ALAMEDA COUNTY COMMUNITY DEVELOPMENT AGENCY
PLANNING DEPARTMENT

Job Announcement

Planner II – Provisional*

Compensation: $49.75-$59.44 Hourly / $3,731.25-$4,458.00. BiWeekly (75 Hours)
$8,084.37-$8,844.88 Monthly / $97,012.50-$115,908.00 Yearly

Planner III – Provisional*

Compensation: $56.91-$68.54 Hourly / $4,268.25-$5,140.50 BiWeekly (75 Hours)
$9,247.87-$11,137.75 Monthly / $110,974.50-$133,653.00 Yearly

Applications are due by December 13, 2026.

The Alameda County Planning Department is seeking dedicated, enthusiastic professionals to immediately fill two positions at the Planner II and/or Planner III level within the Department's Policy Planning and Current (Development) Planning Sections. These positions provide the opportunity to work on a variety of current planning projects such as administering zoning and subdivision regulations, preparing planning reports, providing support at the public front counter or on a variety of long-range planning projects addressing complex policy issues related to housing, transportation, climate change, agriculture, open space preservation, and more in the unincorporated areas of the County.

THE DEPARTMENT

The Planner II and III positions are in the Alameda County Community Development Agency's Planning Department, which has offices in Hayward. After an initial probationary period, employees may be eligible for a hybrid work schedule upon meeting departmental requirements. The Planning Department is responsible for land use planning in the unincorporated areas of the County. The Current Planning Section ensures compatible land uses and enhances the quality of life in our communities by guiding development and redevelopment of existing and new communities utilizing policy and regulatory documents, environmental assessment, and site design review expertise. The Policy Planning Section prepares and updates general plan documents, performs research to inform policy development, and collaborates with members of the public, elected officials, other county departments and other local and regional government agencies on a variety of issues. More information about our department, including current projects, can be found here: http://www.acgov.org/cda/planning/.

THE POSITIONS

***Provisional Appointment: For a provisional appointment, a civil service exam is not required. Provisional appointments are temporary, lasting only until an examination for the position can be given. The appointment ends when the examination is completed.**

You do not gain tenure in the position. However, to obtain a regular position, the appointee will need to compete successfully in a County exam when open.

You will earn vacation, sick leave, paid holidays and are eligible to receive medical and dental benefits.

ALAMEDA COUNTY COMMUNITY DEVELOPMENT AGENCY
PLANNING DEPARTMENT

PLANNER II – Provisional

Under general supervision, to perform work in planning and zoning; to assist a Senior Planner or Planner III in completing planning studies; to administer zoning and subdivision regulations; and to prepare environmental assessments and impact reports.

Distinguishing Features

Planner II's are assigned planning or zoning duties in the Planning Department. Incumbents work on the less difficult planning projects under the supervision of a Senior Planner, or they assist a Planner III with a major planning project. With experience, they assume responsibility for carrying out projects of expanded scope. Positions in this class differ from those in the next higher class of Planner III in that Planners III carry out major projects in planning with a considerable degree of independence. Positions of Planner II differ from those in the next lower class of Planner I in that Planners I perform professional planning duties at an entry level and training capacity. After one year in this class, incumbents may be eligible for promotion to the next higher class of Planner III.

Planner II Examples of Duties

NOTE: The following are the duties performed by employees in this classification. However, employees may perform other related duties at an equivalent level. Each individual in the classification does not necessarily perform all duties listed.

1. Under direction of a Senior Planner or Planner III, prepares background studies for the General Plan, Plan Elements and Amendments, assists in preparing specific plans, environmental impact reports, zoning studies, analysis of subdivision and zoning applications and reports on conformance with the General Plan of proposed public projects. Degree of project responsibility varies with respect to the Planner II's experience and the complexity of the project.
2. Presents projects for which they have had significant responsibility to boards and commissions, as appropriate.
3. Consults with department planners and with other public and private organizations in the preparation of planning assignments.
4. Provides information to the public concerning planning data and plan policies; explains ordinance requirements and application procedures.

Planner II Minimum Qualifications

Either I

Experience:

The equivalent of one year full time experience in the class of Planner I in the Alameda County classified service.

