COUNTY OF LOS ANGELES
DEPARTMENT OF HUMAN RESOURCES

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MICHAEL J. HENRY
DIRECTOR OF PERSONNEL

December 22, 2005

To: Each Supervisor

From: Michael J. Henry
Director of Personnel

Subject: **RECRUITMENT FOR DIRECTOR OF PLANNING**

Mr. James Hartl, Director of the Department of Regional Planning, has announced his retirement effective March 6, 2006. We have prepared the attached recruitment and selection action plan (Attachment I) and position description (Attachment II) to recruit for this position.

The recruitment will be performed by the Department of Human Resources without the use of a search firm. The search will be open to all individuals who apply; however, we will target candidates primarily from within California. In addition, if you have names of prospective candidates, please forward them to me and we will contact them.

If you have any questions regarding the recruitment process or the position description, please call me.

MJH:ADC
LH:ck

Attachments

c: Chief Administrative Officer
Executive Officer, Board of Supervisors
County Counsel

I:\DIRECTOR OF PLANNING\BOARD MEMOS\Memo to Each Supervisor - Notification of Recruitment.doc

DEPARTMENT OF HUMAN RESOURCES
EXECUTIVE RECRUITMENT

DIRECTOR OF PLANNING
RECRUITMENT AND SELECTION ACTION PLAN

NATIONWIDE WITHOUT A SEARCH FIRM

ACTIVITY	ESTIMATED NUMBER OF CUMULATIVE CALENDAR DAYS
I. Develop, finalize, and print recruitment announcement. (15 days)	15
II. Filing Period A. Distribution of announcement to targeted areas and groups, such as: major cities and counties (nationwide), internal county departments, employee organizations, special mailing lists, professional organizations and community groups. B. Advertise C. Department of Human Resources Staff to utilize outsourcing methods, networking capabilities, and follow-up calls to targeted potential candidates based upon minimum requirements and desirable qualifications. (60 days)	75
III. A Qualifying Screening Panel, consisting of County executives and subject matter experts, to conduct a qualifying screening of applicants based upon resumes and other submitted materials. (15 days)	90
IV. Assessment Interview Panel, to be selected by the Department of Human Resources and to include subject matter experts, to conduct assessment interviews. Participation in the interview assessment will be contingent upon the extent to which applicants meet or exceed the minimum requirements and desirable qualifications. (Includes timeframe for scheduling panel members and candidates.) (30 days)	120
V. Submit a list of top candidates to each Supervisor, and commence background investigations. (5 days)	125

COUNTY OF LOS ANGELES
POSITION DESCRIPTION

ITEM NUMBER: 3367

TITLE: DIRECTOR OF PLANNING

DEFINITION: This position has full responsibility for planning and directing all operations of the Department of Regional Planning including the development and maintenance of a continuing comprehensive long-range process for the physical, social and economic development of the County, the preparation and maintenance of area and community plans, the administration of the County subdivision and zoning ordinances, the development and maintenance of a base of information on related conditions in the County, and the development of programs to encourage effectuation of the Countywide General Plan.

EXAMPLES OF DUTIES:

Formulates departmental policy, directs its execution, and evaluates work accomplished.

Directs the development, administration, and coordination of a comprehensive, long-range General Plan for the development and conservation of land of the County which includes overall policy and guidelines for development in the unincorporated area of the County.

Directs the preparation of Countywide, area, and community specific plans and special studies such as airport noise and land use plans and local coastal plans required by the 1976 California Coastal Act; coordinates department planning activities with the planning efforts of the various communities in the County.

Directs plan monitoring, plan consistency development, impact analysis, subdivision and zoning ordinance amendments and population revisions.

Directs the administration and enforcement of the County Zoning Ordinance including the processing of zone changes, variances, conditional use permits, zone enforcement complaints, and other zoning applications.

Directs the administration of the County Subdivision Ordinance including processing major and minor land divisions and related applications in unincorporated County areas and conducting land division investigations relating to questionable land divisions and issuing certificates of compliance certifying legal status of lots in the unincorporated County area.

Directs the study and documentation of environmental impacts for subdivision and zoning cases required under the California Environmental Quality Act.

EXAMPLES OF DUTIES (continued):

Directs special surveys, studies and investigations concerning the technical phases of planning and related subjects and the preparation of reports and recommendations including the processing of referrals.

Directs the personnel, fiscal, clerical, supply and other administrative functions of the Department.

Maintains public relations with other departments, agencies, community groups and the public.

Makes periodic reports to the Board of Supervisors regarding the accomplishments of the Department.

Directs the development of changes in organization, staffing, work processing, and management information systems to increase effectiveness and efficiency and reduce administrative cost.

Recommends the adoption, enactment and amendment of County ordinances, resolutions and regulations, State and federal statutes and the County Charter in order to provide effective, efficient and economical administration of the Department.

Ensures that departmental hiring and promotion practices are consistent with the County's equal employment opportunity policy.

Makes recommendations and presentations to the Board of Supervisors and Regional Planning Commission.

Oversees the agenda preparation and all staff reports for the County Regional Planning Commission.

MINIMUM REQUIREMENTS:

Demonstrated knowledge, skills and abilities required in managing an organization. Such management includes directing budget, personnel, fiscal, supply and other administrative functions of an organization, as well as the direction of line or technical functions. Demonstrated knowledge, skills and abilities required to work effectively with organized groups and communities representing diverse points of view, and with government representatives, professional planners, engineers and the public at large. A comprehensive knowledge and understanding of city and regional planning principles and practices and an understanding of the socio-economic impact resulting from the application and enforcement of land use regulations including zoning and subdivision administration.

LICENSE: California Class "C" Driver License or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.

OTHER: U.S. citizenship is required for appointment to this position.

DESIRABLE QUALIFICATIONS:

- Experience in managing a public planning agency which has responsibility for developing a comprehensive plan for areas with diversified topography and land use.
- A comprehensive knowledge of management control systems, financial planning, purchasing and supply, and utilization of personnel resources.
- Education in city and regional planning, engineering, architecture, landscape architecture, public or business administration, geography sociology or economics.
- Experience in legislative analysis or liaison at State or federal levels.
- Ability to apply creativity and innovation to the solution of complex problems.
- Substantial experience participating in community-based activities.
- Membership in the American Institute of Certified Planners (AICP).
- Experience in the implementation of large Geographic Information Systems (GIS).

Date approved: December 22, 2005