



Memorandum

Human Resources Division

TO: Vacellia Clark, Chief Examiner
Civil Service Commission

FROM: Human Resources Staff

RE: Establish a Passing Score for the Planner I register

DATE: January 29, 2014

A. Summary

City of Urbana Human Resources staff recommends a passing score of 42 percent using the application as the Civil Service Exam. This would result in an eligibility register of 70 candidates.

B. Background

The position was open for applications from Dec. 13, 2013 – Jan. 17, 2014; in response, the City received 144 applications for the position.

Numerically, the breakdown of applicants is as follows:

Male	93	65%
Female	46	32%
No response or “n/a”	5	3%

Non-Minority	89	62%
Minority	41	28%
No response or “n/a”	14	10%

C. Application Screening

The scoring plan utilized to evaluate applications is detailed in Appendix A of this memo. A total of 26 points were possible. Qualifying factors included a minimum of a bachelor’s degree in Urban Planning, Geography, Urban Studies, or Public Administration and knowledge of Microsoft Office and Adobe software products. Points were also given for related experience, knowledge of geographic information systems, and experience with public presentations and working with community groups.

Using this scoring plan, the following statistics are observed:

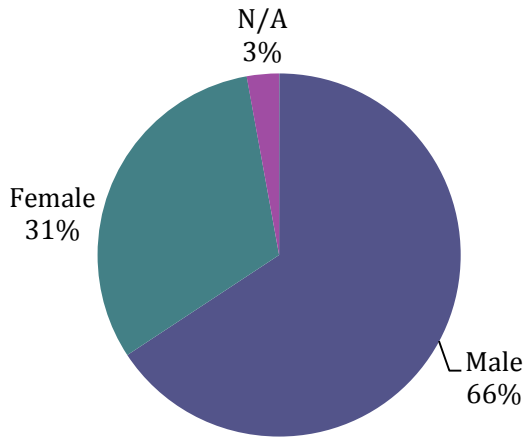
Average	37%	Max	96%
Median	38%	Min.	0%

D. Passing Score and Recommendation

The hiring manager for this position requests that the passing score be established at 42 percent. At this score, the resulting register will consist of 70 candidates. HR staff concurs with the hiring manager to establish the register based on a 42% passing score to allow for a robust and well-qualified candidate pool for consideration. According to the Adverse/Disparate impact report (Appendix B), adverse impact to minority groups is observed using the “4/5ths Rule”; however, further analyses using more

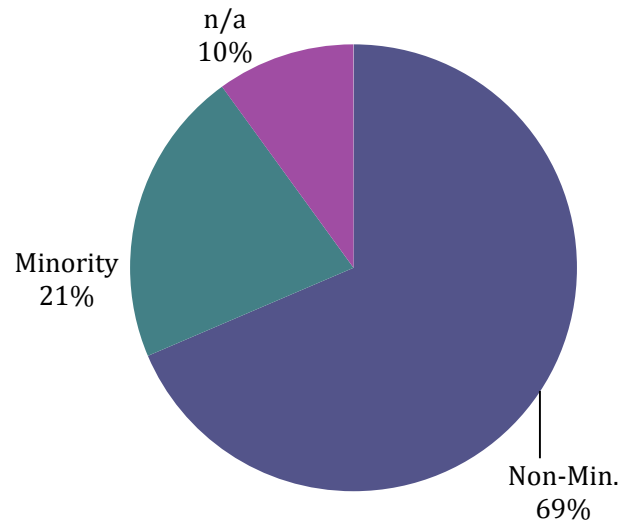
sophisticated measurement tools including the standard deviation and confidence interval indicates that the number of minority candidates selected at this pass rate is likely the result of random selection and bias is not supported by the data.

**Proposed Planner I Register
by Gender**



	Applied	On Register
Men	93	46
Women	46	22
n/a	5	2

**Proposed Planner I Register
by Race/Ethnicity**



	Applied	On Register
Non-Minority	89	48
Minority	41	15
n/a	14	7

E. Attachments

Appendix A: Application Exam Scoring Plan

Appendix B: Disparate Impact Report for a 42% Passing Score

Appendix C: Planner I job description

Appendix A: Application Exam Scoring Plan

1. Which best describes the highest level of education that you have completed? To receive credit, your degree must be in Urban Planning, Geography, Urban Studies, Public Administration or a related field.