Or II

Education:

Possession of a Bachelor's degree from an accredited college or university, with a major in planning or a related field such as architecture, landscape architecture, geography, urban/environmental studies, economics, sociology, public management/administration. If Bachelor's degree is not in a related field, major must show nexus to planning work experience.

AND

The equivalent of two years full time professional experience in county, city, or regional planning.

Applications due by December 13, 2026

NOTE: A Master's degree from an accredited college or university in city, regional, or urban planning or a related field, may be substituted for one year of the required experience. The Master's degree in a related field must show nexus to planning work experience.

Special Requirements: Candidates may be required to possess and maintain a valid California Driver's License and may be required to drive in the performance of duties. On an as needed basis, it may be necessary for Planners to attend night and/or weekend meetings regarding projects that they are assigned.

NOTE: The Civil Service Commission may modify the above Minimum Qualifications in the announcement of an examination.

Planner II Knowledge and Skills

NOTE: The level and scope of the following knowledge and abilities are related to duties listed under the "Examples of Duties" section of this specification.

Knowledge of:

- The principles of land use, city, regional, and environmental planning and zoning administration.
- Elements of public administration, economics, and sociology.
- Implications of economic, population, and sociological trends on land development and community planning.
- Elementary statistical methods.
- Proportion, spatial relationships, and aesthetic concepts of physical planning.
- Laws relating to planning, zoning, subdivision and environmental protection.
- Basic GIS principles.
- Microsoft Office applications, particularly Word and Excel.

Ability to:

- Apply the principles, methods, and techniques involved in city and regional planning.
- Plan and organize.
- Make decisions and exercise judgement.
- Analyze and problem solve.
- Demonstrate interpersonal sensitivity.
- Communicate effectively, orally and in writing.
- Use basic GIS software.

ALAMEDA COUNTY COMMUNITY DEVELOPMENT AGENCY
PLANNING DEPARTMENT

PLANNER III – Provisional

Under direction, to carry out projects in city, county and regional planning; to conduct research and develop assigned planning and zoning programs involved in the preparation, implementation, and revision of the County general plan; to prepare extensive reports, including statistical data and graphic material; prepare environmental assessments and impact reports and to do related work as required.

Distinguishing Features

Planner III's are responsible for carrying out major projects in planning with little technical supervision during the course of a project. They instruct and give work direction to lower-level planners. The work of Planner III's is assigned and reviewed by Senior Planners or Assistant Planning Directors. Positions in this class differ from those in the next lower class of Planner II in that the latter assist Planner III's, carry out less difficult planning projects, and may be assigned full time to zoning work. Planner III's differ from Senior Planners as Senior Planners have continuing responsibility for a major section and programs of the Planning Department and continuing supervision of professional staff.

Planner III Examples of Duties

NOTE: The following are the duties performed by employees in this classification. However, employees may perform other related duties at an equivalent level. Each individual in the classification does not necessarily perform all duties listed.

1. Carries out major planning projects in policy planning, development planning or zoning, such as research in County growth patterns, present and future land uses and studies related to proposed changes in zoning districts; analyzes proposed site plans and subdivision plans for conformance with County planning policies.
2. Determines the scope and appropriate research methods for preparing community planning projects, organizes and conducts research projects and utilizes the resulting data to develop portions of the general plan; collects and analyzes data, such as population projections, current land use, economic and social trends, physical characteristics and resources of the community and projects present and future housing, economic, transportation, educational and recreational needs of the community.
3. Consults with individuals, community organizations, other County departments and public agencies regarding their specific and general interests in such matters as zoning districts, general plan development and subdivision requirements.
4. Directs the preparation of, or prepares, complete and extensive plans, reports and recommendations including graphic representations and justifications for development and revision of the general plan and precise plans.
5. Performs or supervises performance of drafting work such as making base maps, overlays, graphic representations of land use; and assigns and supervises the work of Planners I, Planners II, and Planning Aides as required by projects.
6. Attends Planning Commission, Board of Supervisors, and other agency meetings as required; consults with a Senior Planner or the Assistant Planning Director regarding work progress and problems and keeps informed on planning trends.
7. Provides information to the public at the public front counter concerning planning data and plan policies; explains ordinance requirements and application procedures.
8. Prepares background studies for the General Plan, Plan Elements and Amendments, assists in preparing specific plans, environmental impact reports, zoning studies, analysis of subdivision

and zoning applications and reports on conformance with the General Plan of proposed public projects.

