

**VENTURA COUNTY RESOURCE MANAGEMENT AGENCY INVITES APPLICATIONS  
FOR:**



**Planning Biologist  
0805RMA-13AA (NF)**  
*An Equal Opportunity Employer*

**SALARY RANGE (approximate)**

\$26.18 - \$36.78 Hour \$4,537.07 - \$6,375.00 Monthly \$54,444.81 - \$76,499.99 Annually

This posting is for the Ventura County Resource Management Agency; vacancy location is Ventura and may require travel throughout Ventura County.

**POSITION INFORMATION**

Under direction, performs progressively complex professional planning work involving data collection and analysis, report preparation and public contact; assists in zoning and/or planning administration; and performs related duties as required.

The ideal candidate for this position will be a person who possesses a combination of education, skills, and experience in the areas of biology and environmental policy planning. This candidate will have experience working on biological surveys including both general surveys and surveys of endangered species or species and habitats of special concern. This candidate will have experience developing environmental policy or regulations within a land use setting. He or she will be a reliable and detail-oriented individual who can identify and solve problems and demonstrates strong written and oral communication skills. The candidate selected for this position will primarily be assigned to perform biological review for land-use permits in the Permitting Section, but will also work with Long-Range Planning staff to develop new policies and draft supporting technical documents for revisions to County ordinances and Area Plans. Fieldwork is occasional.

**PAYROLL TITLE:** Planner III

**EDUCATIONAL INCENTIVE:** Some positions may be eligible for educational incentive. This incentive may be 2.5%, 3.5%, or 5% for incumbents in eligible positions based on completion of an Associate's, Bachelor's, or Master's degree that is not required for the classification.

**BILINGUAL INCENTIVE:** Some positions may be eligible for bilingual incentive depending on the applicable memorandum of agreement and the needs of the department. In order to qualify for this incentive, incumbents in eligible positions must take and pass the applicable bilingual fluency examination with a score of seventy percent (70%) or higher.

**AGENCY/DEPARTMENT:** Resource Management Agency, Planning Division

Planner III is represented by the Service Employees International Union (SEIU) and is not eligible for overtime compensation.

**NOTE:** This classification is within a bargaining unit that is subject to an agency shop arrangement which mandates a regular employee to either join Local 721 of the Service Employees International Union (SEIU) and pay dues as a member or either pay a service fee to Local 721 or direct that an amount equivalent to the service fee be distributed to a qualified charitable organization.

The eligible list established from this recruitment may be used to fill current and future regular, (including temporary, and fixed-term), intermittent and extra-help vacancies within the Resource Management Agency, Planning Division. There is currently one (1) vacancy.

**TENTATIVE SCHEDULE:**

**OPENING DATE:** June 10, 2013

**CLOSING DATE:** Continuous and may close at any time, therefore, the schedule for the remainder of the process will depend upon when we receive a sufficient number of qualified applications to meet the business needs.

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

- Researches, compiles, synthesizes, analyzes and interprets information and data necessary to meet planning objectives including the areas of biology and environmental policy planning.
- Prepares written reports and makes recommendations for completion of planning projects.
- Planners III may act as project team leaders and program coordinators.
- Coordinates projects, defines problems and alternative solutions, and sets objectives as part of the ongoing planning process in program area.
- Coordinates and/or negotiates with other individuals, groups, sections, divisions, departments and agencies on various technical or legal aspects of programs, some of which may be controversial or politically sensitive.
- Conducts field investigations of proposed project sites in order to have direct knowledge of the location or project under study.
- Makes oral presentations to public groups and governmental bodies to explain and clarify planning reports and recommendations.
- Provides general information to the public in response to questions about projects, planning programs, applicable ordinances, policies and procedures.

#### **TYPICAL QUALIFICATIONS**

These are entrance requirements to the examination process and assure neither continuance in the process nor placement on an eligible list.

#### **EDUCATION, TRAINING and EXPERIENCE:**

##### **Education/Experience:**

Considerable experience in land use planning which has led to the acquisition of the required knowledge, skills, and abilities.

- The required knowledge, skills, and abilities can be obtained by completion of a Bachelor's degree in urban planning or a related field and three (3) or more years of progressively responsible planning experience.

#### **NECESSARY SPECIAL REQUIREMENTS:**

Applicants **MUST** possess at the time of appointment, and maintain thereafter, a valid California driver license.

#### **DESIRED:**

- Master's degree in Biology, Environmental Planning, or Natural Resource Conservation or a closely related degree.
- Experience working on biological surveys, including experience conducting both general surveys and surveys of endangered species or species and habitats of special concern or reviewing and critiquing surveys conducted by others to verify accuracy.
- Ability to review and condition development projects for direct and indirect biological impacts, prepare staff reports and recommendations, and understand and administer diverse ordinances, rules, and regulations.
- Five (5) years of demonstrated work experience that includes preparing biology reports for development projects/permits, experience reviewing reports for a regulatory agency, and

environmental policy planning. This work experience should be progressively difficult and could include : (a) preparation of mitigation measures to protect biological resources, (b) preparation of CEQA/NEPA environmental documents and analysis for biology in a land use setting; and, (c) experience evaluating and modifying existing environmental preservation policies or development standards for a local, state or federal land use or conservation agency.

