

# County of Santa Cruz

INVITES YOU TO APPLY FOR:



## PLANNER IV

Supplemental Questionnaire Required

Open and Promotional  
Job # 25-GA8-02

Salary: \$9,013 – 11,403 / Month

Closing Date: Monday, July 11, 2025

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### County Equity Statement

*Equity in action in Santa Cruz County is a transformative process that embraces individuals of every status, providing unwavering support, dignity, and compassion.*

*Through this commitment, the County ensures intentional opportunities and access, fostering an environment where everyone can thrive and belong.*

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**THE JOB:** Under limited direction in the Policy Section, perform advanced professional work related to variety of planning assignments, including: act as Project Manager to review and manage complex planning studies, development applications, and consultant proposals, including Transportation studies; conduct project reviews for consistency with the Zoning Ordinance, General Plan and area plans; review State laws and regulations; conduct research, including field inspections; process General Plan Amendments and Zoning Amendments; assist with Housing related policy development and projects; present reports and other findings to staff, decision-making bodies and elected officials; provide professional planning assistance to member communities on varied land use projects; and perform other work as required. **The current vacancy is in the Policy Section of CDI-Planning. The list established will be used to fill the current vacancy and it may also be used to fill other vacancies during the life of the eligible list.**

**The option for remote work may be available based on the type of work and operational needs, upon successful completion of probation.**

**THE REQUIREMENTS:** Any combination of training and experience that would provide the required knowledge and abilities is qualifying. A typical way to obtain these knowledge and abilities would be:

One year of journey level planning experience equivalent to a Planner III at Santa Cruz County.

**Special Requirements:** Possession of a valid California Class C Driver License or the ability to provide suitable transportation, which is approved by the appointing authority.



**Knowledge:** Thorough knowledge of the principles, practices and trends of public land use planning or in the specialty area to which assigned; statistical research methods as applied to the collection and tabulation of data affecting public planning; laws, ordinances and regulations governing planning in California; purposes and policies, procedures and regulations of a County planning department and zoning administration; principles and techniques of gathering and analyzing data; basic statistical methods and procedures used in planning studies; techniques of public presentation; long range and regulatory planning practices; and laws and regulations related to planning, zoning and environmental protection. Working knowledge of legislative processes; and policy formulation. Some knowledge of principles and techniques of project leadership and training.

**Ability to:** Collect, analyze, compile, organize and present technical statistical and related information pertaining to planning and zoning research; interpret, apply and explain laws, rules, regulations and ordinances; prepare concise written and oral reports; participate in planning presentations before official bodies; provide services to the public in a courteous and effective manner; participate cooperatively and effectively as a contributing team member; prepare rough charts, maps and other graphic illustrations; apply laws and ordinances and conduct field investigations may be required for certain positions; produce acceptable work commensurate with the level of appointment in an acceptable timeframe; learn to input, retrieve and analyze data using a computer; organize and present planning research studies; collect, analyze, compile and arrange technical, statistical and related information for planning and zoning research; develop and maintain effective working relationships with the general public, officials and personnel from other agencies; interpret maps and aerial photos; present major planning studies analyses and reports to boards, commissions and committees; complete complex assignments, determine alternative choices and make recommendations; write, interpret, apply and explain complex rules, laws, regulations and ordinances; prepare clear and concise administrative and technical reports, ordinances, resolutions and plans; interpret and consistently apply provisions of laws, regulations and policies; understand and relate to others the concepts, aims and principles of land use planning and zoning; speak effectively before large groups; provide leadership to team efforts; coordinate multifaceted programs as project leader; track, monitor and advocate legislation; develop, implement and monitor grants; act as subject matter expert or resource; and complete the most controversial and technically complex planning assignments.