No degree **(0)**

Associate's degree **(0)**

Pending Bachelor's degree--I anticipate graduating in May 2014. **(1)**

Bachelor's degree **(2)**

Pending Master's degree--I anticipate graduating in May 2014. **(3)**

Master's degree or higher **(4)**

2. Which best describes your major course of study?

a. Urban Planning, Geography, Urban Studies, or Public Administration

b. Other related area

c. My degree is unrelated

3. If you selected "Other", please explain:

Questions of experience refer to full-time, professional work. If you have worked part time, you must adjust the experience you are reporting accordingly. For example, if you worked part-time at 20 hours per week for 2 (two) years, this is equivalent to one (1) year of full-time experience (40 hrs./week). The work experience you report should also be reflected in the Work Experience section of this application.

4. Which best describes your level of professional experience?

a. No experience **(0)**

b. Less than one year **(1)**

c. 1-3 years **(2)**

d. 4-6 years **(3)**

e. 7-10 years **(4)**

f. 11 years or more **(5)**

5. Do you have professional experience with any of the following? Select all that apply: **(1 point for each)**

a. Transportation/multi-modal planning

b. Historic preservation

c. Urban design

d. Plan review

e. Zoning

f. Subdivision review

g. None of the above

6. For each of the boxes you checked in Question #5 above, describe your related experience :

7. Please select the following software programs with which you have at least basic working knowledge: **(1 point for each)**.
- Microsoft Word or comparable software
 - Microsoft Excel or comparable software
 - Microsoft PowerPoint or comparable software
 - Geographic Information System
 - Adobe Illustrator
 - Adobe InDesign
 - Adobe Photoshop
 - None of the above
8. Do you have AICP certification?
- a. Yes **(2)**
 - b. No **(0)**
9. Do you have work experience presenting to commissions, boards, and/or City Council?
- a. Yes **(1)**
 - b. No **(0)**
10. Briefly describe your work experience presenting to commissions, boards, and/or City Council, referencing jobs listed in your application/resume. If you do not have this experience, type 'None' in the space provided.
11. Do you have work experience working with communities, businesses, and government agencies?
- a. Yes **(1)**
 - b. No **(0)**
12. Briefly describe your work experience working with communities, businesses, and government agencies, referencing jobs listed in your application/resume. If you do not have this experience, type 'None' in the space provided.

Disparate Impact Analysis

(an On-Line Internet based application)



Instructions: Please fill out the information into the form below. Once you have entered your data below, you may select the types of analysis to be conducted by checking the appropriate boxes. Then press the compute button at the bottom of the form to view the results.

Select the type of employment decision: <input type="text" value="Selection"/>			
Enter a title for your report: <input type="text" value="Planner I Register (42% passing point)"/>			
Number of Male <input type="text" value="93"/> Applicants <input type="text" value="46"/> Selected	Number of Non-Minority <input type="text" value="89"/> Applicants <input type="text" value="48"/> Selected	Number of Younger <input type="text"/> Applicants <input type="text"/> Selected	Number of Non-Disabled <input type="text"/> Applicants <input type="text"/> Selected
Number of Female <input type="text" value="46"/> Applicants <input type="text" value="22"/> Selected	Number of Minority <input type="text" value="41"/> Applicants <input type="text" value="15"/> Selected	Number of Older <input type="text"/> Applicants <input type="text"/> Selected	Number of Disabled <input type="text"/> Applicants <input type="text"/> Selected
<input checked="" type="checkbox"/> -Adverse Impact <input checked="" type="checkbox"/> -Chi-Square <input checked="" type="checkbox"/> -Standard Deviation <input checked="" type="checkbox"/> -Confidence Intervals <input checked="" type="checkbox"/> Probability Distribution		Select the Statistical Tests you wish to execute by checking or unchecking the boxes on the left. Then press the 'Compute' button below.	
		<input type="button" value="Compute"/>	
Display: <input checked="" type="checkbox"/> Description of Statistic <input checked="" type="checkbox"/> Interpretation of Results			

Planner I Register (42% passing point)

Adverse-Impact Report

Adverse Impact and the "four-fifths rule." - A selection rate for any race, sex, or ethnic group which is less than four-fifths (4/5ths) (or eighty percent) of the rate for the group with the highest rate will generally be regarded by the Federal enforcement agencies as evidence of adverse impact. [Uniform Guidelines on Employee Selection Procedures](#)

Rate of Females Applicants Selected	Rate of Males Applicants Selected	Adverse Impact Ratio for Females	Adverse Impact Ratio for Males
$(22/46) = 0.4783$	$(46/93) = 0.4946$	$(0.4783/0.4946) = 0.97$	$(0.4946/0.4783) = 1.03$
Adverse impact as defined by the 4/5ths rule was not found in the above data.			