**Knowledge, Skills, and Abilities:**

Comprehensive knowledge of the principles, practices, and techniques of biological analysis associated with land use planning - including federal, state, and local laws or regulations related to planning, land use and environmental protection.

Working knowledge of: research and statistical methods; interagency relationships; map reading utilizing GIS skills.

Working ability to: collect, analyze and interpret data within program area; formulate recommendations; solve problems at increasingly complex levels with each successive step in the job series; speak and write effectively; prepare technical reports; establish and maintain effective working relationships with the public and other agencies to provide information and coordinate planning efforts within program areas.

**Supplemental Information:**

Work is performed primarily in an indoor environment, but regular on-site inspections are required, sometimes involving hazardous terrain. Also, requires occasional climbing, crouching, kneeling, balancing and keyboard entry.

**EXAMINATION PROCESS**

**FINAL FILING DATE:** This is a continuous recruitment and may close at any time, therefore, apply as soon as possible if you are interested in it. Your application must be received by the County of Ventura, Human Resources, in Ventura, California, no later than 5:00 p.m. on the closing date.

To apply on-line, please refer to our web site at [www.ventura.org/hr](http://www.ventura.org/hr). If you prefer to fill out a paper application form, please call (805) 654-5129 for application materials and submit them to the County of Ventura, Human Resources, 800 South Victoria Avenue, L-1970, Ventura, CA 93009.

Applicants must provide sufficient information under the Education/Work experience portion of the application and supplemental questionnaire in order to determine eligibility. A resume may be attached to supplement your responses in the above-referenced sections; however, it may not be submitted in lieu of the application.

**SUPPLEMENTAL QUESTIONNAIRE - qualifying:** All applicants are required to complete and submit the questionnaire for this examination AT THE TIME OF FILING. The supplemental questionnaire may be used throughout the examination process to assist in determining each applicant's qualifications and acceptability for the position. Failure to complete and submit the questionnaire will result in the application being removed from consideration.

**APPLICATION EVALUATION - qualifying:** All applications will be reviewed to determine whether or not the stated requirements are met. Those individuals meeting the stated requirements will be invited to continue to the next step in the screening and selection process.

**NOTE:** If there is a high number of qualified applicants, a comparative screening will be conducted to determine which of the applicants will be selected for invitation to the oral examination. Applications will be evaluated and ranked according to criteria that most closely meets the needs of the department, so it is essential that applicants provide as much detail as possible and answer all parts of the application and the Supplemental Questionnaire.

**ORAL EXAMINATION - 100%:** A job related oral examination will be conducted to evaluate and compare

participating candidates' knowledge, skills, and abilities in relation to those factors which job analysis has determined to be essential for successful performance of the job. Candidates must earn a score of seventy percent (70%) or higher to qualify for placement on the eligible list.

If there are three (3) or fewer qualified applicants, an oral examination will not be conducted. Instead, a score of seventy percent (70%) will be assigned to each application, and each applicant will be placed on the eligible list.

Candidates successfully completing the examination process may be placed on an eligible list for a period one (1) year.

**BACKGROUND INVESTIGATION:** Applicants may be subjected to a thorough background investigation which may include inquiry into past employment, education, criminal background information, and driving record. For those classifications that are subject to Department of Transportation drug and alcohol testing regulations, incumbents will be tested prior to driving a commercial vehicle and may be randomly tested thereafter.

For further information about this recruitment, please contact Liz Sandoval by e-mail at [liz.sandoval@ventura.org](mailto:liz.sandoval@ventura.org) or telephone at (805) 654-2482.

## Planning Biologist Supplemental Questionnaire

This supplemental questionnaire must be completed and submitted with your County of Ventura application. Failure to do so will be deemed as sufficient grounds to deny your entrance into the competitive process. Please respond to each question and be as brief as possible. Your response should not exceed a couple of paragraphs per question, so please be concise and specific.

1. Please provide one or more examples of a complex project where you acted in a lead role while working with or for a regulatory agency/conservation group. In your response, describe the project, indicate your designated role on the project, the length of time you worked on this project, and describe the public review process (if any), any technical challenges, and the application of local, state, or federal regulations (including CEQA/NEPA) to the project.
  
2. The Planning Biologist works directly with staff in the Long-Range Planning section of the Planning Division, providing expert input to staff assigned to evaluate and modify existing policy or development standards that could affect environmental resources. For example, an ongoing project is Coastal Biology, which will result in amendments to the County's Coastal Area Plan and Coastal Zoning Ordinance. Tasks include the analysis of existing policy, preparation of draft policy or development standards, and preparation of supporting technical documentation. Describe the experience you have related to the above long-range planning tasks.
  
3. How would you evaluate the potential biological impacts of a proposed 10,000 square foot home in the Santa Monica Mountains? What are some potential direct and indirect impacts to sensitive plant and animal species to consider within the final biological report on a project of this nature? Please include as much detail as possible.
  
4. Do you have a valid California Driver's License or the ability to obtain one prior to employment?  
☐ Yes  
☐ No