**THE EXAMINATION:** Your application and supplemental questionnaire will be reviewed to determine if you have met the education, experience, training and/or licensing requirements as stated on the job announcement. If you meet these criteria and are one of the best qualified, you may be required to compete in any combination of written, oral and/or performance examinations or a competitive evaluation of training and experience as described on your application and supplemental questionnaire. You must pass all components of the examination to be placed on the eligible list. The examination may be eliminated if there are ten or fewer qualified applicants. If the eligible list is established without the administration of the announced examination, the life of the eligible list will be six months and your overall score will be based upon an evaluation of your application and supplemental questionnaire. If during those six months it is necessary to administer another examination for this job class, you will be invited to take the examination to remain on the eligible list.

**HOW TO APPLY:** Apply online at [www.santacruzcountyjobs.com](http://www.santacruzcountyjobs.com) or mail/bring an application and supplemental questionnaire to: Santa Cruz County Personnel Department, 701 Ocean Street, Room 510, Santa Cruz, CA 95060. For information, call (831) 454-2600. Hearing Impaired TDD/TTY: 711. Applications will meet the final filing date if received: 1) in the Personnel Department by 5:00 p.m. on the final filing date, 2) submitted online before midnight of the final filing date.

**Women, people of color, and people with disabilities are encouraged to apply. If you have a disability that requires test accommodation, please call (831) 454-2600.**

To comply with the 1986 Immigration Reform and Control Act, Santa Cruz County verifies that all new employees are either U.S. citizens or persons authorized to work in the U.S.

Some positions may require fingerprinting and/or background investigation.

#### **PLANNER IV – SUPPLEMENTAL QUESTIONNAIRE**

The supplemental questions are designed specifically for this recruitment. Applications received without the required supplemental information will be screened out of the selection process. Employment experiences referred to in your response must also be included in the Employment History section of the application.

**NOTE: Please answer the question(s) below as completely and thoroughly as possible, as your answer(s) may be used to assess your qualifications for movement to the next step in the recruitment process.**

1. Describe your education, training and experience in each of the following areas:
  - a. Comprehensive land use planning and planning policy, for example: General Plans, Rezoning, community plans, and ordinances.
  - b. Development review and permitting.
  - c. Public interaction, such as community meetings, trainings, and presenting at public hearings.
  - d. Environmental review and management under the California Environmental Quality Act (CEQA).
2. Describe your experience managing complex projects and deadlines.

#### **EMPLOYEE BENEFITS:**

**ANNUAL LEAVE** – 22 days first year, increasing to 37 days after 15 years of service. Available for vacation and/or sick leave.

**HOLIDAYS** – 14 paid holidays per year.

**BEREAVEMENT LEAVE** – 3 days paid in California, 5 days paid out-of-state.

**MEDICAL PLAN** – The County contracts with CalPERS for a variety of medical plans. For most plans, County contributions pay a majority of the premiums for employees and eligible dependents.

**DENTAL PLAN** – County pays for employee and eligible dependent coverage.

**VISION PLAN** – County pays for employee coverage. Employee may purchase eligible dependent coverage.

**RETIREMENT** – Pension formula 2% at age 60 or 2% at age 62 as determined based on provisions of the CA Public Employees' Pension Reform Act of 2013(PEPRA). Pension benefit determined by final average compensation of three years. County participates in Social Security.

**LIFE INSURANCE** – County paid \$20,000 term policy. Employee may purchase additional life insurance.

**DISABILITY INSURANCE** – Employees in the General Representation Unit participate in the State Disability Insurance (SDI) program. This program is funded 100% by employee payroll deductions.

**DEPENDENT-CARE PLAN** – Employees who make contributions for child or dependent care may elect to have their contributions made utilizing "pre-tax dollars."

**H-CARE PLAN** – Employees who pay a County medical premium may elect this pre-tax program.

**HEALTH CARE FLEXIBLE SPENDING ALLOWANCE (HCFSFA)** – Employees may elect this pre-tax program to cover qualifying health care expenses.

**DEFERRED COMPENSATION** – A deferred compensation plan is available to employees.

**Note: Provisions of this bulletin do not constitute an expressed or implied contract.**

**County of Santa Cruz**

[www.santacruzcountyjobs.com](http://www.santacruzcountyjobs.com)