Rate of Minorities Applicants Selected	Rate of Non-Minorities Applicants Selected	Adverse Impact Ratio for Minorities	Adverse Impact Ratio for Non-Minorities
$(15/41) = 0.3659$	$(48/89) = 0.5393$	$(0.3659/0.5393) = 0.68$	$(0.5393/0.3659) = 1.47$
The Adverse Impact Ratio for Minorities is less than 0.80. Minorities Applicants are Selected at a rate less than 80% (4/5ths) of the rate that Non-Minorities Applicants are Selected.			

Chi-Square Report

Observed Expected	Selected	Not Selected	Row Totals
Males	46 45.4964	47 47.5036	93
Females	22 22.5036	24 23.4964	46
Column Total	68	71	139

Chi-Square = 0.033
 The value of the statistic is less than 3.841. This indicates that there is a 95 percent chance that these results have been obtained absent any form of bias. Therefore, you may conclude that these results fall within normal random variations and are not the result of bias.

Observed Expected	Selected	Not Selected	Row Totals

Non-Minorities	48 43.1308	41 45.8692	89
Minorities	15 19.8692	26 21.1308	41
Column Total	63	67	130

Chi-Square = 3.3819
 The value of the statistic is less than 3.841. This indicates that there is a 95 percent chance that these results have been obtained absent any form of bias. Therefore, you may conclude that these results fall within normal random variations and are not the result of bias.

Standard-Deviation Report

The difference between the proportion of the protected class Selected and the proportion of all Applicants Selected has a normal distribution with a mean and standard deviation. The statistic is shown below:

$$(r / n) - p$$

$$\text{sqrt}(p * (1-p) / n) * \text{sqrt}(1-q)$$

Analysis of proportion of Females Selected where:

- r = number of Females Selected.
- n = number of Selected (Females and Males).
- p = proportion of Applicants that are Females.
- q = proportion of Applicants Selected.

	Selected	Not Selected	Row Totals
Males	46	47	93
Females	22	24	46
Column Total	68	71	139

r = 22
 n = 68
 p = 46 / 139 = 0.331
 q = (22 + 46) / (46 + 93) = 0.489

Standard Deviation Statistic = -0.182

These results show that the proportion of Females Selected is -0.182 standard deviations below the proportion of Applicants Selected. A result of less than 2 standard deviations is generally considered non-significant.

Analysis of proportion of Minorities Selected where:

- r = number of Minorities Selected.
- n = number of Selected (Minorities and Non-Minorities).
- p = proportion of Applicants that are Minorities.
- q = proportion of Applicants Selected.

	Selected	Not Selected	Row Totals
Non-Minorities	48	41	89
Minorities	15	26	41
Column Total	63	67	130

r = 15
 n = 63
 p = 41 / 130 = 0.315
 q = (15 + 48) / (41 + 89) = 0.485

Standard Deviation Statistic = -1.839

These results show that the proportion of Minorities Selected is -1.839 standard deviations below the proportion of Applicants Selected. A result of less than 2 standard deviations is generally considered non-significant.

Confidence Interval Report

The proportion of the protected class Selected has an expected value that would fall within a specified confidence interval. The statistic is shown below:

Observed value = (r / n)
 Expected value = p

 Standard Deviation = $\text{sqrt}(p * (1-p) / n) * \text{sqrt}(1-q)$

Confidence Interval:
 Lower Bound = p - 1.96 * Std Dev
 Upper Bound = p + 1.96 * Std Dev

Analysis of proportion of Females Applicants Selected where:

- r = number of Females Selected.
- n = number of Applicants Selected.
- p = proportion of Females among those Selected.
- q = proportion of Applicants Selected.

r = 22
 n = 68
 $p = (46/(46+93))=0.331$
 $q = ((22 + 46)/(46 + 93))=0.489$
 $(r/n)=22/68=0.3235$

The lower bound of the confidence interval is: $0.331 - (1.96 * 0.041) = 0.251$
 The upper bound of the confidence interval is: $0.331 + (1.96 * 0.041) = 0.4109$

Confidence Interval = 0.251 to 0.4109

These results show that the proportion of Females Females (r/n=0.3235) is contained in the confidence interval. Therefore a finding of disparate impact is not supported by this data.