9. Manages planning consultants, including developing scopes of work, monitoring project schedules and budgets, reviewing deliverables, and coordinating with staff and stakeholders to ensure quality and timely completion of projects.

Ideal Candidate

In addition to meeting the minimum qualifications stated below, the ideal candidate for this position will have strong analytical and writing skills, the ability to work independently as well as collaboratively, be organized and detail oriented, and have sensitivity to working with people of different cultural backgrounds. Specifically, the ideal candidate will demonstrate:

- Experience collecting, analyzing, and interpreting data pertaining to land use, housing, and transportation planning using appropriate methods and statistical techniques to develop recommendations for development project review, and long-range land use and transportation planning priorities.
- Strong presentation skills, both with individuals and at public hearings, including ability to communicate with skeptical community members.
- The ability to identify issues, problems, and opportunities and to choose an effective course of action for developing solutions.
- Experience and expertise prioritizing multiple assignments with competing needs and continually revising priorities as conditions change; ability to work with minimal supervision in a team environment and to handle detail-oriented work.
- Excellent written and verbal communication skills.
- The ability to collaborate and build strong relationships with a wide variety of people, cross-functional teams, and community-based organizations.
- Strong time management, project management and organizational skills with attention to detail and accuracy.
- Experience with basic research methods; proficiency with MS Word, Excel, Teams, Outlook, and PowerPoint.

Planner III Minimum Qualifications

Either I

Experience:

The equivalent of one year of full-time experience in the class of Planner II in the Alameda County classified service.

Or II

Education:

Possession of a Bachelor's degree from an accredited college or university, with a major in planning or a related field such as architecture, landscape architecture, geography, urban/environmental studies, economics, sociology, public management/administration. If the Bachelor's degree is not in a related field, major must show nexus to planning work experience.

Applications due by December 13, 2026

AND

The equivalent of three years' full-time professional experience in city, county or regional planning.

NOTE: A Master's degree from an accredited college or university in city, regional, urban planning or a related field, may be substituted for the equivalent of one year of the required experience. The Master's degree in a related field must show nexus to planning work experience.

Special Requirements: Candidates may be required to possess and maintain a valid California Driver's License and may be required to drive in the performance of duties. On an as needed basis, it may be necessary for Planners to attend night and/or weekend meetings regarding projects that they are assigned.

NOTE: The Civil Service Commission may modify the above Minimum Qualifications in the announcement of an examination.

Planner III Knowledge and Skills

NOTE: The level and scope of the following knowledge and abilities are related to duties listed under the "Examples of Duties" section of this specification.

Knowledge of:

- The principles of land use, city, regional, and environmental planning and zoning administration.
- Elements of public administration, economics, and sociology.
- Implications of economic, population, and sociological trends on land development and community planning.
- Elementary statistical methods.
- Proportion, spatial relationships, and aesthetic concepts of physical planning.
- Laws relating to planning, zoning, subdivision and environmental protection.
- Basic GIS principles.
- Principles, methods and procedures of city and regional planning.
- Physical, social, and economic implications involved in city and regional planning, including the development of urban and suburban environments and aesthetic needs.
- Legal basis of planning.
- Research methods including statistics.
- Governmental organizations, transportation, communications, and public utility systems, as related to planning.
- Basic GIS principles.
- Microsoft Office applications, particularly Word and Excel.

Ability to:

- Composing complete reports on complex land use projects, presents findings in written, graphic, and design form.
- Preparing maps, charts, and other graphic material utilizing drafting and design skills.
- Planning and organizing.
- Making decisions, exercising judgment.
- Analyzing and problem solving.
- Leadership.
- Management control.
- Demonstrating interpersonal sensitivity.
- Communicating effectively, orally and in writing.

- Use basic GIS.

