: City paid
- Vision: City paid
- Life insurance: City paid \$50,000 life insurance; Voluntary life available at employee expense
- 457 (b) Deferred Compensation Plan: City contributes \$900 a year
- Vacation: 11 days accrued in first year
- Sick: 12 days per year
- Holidays: 13 paid holidays per year
- Flexible Spending: Pre-tax medical and dependent care expense accounts
- Credit Union
- Employee Assistance Program
- Tuition Reimbursement Program
- Milpitas Sports Center Membership: City paid
- Retirement: Milpitas employees become members of the California Public Employees' Retirement System (CalPERS).

Classic Employees: Employees hired prior to or after January 1, 2013, who are an existing CalPERS member will be enrolled in the 2% @ 60 CalPERS retirement benefit formula.

New Employees: Employees hired after January 1, 2013, who have never been a CalPERS member, or



City of Milpitas

We invite applications for the position of:

Junior Planner

are a member of a retirement system (CalPERS or reciprocal) with a break in service longer than six (6) months, will be enrolled in the 2% @ 62 CalPERS benefit formula.

- Employees pay 1.45% towards the Medicare Plan. The City does not participate in Social Security.

The City of Milpitas is an Equal Opportunity/ADA employer. Reasonable accommodation in the application, examination, and selection process will be made upon request to Human Resources at (408) 586-3090.

The information contained in this announcement does not constitute either an expressed or implied contract and these provisions are subject to change.