Analysis of proportion of Minorities Applicants Selected where:

- r = number of Minorities Selected.
- n = number of Applicants Selected.
- p = proportion of Minorities among those Selected.
- q = proportion of Applicants Selected.

r = 15
 n = 63
 $p = (41/(41+89))=0.315$
 $q = ((15 + 48)/(41 + 89))=0.485$
 $(r/n)=15/63=0.2381$

The lower bound of the confidence interval is: $0.315 - (1.96 * 0.042) = 0.233$
 The upper bound of the confidence interval is: $0.315 + (1.96 * 0.042) = 0.3978$

Confidence Interval = 0.233 to 0.3978

These results show that the proportion of Minorities Minorities (r/n=0.2381) is contained in the confidence interval. Therefore a finding of disparate impact is not supported by this data.

Probability Distribution Report

Number Females Selected	Number Males Selected	Rate of Females Applicants Selected	Rate of Males Applicants Selected	Adverse Impact Ratio of Females	Adverse Impact against Females ?	Probability	Cumulative Probability
0	68	(0/46)	(68/93)	0	YES	0	0
1	67	(1/46)	(67/93)	0.0302	YES	0	0
2	66	(2/46)	(66/93)	0.0613	YES	0	0
3	65	(3/46)	(65/93)	0.0933	YES	0	0
4	64	(4/46)	(64/93)	0.1264	YES	0	0
5	63	(5/46)	(63/93)	0.1605	YES	0	0
6	62	(6/46)	(62/93)	0.1957	YES	0	0
7	61	(7/46)	(61/93)	0.232	YES	0	0
8	60	(8/46)	(60/93)	0.2696	YES	0	0
9	59	(9/46)	(59/93)	0.3084	YES	0.000001	0.000001
10	58	(10/46)	(58/93)	0.3486	YES	0.000004	0.000005
11	57	(11/46)	(57/93)	0.3902	YES	0.000022	0.000027
12	56	(12/46)	(56/93)	0.4332	YES	0.000101	0.000128
13	55	(13/46)	(55/93)	0.4779	YES	0.000389	0.000517
14	54	(14/46)	(54/93)	0.5242	YES	0.001293	0.00181
15	53	(15/46)	(53/93)	0.5722	YES	0.003723	0.005533

16	52	(16/46)	(52/93)	0.6221	YES	0.009324	0.014857
17	51	(17/46)	(51/93)	0.6739	YES	0.020372	0.035228
18	50	(18/46)	(50/93)	0.7278	YES	0.038927	0.074155
19	49	(19/46)	(49/93)	0.7839	YES	0.065189	0.139345
20	48	(20/46)	(48/93)	0.8424	NO	0.095828	0.235173
21	47	(21/46)	(47/93)	0.9033	NO	0.123803	0.358975
Selected-> 22	46	(22/46)	(46/93)	0.9669	NO	0.140685	0.49966
23	45	(23/46)	(45/93)	1.0333	NO	0.140685	0.640345
24	44	(24/46)	(44/93)	1.1028	NO	0.123817	0.764162
25	43	(25/46)	(43/93)	1.1754	NO	0.095884	0.860046
26	42	(26/46)	(42/93)	1.2516	NO	0.065297	0.925343
27	41	(27/46)	(41/93)	1.3314	NO	0.039066	0.964409
28	40	(28/46)	(40/93)	1.4152	NO	0.020507	0.984916
29	39	(29/46)	(39/93)	1.5033	NO	0.009429	0.994345
30	38	(30/46)	(38/93)	1.5961	NO	0.003789	0.998133
31	37	(31/46)	(37/93)	1.6939	NO	0.001327	0.99946
32	36	(32/46)	(36/93)	1.7971	NO	0.000404	0.999864
33	35	(33/46)	(35/93)	1.9062	NO	0.000106	0.99997
34	34	(34/46)	(34/93)	2.0217	NO	0.000024	0.999994
35	33	(35/46)	(33/93)	2.1443	NO	0.000005	0.999999
36	32	(36/46)	(32/93)	2.2745	NO	0.000001	1
37	31	(37/46)	(31/93)	2.413	NO	0	1
38	30	(38/46)	(30/93)	2.5609	NO	0	1
39	29	(39/46)	(29/93)	2.7189	NO	0	1
40	28	(40/46)	(28/93)	2.8882	NO	0	1
41	27	(41/46)	(27/93)	3.07	NO	0	1
42	26	(42/46)	(26/93)	3.2659	NO	0	1
43	25	(43/46)	(25/93)	3.4774	NO	0	1
44	24	(44/46)	(24/93)	3.7065	NO	0	1
45	23	(45/46)	(23/93)	3.9556	NO	0	1
46	22	(46/46)	(22/93)	4.2273	NO	0	1

