



**CIVIL SERVICE COMMISSION  
COUNTY OF MADERA  
ANNOUNCEMENT OF EXAMINATION**

**PLANNER III**

**\$4229 - \$4441 - \$4663 - \$4896 - \$5141/Month**

**POSITION:**

Essential

Functions: Perform the more difficult and complex professional planning assignments in preparation of planning reports.  
Perform technical reviews and evaluations of land use and permit applications, environmental impact reports and statements, and construction projects.  
Process general plan amendments, land divisions, including lot line adjustments and land division violations with associated rezonings and staff reports.  
Coordinate Community Development Block Grants and other project coordination.  
Explain ordinances, regulations, and planning policies to the public.  
Assume responsibility for zoning enforcement.  
Serve on committees.  
Make presentations to boards and commissions.

**APPLICATION:**

Apply: Department of Human Resources  
200 W. 4<sup>th</sup> Street, 4<sup>th</sup> Floor, Madera, California 93637  
Phone: (559) 675-7705  
TDD Telephone: (559) 675-8970  
24-Hour Job Line: (559) 675-7697  
Website: [www.madera-county.com](http://www.madera-county.com)

**FINAL FILING DATE: SEPTEMBER 17, 2008** (Official applications must be received by 5:00 P.M. on the final filing date. Postmarks not accepted. Faxed application materials may be accepted under certain circumstances and with prior authorization of the Department of Human Resources. Application materials authorized to be received by facsimile will require that the applicant submit an application with original signature prior to the date of the examination.) ***\*Those applicants claiming veteran's preference must submit a copy of their DD-214 form along with the application.*** Candidates who attain ranking on an eligible list and are involuntarily called to active duty may be considered for eligibility reinstatement upon their return. For additional information, please contact the Department of Human Resources.

**PHYSICAL:**

As a condition of employment with the County of Madera, a candidate must pass an employment medical examination, and review of medical history given by the County Health Department and/or health care professional designated by the County.

**EXAMINATION PROCESS:**

A qualifications appraisal for the purpose of appraising the candidate's education, experience, and personal qualifications will be scheduled for those candidates who meet the minimum qualifications, and may be administered either by a written examination, oral interview, evaluation of education and experience, or any combination of qualifications appraisal determined by the Department of Human Resources to be appropriate. The Civil Service Commission may limit the number of qualified applicants eligible to participate in the examination process. If two or more candidates have the same total final grade on an examination, they may be ranked in order of their scores in that portion of the examination which has the greatest weight. In case this fails to break the tie, they may be ranked in the order of filing applications. ***\*Note: you will be required to submit verification of your identity and citizenship or legal right to work in the United States at the time of and as a condition of an offer of employment.***

The Department of Human Resources will make reasonable accommodation in the examination process for disabled applicants. If you have special needs, please indicate such on your application.

Madera County does not discriminate on the basis of race, religious creed, color, national origin, ancestry, disability, medical condition, marital status, sexual orientation, sex, or age, in any of its programs or activities.

**EQUAL OPPORTUNITY EMPLOYER**

**QUALIFICATIONS:**

- Knowledge of: Operations, functions, services, and activities of the County Board of Supervisors, County Planning Commission, and other agencies concerned with public planning.  
Principles, practices, and trends of public planning.  
Statistical and research methods as applied to the collection and tabulation of data effecting public planning.  
Mathematical principles and methods used in review, analysis, verification, and calculation of planning project data.  
Environmental impacts of changes in land use and land development.  
Graphic illustration and presentation techniques.  
Pertinent Federal, State, and local laws, codes, and regulations including those affecting zoning and land division.  
Purposes, policies, and procedures of the County Board of Supervisors, County Planning Commission, and other agencies concerned with public planning.  
Basic roles and inter-relationships between various levels of government.
- Skill to: Operate modern office equipment including computer equipment.  
Operate a motor vehicle safely.
- Ability to: Enforce zoning and land use ordinances.  
Collect, analyze, and compile technical, statistical, and related information pertaining to planning and zoning research.  
Interpret and apply the policies, procedures, laws, codes, and regulations including those affecting zoning, land use, and land division.  
Organize, conduct, coordinate, and present major planning research studies.  
Prepare both comprehensive and concise reports.  
Make presentations before governmental bodies with planning responsibilities.  
Prepare charts, maps, and other graphic presentations.  
Explain planning policies, zoning ordinances, and land use regulations and land division laws and regulations to the public.  
Communicate clearly and concisely, both orally and in writing.  
Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

**EXPERIENCE AND TRAINING GUIDELINES:**

Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

*TWO YEARS OF INCREASINGLY RESPONSIBLE PROFESSIONAL PLANNING EXPERIENCE COMPARABLE TO THAT OF A PLANNER III WITH MADERA COUNTY; AND EQUIVALENT TO A BACHELOR'S DEGREE FROM AN ACCREDITED COLLEGE OR UNIVERSITY WITH MAJOR COURSE WORK IN PLANNING, COMMUNITY DEVELOPMENT, OR A RELATED FIELD.*

**SPECIAL REQUIREMENTS:**

Essential duties may require the following physical skills and work environment:

Ability to work in a standard office environment with some exposure to outdoors; ability to travel to different sites and locations.

***For additional information, the full job description is available for review by contacting the Human Resources Department at (559) 675-7705, or by visiting [www.madera-county.com](http://www.madera-county.com).***

**BENEFITS:**

Benefits of employment with the County of Madera include 13 paid holidays per year; 1 sick leave day per month (unlimited accrual); 2 weeks paid vacation after 1 year, vacation accrual increasing thereafter with years of service (45 days maximum accrual); membership in the Public Employees' Retirement System (PERS), including an enhanced 2.7% @ 55 retirement benefit formula; County participates in the Public Employees' Retirement System Health Benefit Program and for certain selected health plans, the County pays 100% of health insurance premium for employee and 50% for either two-party or dependent coverage; additional salary increases after 10, 15, and 20 years of service.

Planner III

August 20, 2008  
(08-66)

**THE PROVISIONS OF THIS JOB BULLETIN DO NOT CONSTITUTE AN EXPRESSED OR IMPLIED CONTRACT. THE COUNTY OF MADERA RESERVES THE RIGHT TO MAKE NECESSARY MODIFICATIONS TO THE EXAMINATION PLAN. SUCH REVISIONS WILL BE IN ACCORDANCE WITH COUNTY CIVIL SERVICE STANDARDS. QUESTIONS REGARDING THIS ANNOUNCEMENT MAY BE DIRECTED TO THE MADERA COUNTY DEPARTMENT OF HUMAN RESOURCES.**