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BOARD OF SUPERVISORS' MEETING
April 14, 2026

Modification to the job description for the Director of the Planning Division to change the title to Chief Planner.

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County of Lassen
Department of Planning and Building Services

• Planning • Building • Environmental Health • Code Enforcement • Surveyor • Surface Mining

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April 8, 2026

Zoning and Building
Inspection Requests
Phone: 530 257-5263

TO: Board of Supervisors
Agenda Date: April 14, 2026

FROM: Gaylon F. Norwood, Director *MFN*

SUBJECT: The Planning and Building Services Department is requesting a modification to the job description for the Director of the Planning Division to change the title to Chief Planner.

ACTION REQUESTED:

1. Approve the modification to the job description; and/or
2. Provide direction to staff

Summary:

The Planning and Building Services Department is proposing to change the title of the Director of the Planning Division back to its original title of Chief Planner. There are no changes to the job description or salary. The position is currently vacant. After several unsuccessful recruitments, it is believed the class the title should better describe the duties commensurate with the salary.

The proposed modification has been sent to the Management and Professional Association for review and comment. No comment was received.

Attached for Board review is:
Current Director of the Planning Division Job Description
Proposed Chief Planner Job Description

:gfn
Enclosure

s/pla/admin/files/605.122/"Board letter"



COUNTY OF LASSEN
JOB DESCRIPTION

H-11

| | | | |
|----------------|---|-------------|--------|
| CLASS TITLE: | Director of the Planning Division | CLASS CODE | CD12 |
| DEPARTMENT: | Planning and Building Services | UNIT | MM |
| REPORTS TO: | Planning and Building Services Department Director | FLSA STATUS | Exempt |
| BOARD APPROVAL | 01/11/2022 | RANGE | 32 |

JOB SUMMARY

Under the general direction of the Planning and Building Services Department Director or Deputy Director of the Planning and Building Services Department, the Director of the Planning Division is responsible for the planning areas of the Planning and Building Services Department, specifically the professional planning duties in advance and current planning; zoning; ordinance administration; code enforcement; mining inspection; supervise and train assigned professional and technical staff, and perform work as required. At the discretion of the Director of the Planning and Building Services Department, responsibility for oversight and supervision of code enforcement staff may be assigned to the Director of the Planning Division.

DISTINGUISHING CHARACTERISTICS

The Director of the Planning Division is a supervisory classification, which manages the Planning Division and/or Code Enforcement Division. It differs from other professional planning positions in that the incumbent is responsible for supervising and directing the work of professional and technical staff, personally performs the most complex and sensitive planning and code enforcement work, and acts in the absence of the Director and Deputy Director of the Planning and Building Services Department.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Planning and Building Services Department Director and Deputy Director.

Exercises direct supervision over professional, technical and clerical staff.

EXAMPLES OF DUTIES - Duties may include, but are not limited to, the following:

Prepares for and participates in regular public hearings of the Board of Supervisors and Planning Commission. Conducts necessary field work, consultation with agencies and individuals with special interests with regard to projects and cases.

Directs preparation of, or prepares staff reports and environmental assessments involving negative declarations and/or environmental impact reports.

Directs preparation of and participates in code enforcement investigations, notices, hearings, and abatements.

Directs preparation of, or prepares code enforcement inspection/abatement warrants.

Responsible for the development, maintenance, revision and implementation of zoning, subdivision ordinances and General Plan elements.

Prepares or directs preparation of new ordinances and plan elements to accommodate changes resulting from State legislation or new policies of the County.

Keeps abreast of legislation affecting planning and code enforcement matters (including cannabis and hemp), making the information available to the Director, staff, and to the public.



Supervises and directs staff in the daily operations of the department including establishing procedural systems.

Supervises, trains and evaluates the work performance of professional, technical and clerical staff.

Provides professional planning advice to other agencies and groups; prepares and monitors divisional budgets.

Acts in the Planning and Building Services Director's and Deputy Director's absence in departmental responsibilities.

Performs related duties as assigned.

MINIMUM QUALIFICATIONS

Education and Experience

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education

Equivalent to a Bachelor's degree from an accredited college or university with major course work in rural/regional community planning or a related field.

Experience

Five years of professional planning experience including at least one year of supervisory experience. An advanced degree in planning or related field may be substituted for up to two years of professional experience.

License or Certificate:

Possession of, or ability to obtain, a valid California driver's license.

Knowledge, Skills and Abilities

Knowledge of:

Principles and practices of planning, environmental, and natural resource law.

Planning laws, rules, ordinances and regulations at the County, regional, state, and federal level, such as: Subdivision Map Act; California Environmental Quality Act; Health and Safety Code, Title 24 of the California Code of Regulations, Cannabis Regulation and Safety Act; land development; and the Surface Mining and Reclamation Act.

Principles and practices of management, administration, and supervision.

Research methodology and standard statistical methods and procedures as they apply to the use of socio-economic and environmental data.

Ability to:

Plan, organize, supervise and coordinate the activities of the division utilizing specialized and professional staff.

Train and evaluate staff.

Collect, analyze, interpret and apply data to various planning projects.

Analyze, write and review staff reports and recommendations.



Personally organize, prepare and present clear, concise and well organized written and oral reports.

Use basic word processing computer equipment and programs.

Establish and maintain effective professional work relationships with those contacted in the course of work.

Ability to work cooperatively with other employees.

Physical Demands and Working Conditions:

The physical demands and work environment described here 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.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to sit. The employee is often required to travel to and make outside visits – occasionally on uneven surfaces with potential access barriers; to use hands to finger, handle, or feel; reach with hands and arms; and to stoop, kneel, or crouch. The employee must occasionally lift and/or move up to 50 pounds. Specific vision and hearing abilities required by this job include hearing and vision adequate to observe human interaction, and vision to input and access information from a computer system.

Work is normally performed in an office environment. However, work may be performed outside in inclement weather conditions. The noise level is usually quiet. May come in contact with members of the public who are agitated, argumentative, or verbally abusive.



| | | | |
|----------------|---|-------------|--------|
| CLASS TITLE: | Chief Planner | CLASS CODE | CD12 |
| DEPARTMENT: | Planning and Building Services | UNIT | MM |
| REPORTS TO: | Planning and Building Services Department Director | FLSA STATUS | Exempt |
| BOARD APPROVAL | | RANGE | 32 |

JOB SUMMARY

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