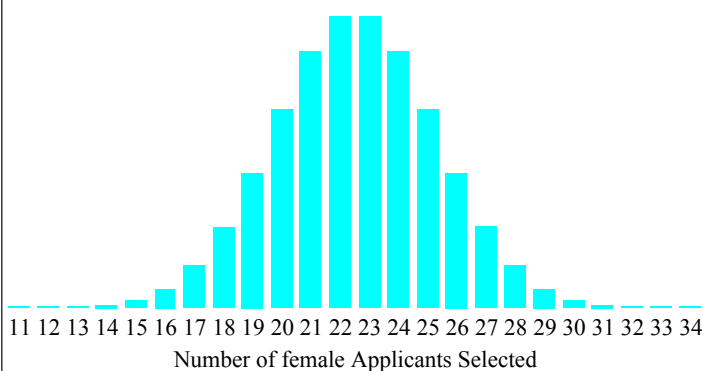
Given that 68 were Selected from a pool of 93 Males and 46 Females it was possible to have Selected from 0 to 46 Females.

Adverse Impact would be found if you Selected 19 or fewer Females.

The probability of Adverse Impact occurring even if the employment decisions were random (i.e. unbiased) is 0.1393 (the sum of the probabilities of having Selected 19 or fewer Females).

Since the probability of Adverse Impact occurring even if the employment decisions were random (i.e. unbiased) is greater than 10%, an observed Adverse Impact may be not significant since the probability is greater than 1 in 10 that Adverse Impact would have occurred due to chance.

Probability Distribution of the variable: Number of Females Selected.



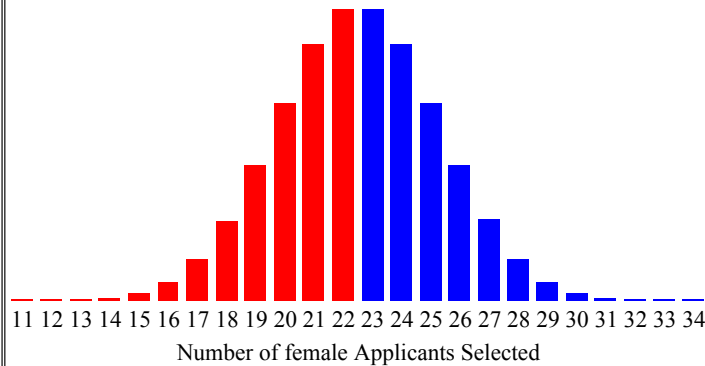
The probability distribution of having Selected from 0 to 46 Females is displayed above. The graph above is shown starting with 11 since the probabilities below this point are near zero. As can be seen, the most likely event (highest probability) to have occurred by chance (or decisions not affected by any form of bias) is to have Selected 22 female Applicants. This represents the mean of the probability distribution. Approximately half of the probability distribution is above this point and approximately half is below this point. The total area contained in the probability distribution is equal to 1. Thus, probabilities for each number of female Applicants Selected are a fraction of the total probability distribution. The larger areas

of the distribution represent higher probabilities of occurrence. Adding the individual probabilities up to a certain point enable you to compute the probability of having Selected that many or fewer female Applicants. Adding the individual probabilities from a certain point and higher enable you to compute the probability of having Selected that many or more female Applicants.

The characteristics of the probability distribution--its mean and standard deviation--are a function of the number of female and male Applicants and the number of Applicants to be Selected. Though it is possible to have Selected from 0 to 46 female Applicants, the individual probabilities of having Selected each number of female Applicants can be computed and accumulated. As noted before, these individual probabilities are a function of the number of female and male Applicants and the number of Applicants to be Selected.