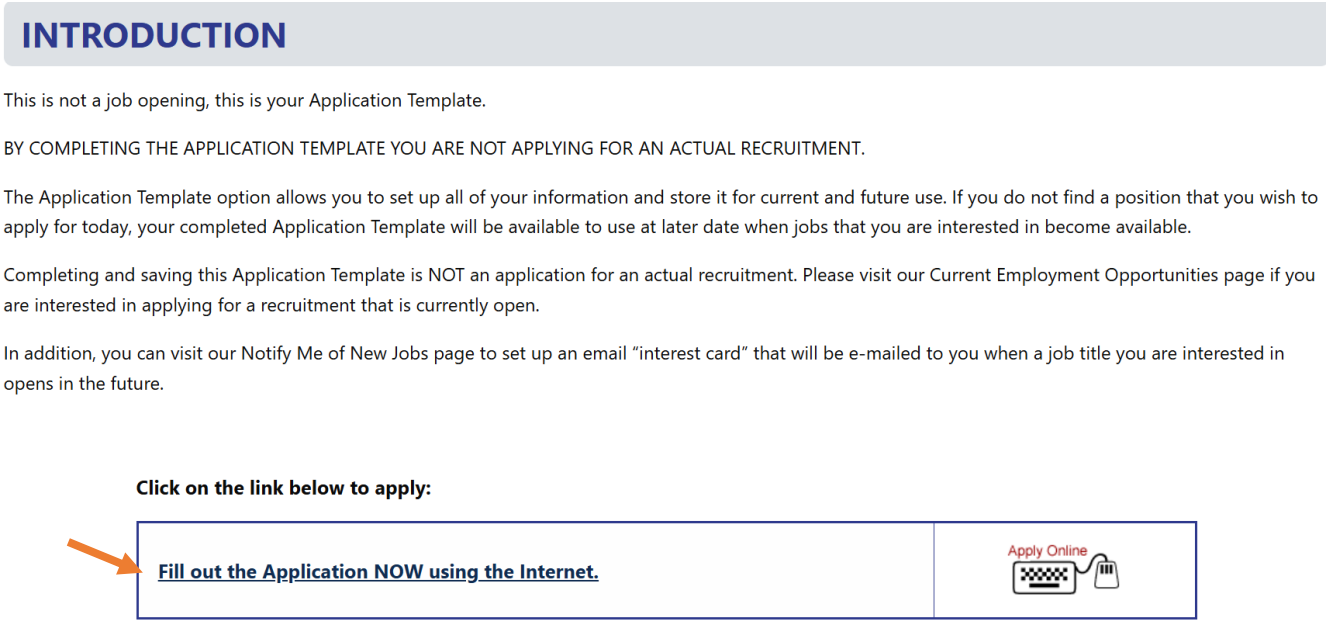
HOW TO APPLY

This recruitment is for provisional appointments. **Please email a PDF of your completed County application *(see instructions below)* along with your resumé and a writing sample to Angelica.Gonzalez@acgov.org and Rodrigo.Orduna@acgov.org.**

- Completion of the County application is required.
- Submit a writing sample you prepared (e.g., a staff report, planning analysis, policy memorandum, or other planning-related document).The information you provide on the application will determine your eligibility to participate in the interview process.
- Clearly describe your qualifications in detail. If minimum qualifications are dependent upon education describe educational nexus, as needed.
- Do not leave any answer spaces blank; if a question does not apply, write "N/A". (Credit cannot be given for education, training, experience, knowledge, skills, and abilities that you fail to indicate).
- Although you may attach a resumé to further describe your qualification, it does not substitute for completing the application form. An incomplete application form may result in disqualification. Do NOT write "see resumé" in your work history.

County Online Application Instructions

1. Go to: Alameda County Human Resource Services Online Application Template.
2. Click on the "Fill out the Application NOW using the Internet" link (bottom of the webpage, see image below).



3. Follow the steps below based on your previous County of Alameda application experience
   a. If you have never completed a County of Alameda application, register as a new user and complete the entire application.

Applications due by December 13, 2026

b. If you have filled out a County application previously, log in and add your most recent position(s) and update other information as appropriate.

4. You are required to provide a valid email address. Our staff will contact you via email and without a valid email address, you will not be contacted regarding your application.
5. Before submitting your application to the County of Alameda, it is your responsibility to ensure accuracy of all information submitted in the application.
6. **Once you've completed the application, print the document as a PDF and email it, along with your resumé and a writing sample to Angelica.Gonzalez@acgov.org and Rodrigo.Orduna@acgov.org.**