



STATE OF NEVADA
Department of Administration
Division of Human Resource Management

CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
LAND USE PLANNER II	36	B	6.711
LAND USE PLANNER I	33	B	6.716

SERIES CONCEPT

Land Use Planners provide specialized professional land use planning expertise to assist local governments and public entities; develop and revise land use ordinances, master plans and land use planning documents to be adopted by local governments; provide training in land use planning; coordinate interagency planning efforts; mediate controversial land use disputes between public and private entities in order to develop a consensus solution; and develop or recommend legislation regarding land use or land ownership.

Represent the agency and the administrator among local, federal, State and private entities in the discussion of controversial land use issues in public hearings and forums; facilitate and lead meetings among various groups and agencies; negotiate and resolve land use conflicts by mediating disputes and achieving consensus on complex and controversial land use issues.

Develop and revise preliminary and final ordinances, master plans, and other land use planning documents; research and analyze land use trends and needs; make policy recommendations to clients by balancing the client's needs with State policies and plans; determine plan boundaries; produce base maps; gather appropriate data; draft goals and objectives; and conduct public workshops and hearings; obtain approval by local planning commissions and submit plan and/or ordinances for adoption by local governments.

Provide training and expertise to local governments and State agencies on a wide variety of land use planning subjects, including federal and State laws and regulations; develop training curriculum; write and produce class materials and syllabi; present training classes, workshops or seminars to local governments and clients with varying levels of planning knowledge and skills; compile and maintain inventories of local government planning information in compliance with the State Land Use Planning Agency requirements.

Review activities of federal agencies related to the use and management of federal land in the State and provide information on such activities to other agencies, groups, or individuals; assist local governments in negotiations with federal land management agencies.

Provide regulatory information and assistance to local governments regarding the use of federal lands that may affect land use planning and potential land ownership changes; update land use plans and policies on federal lands by gathering data, preparing draft documents, holding public hearings and finalizing revised documents as requested by local governments.

Develop legislation related to land use and land ownership by analyzing current laws, patterns of land use and ownership, and the needs of local and State governments; track legislative proposals and develop policy positions on proposed legislation for consideration by agency administration and the Governor's office; facilitate consensus development among local governments, private parties and State agencies, and mediate conflicts relating to proposed and potential legislation.

Review existing land use planning documents to determine value and accuracy; review proposed land status changes and development projects as to potential impact, compatibility or other criteria by investigating appropriate sources and providing advice to federal, State and local agencies.

SERIES CONCEPT (cont'd)

Provide assistance to the State Land Use Planning Advisory Council by coordinating meetings and determining scheduled dates, site location and speakers, and compiling, distributing, and posting agendas, agency reports, informational material, and minutes of the meeting.

Perform related duties as assigned.

CLASS CONCEPTS

Land Use Planner II: Under general direction, incumbents are responsible for managing land use planning projects and perform the full range of duties in the series concept. They represent the division and provide information and testimony to the legislature and subcommittees, regional planning agencies, and the Committee on Public Lands regarding public land and natural resource activities and proposals; track and analyze the impact of Congressional bills and proposals on public land management in Nevada; provide expertise and training to local governments; negotiate consensus among public and private entities on controversial land use issues; and develop land use ordinances and master plans.

Land Use Planner II's are distinguished from the I's by greater independence, development of training curricula, and responsibility for all aspects of land use projects including negotiating collaborative agreements on very sensitive or controversial land use issues. This is the journey level in the series.

Land Use Planner I: Under general supervision, incumbents receive training and gain experience in performing duties described in the series concept. This is the trainee level in the series and progression to the journey level may occur upon meeting the minimum qualifications, satisfactory performance, and with the recommendation of the appointing authority.

MINIMUM QUALIFICATIONS

SPECIAL REQUIREMENTS:

- * Positions in this class require frequent travel to rural counties, more than 25% of the time.
- * A valid driver's license is required at time of appointment and as a condition of continuing employment.

LAND USE PLANNER II

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university in land use planning, urban or regional planning, geography, political science, environmental science, public administration, or closely related field and three years of professional land use planning experience which included developing master plans; coordinating land use planning projects; and/or facilitating conflict resolution between public and community entities and leaders; **OR** two years of experience as a Land Use Planner I in Nevada State service; **OR** an equivalent combination of education above the bachelor's degree level and experience as described above. (See *Special Requirements*)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

Working knowledge of: State requirements in the development of master plans and zoning requirements; the purpose and relationship of federal, State and local governmental and advisory bodies in the provision of services and the exercise of regulatory control; the economic, physical, geographical and demographic characteristics of local communities; federal regulations pertaining to the use and management of federal land; NRS 278 regarding State planning and zoning regulations; NRS 321.640 through 321.770 regarding the State Land Use Planning Agency. **General knowledge of:** geographic mapping systems. **Ability to:** analyze land use planning problems, situations, practices and procedures and formulate logical and objective

MINIMUM QUALIFICATIONS (cont'd)

LAND USE PLANNER II (cont'd)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application): (cont'd)
 conclusions; mediate complex land use conflicts involving commercial, residential, environmental and community land issues and negotiate consensus solutions; develop comprehensive land use plans and policies; write legal documents such as zoning and land ordinances that are internally consistent, fulfill statutory requirements and are adoptable by local governments; recommend changes in land use legislation; coordinate and facilitate conferences and meetings for federal, State, local, and public interest groups relating to land use planning; respond to land use planning issues during public meetings, hearings and workshops; organize work flow, establish objectives and meet scheduled deadlines; discuss a variety of job related topics on short or no notice.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):
Working knowledge of: principles and practices of training; the function and purpose of each section within the Division of State Lands and other State agencies to find needed information. **Ability to:** conduct land use planning research, studies, and projects on a statewide basis; and direct critical land use planning projects involving environmentally sensitive areas.

LAND USE PLANNER I

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university in land use planning, urban or regional planning, geography, political science, environmental science, public administration, or closely related field and one year of land use planning experience which included developing or amending land use ordinances or land use planning elements and/or reviewing land use proposals; **OR** an equivalent combination of education above the bachelor's degree level and experience as described above. (*See Special Requirements*)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):
Working knowledge of: land use planning and zoning principles and practices; development and revision of land use documents and ordinances including master plans; research methods; training techniques; graphic presentation methods and materials; the goals and responsibilities of federal land management agencies and methods utilized to manage federal lands. **General knowledge of:** federal regulations pertaining to the use, acquisition and disposition and management of federal land. **Ability to:** read and interpret technical land use planning information; work independently and follow through on assignments; write concise, logical, grammatically correct correspondence and reports; organize meetings; establish and maintain cooperative working relationships with federal, State, and local officials and representatives; anticipate changes in land use demands, needs and trends; project demographic changes based on current factors, historical trends, available resources and social and physical constraints; read and interpret maps, identify site boundaries and read legal descriptions; make oral presentations to various groups; identify sources of information and compile data pertinent to land use planning; and evaluate land use planning statutes.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):
(These are identical to the Entry Level Knowledge, Skills and Abilities for Land Use Planner II.)

This class specification is used for classification, recruitment, and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

6.711 6.716

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LAND USE PLANNER II

LAND USE PLANNER I

Page 4 of 4

36

B

6.711

33

B

6.716

6.711

6.716

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3/19/21PC

3/19/21PC