Using the distribution above, a 90 percent confidence interval on the variable 'Number of Females Selected' would have a lower bound of 18 and an upper bound of 27.

The significance of having Selected 22 or fewer Females is graphically displayed below.



As noted earlier, Adverse Impact, according to the 4/5ths rule, would be found if you Selected 19 or fewer female Applicants.

You have Selected 22 female Applicants. The probability of having Selected 22 or fewer Females is equal to the cumulative probability for having Selected 22 Females Applicants. The cumulative probability of having Selected 22 female Applicants is 0.4997 and is graphically displayed, in red, above.

Since the probability is greater than 10%, we are unable to reject the hypothesis that the decisions occurred due to chance. Therefore, we must conclude that it is entirely possible that having Selected 22 or fewer female Applicants is an event that occurred due to chance and not from discriminatory actions by the employer.

Number Minorities Selected	Number Non-Minorities Selected	Rate of Minorities Applicants Selected	Rate of Non-Minorities Applicants Selected	Adverse Impact Ratio of Minorities	Adverse Impact against Minorities ?	Probability	Cumulative Probability
0	63	(0/41)	(63/89)	0	YES	0	0
1	62	(1/41)	(62/89)	0.035	YES	0	0
2	61	(2/41)	(61/89)	0.0712	YES	0	0
3	60	(3/41)	(60/89)	0.1085	YES	0	0
4	59	(4/41)	(59/89)	0.1472	YES	0	0
5	58	(5/41)	(58/89)	0.1871	YES	0	0
6	57	(6/41)	(57/89)	0.2285	YES	0	0
7	56	(7/41)	(56/89)	0.2713	YES	0.000001	0.000001
8	55	(8/41)	(55/89)	0.3157	YES	0.000005	0.000005
9	54	(9/41)	(54/89)	0.3618	YES	0.000027	0.000033
10	53	(10/41)	(53/89)	0.4096	YES	0.00013	0.000163
11	52	(11/41)	(52/89)	0.4592	YES	0.000525	0.000688
12	51	(12/41)	(51/89)	0.5108	YES	0.001797	0.002485
13	50	(13/41)	(50/89)	0.5644	YES	0.005242	0.007728
14	49	(14/41)	(49/89)	0.6202	YES	0.013106	0.020834
Selected-> 15	48	(15/41)	(48/89)	0.6784	YES	0.028194	0.049028
16	47	(16/41)	(47/89)	0.739	YES	0.052361	0.101388
17	46	(17/41)	(46/89)	0.8022	NO	0.084164	0.185552
18	45	(18/41)	(45/89)	0.8683	NO	0.117319	0.302871
19	44	(19/41)	(44/89)	0.9374	NO	0.142018	0.444889
20	43	(20/41)	(43/89)	1.0096	NO	0.149427	0.594316
21	42	(21/41)	(42/89)	1.0854	NO	0.13671	0.731026
22	41	(22/41)	(41/89)	1.1648	NO	0.108747	0.839773

23	40	(23/41)	(40/89)	1.2482	NO	0.075167	0.91494
24	39	(24/41)	(39/89)	1.3358	NO	0.0451	0.960041
25	38	(25/41)	(38/89)	1.4281	NO	0.023452	0.983493
26	37	(26/41)	(37/89)	1.5254	NO	0.010547	0.994039
27	36	(27/41)	(36/89)	1.628	NO	0.00409	0.99813
28	35	(28/41)	(35/89)	1.7366	NO	0.001363	0.999493
29	34	(29/41)	(34/89)	1.8515	NO	0.000389	0.999882
30	33	(30/41)	(33/89)	1.9734	NO	0.000094	0.999977
31	32	(31/41)	(32/89)	2.1029	NO	0.000019	0.999996
32	31	(32/41)	(31/89)	2.2408	NO	0.000003	0.999999
33	30	(33/41)	(30/89)	2.3878	NO	0	1
34	29	(34/41)	(29/89)	2.545	NO	0	1
35	28	(35/41)	(28/89)	2.7134	NO	0	1
36	27	(36/41)	(27/89)	2.8943	NO	0	1
37	26	(37/41)	(26/89)	3.0891	NO	0	1
38	25	(38/41)	(25/89)	3.2995	NO	0	1
39	24	(39/41)	(24/89)	3.5274	NO	0	1
40	23	(40/41)	(23/89)	3.7752	NO	0	1
41	22	(41/41)	(22/89)	4.0455	NO	0	1

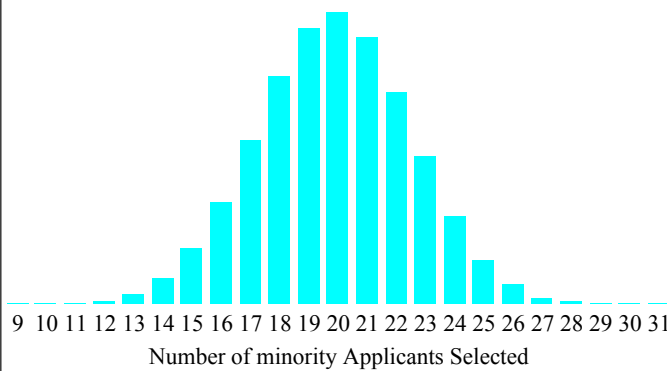
Given that 63 were Selected from a pool of 89 Non-Minorities and 41 Minorities it was possible to have Selected from 0 to 41 Minorities.

Adverse Impact would be found if you Selected 16 or fewer Minorities.

The probability of Adverse Impact occurring even if the employment decisions were random (i.e. unbiased) is 0.1014 (the sum of the probabilities of having Selected 16 or fewer Minorities).

Since the probability of Adverse Impact occurring even if the employment decisions were random (i.e. unbiased) is greater than 10%, an observed Adverse Impact may be not significant since the probability is greater than 1 in 10 that Adverse Impact would have occurred due to chance.

Probability Distribution of the variable: Number of Minorities Selected.



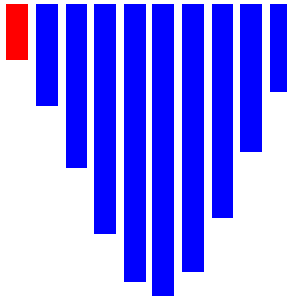
The probability distribution of having Selected from 0 to 41 Minorities is displayed above. The graph above is shown starting with 9 since the probabilities below this point are near zero. As can be seen, the most likely event (highest probability) to have occurred by chance (or decisions not affected by any form of bias) is to have Selected 20 minority Applicants. This represents the mean of the probability distribution. Approximately half of the probability distribution is above this point and approximately half is below this point. The total area contained in the probability distribution is equal to 1. Thus, probabilities for each number of minority Applicants Selected are a fraction of the total probability distribution. The larger areas of the distribution represent higher probabilities of occurrence. Adding the individual probabilities up to a certain point enable you to compute the probability of having Selected that many or fewer minority Applicants. Adding the individual probabilities from a certain point and higher enable you to compute the probability of having Selected that many or more minority Applicants.

The characteristics of the probability distribution--its mean and standard deviation--are a function of the number of minority and non-minority Applicants and the number of Applicants to be Selected. Though it is possible to have Selected from 0 to 41 minority Applicants, the individual probabilities of having Selected each number of minority Applicants can be computed and accumulated. As noted before, these individual probabilities are a function of the number of minority and non-minority Applicants and the number of Applicants to be Selected.

Using the distribution above, a 90 percent confidence interval on the variable 'Number of Minorities Selected' would have a lower bound of 16 and an upper bound of 24.

The significance of having Selected 15 or fewer Minorities is graphically displayed below.





9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31
Number of minority Applicants Selected

As noted earlier, Adverse Impact, according to the 4/5ths rule, would be found if you Selected 16 *or fewer* minority Applicants.

You have Selected 15 minority Applicants. The probability of having Selected 15 *or fewer* Minorities is equal to the cumulative probability for having Selected 15 Minorities Applicants. The cumulative probability of having Selected 15 minority Applicants is 0.049 and is graphically displayed, in red, above.

Since the probability is less than 10%, we must reject the hypothesis that the decisions occurred due to chance. Therefore, we must conclude that the result 15 minority Applicants were Selected supports (based on statistics) a finding of Adverse Impact.

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CITY OF URBANA
Human Resources Division

PLANNER I

JOB DESCRIPTION

Division: Planning
Department: Community Development
Reports To: Planning Manager
FLSA Status: Non-Exempt
Job Type : Full-time, Civil Service; Non-Bargaining Unit
Pay Grade: 30

JOB SUMMARY

This is an entry-level professional position in urban planning. The individual in this position provides technical support and assistance to designated management and professional staff in carrying out both current and long range planning functions for the City, including review of site plans for zoning conformance, plan and map preparation, and data gathering on land use and planning issues. Explains zoning and other regulations to applicants and the general public, including consequences and effects of zoning and variances. Reviews permit applications for conformance with the Zoning Ordinance. Enforces the Zoning Ordinance, in consultation with Planning Manager and Zoning Administrator. Acts as staff support and prepares staff recommendations to public bodies such as the Plan Commission and the Zoning Board of Appeals, including attendance at night meetings. Provides planning-related recommendations to inform public decision making. A planner at this level is expected to require a moderate level of supervision and direction in carrying out assigned tasks and projects.

ESSENTIAL FUNCTIONS

- Responsible for answering the public's questions regarding the Urbana Zoning Ordinance, its application, and identifying the zoning of properties.
- Technical review of site plans and development plans for conformity with the Zoning Ordinance, in coordination with the Building Safety Division and Engineering Division.
- Summarizes information from maps, graphs, reports, field studies, etc.; prepares statistical reports, tabulations, computations, graphs, charts, and computer illustrations to illustrate planning studies.
- Prepares maps and geographic analyses using Geographic Information System (GIS)

- Provides supplemental staff support to the Plan Commission and Zoning Board of Appeals in zoning map amendments, Zoning Ordinance text amendments, annexation agreements and petitions, variances, conditional use permits, and appeals cases. Recommends finding and actions.
- Prepares draft ordinances for City Council approval, as required.
- Attends Zoning Board of Appeals, Plan Commission, City Council and other public meetings as required, including regular night meetings.
- Processes annexation agreements and annexation petitions.
- Coordinates internal City meetings, as assigned.
- Assists the Community Development Director and Planning Manager with planning and zoning projects through research or other assigned tasks.
- Makes field investigations concerning applications and potential violations.
- Assists public with home occupation and sign permit inquiries.
- Assists City Planner/Director and Planning Manager with the implementation, amendment and revision of the City's Comprehensive Plan.
- Coordinates zoning issues and enforcement with the Building Safety Division staff and with other City departments.
- Performs other related duties as assigned.

JOB REQUIREMENTS

KNOWLEDGE & EXPERIENCE

- Knowledge of principles and practices of urban planning and land use, in particular the ability to read and understand site plans, subdivision plats, and construction plans.
- Must possess a combination of education and experience that demonstrates ability to perform these duties typically acquired through a bachelor's degree in Urban Planning, Geography, Urban Studies, or Public Administration. Municipal planning experience is preferred.
- General computer literacy and familiarity with and ability to use word processing, geographic information systems, spread sheets, desk-top publishing software, and e-mail in a network environment.

ABILITY TO

- Ability to communicate effectively and professionally through oral, written, and basic graphic presentation skills, including public presentations.

LICENSES, CERTIFICATIONS AND MEMBERSHIPS REQUIRED

- Must possess an Illinois driver's license within 15 working days from hire and have a safe and responsible driving history.

RESPONSIBLE FOR:

- Shares responsibility for providing staff support for board and commissions such as the Plan Commission and Zoning Board of Appeals, as assigned.
- Insures compliance with public notice requirements for assigned public hearings.
- Enforces the Zoning Ordinance, in consultation with Planning Manager and Zoning Administrator.
- Reviews site plans and construction plans for conformance with the Zoning Ordinance.
- Assists in processing subdivision plat applications in conformance with the Subdivision and Land Development Code.
- Prepares maps and analysis using GIS software.
- Responsible for providing record research and data gathering for multiple planning related projects.

CONTACTS: INTERNAL/EXTERNAL

- Daily contact with general public and office staff.
- Regular contact with boards and commissions.
- Periodic contact with elected officials.

WORK ENVIRONMENT

- Standard office setting.
- Regular use of City automobile.
- Regular fieldwork outdoors for public notices and enforcement.

The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

SPECIAL EFFORT REQUIRED:

- Works with confidential information.
- Regularly attends night meetings.

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Prepared By: Elizabeth Borman & Robert Myers 7/30/2012
Signature *Date*

This job description was approved by the Urbana Civil Service Commission on March 25, 2009. Last revision occurred on 7/31/2012.