

**Follow up to your Access Sunnyvale service request: SR-00011541 CRM:000560000004**

AccessSunnyvale AP <AccessSunnyvale@sunnyvale.ca.gov>  
 To: SR-00011541 <ablutstein@americarisingllc.com>

Wed, Sep 26, 2018 at 12:04 PM

Hello Allan,

Regarding your recent Access Sunnyvale service request:

Service Request Number: SR-00011541  
 Submitted On: 9/5/2018 12:08 PM  
 Request Type: Public Records Request  
 Description: The following personnel records pertaining to former employee Jamie McLeod-Skinner, who reportedly was a Senior City Planner from 2003 to 2008 and a Management Analyst from 2002 to 2003: (1) copies of job applications; (2) records reflecting annual salaries; and (3) position descriptions.

In response to your request, please find the below and attached information pertinent to Jamie McLeod, employed by the City of Sunnyvale from January 2002 to February 2008. Please note that recruitment files from this timeframe have been destroyed per the City's retention schedule. The attached files are the job descriptions for the Management Analyst position and the Planner series. Below are the records reflecting Ms. McLeod's employment and annual salary.

**McLeod, Jamie**  
 Employee number  
 14371

<u>Date</u>	<u>Action</u>	<u>Position</u>
1/28/2002	Hire	Management Analyst
8/31/2003	Transfer	Associate Planner
10/21/2007	Promotion	Senior Planner
2/7/2008	Resigned	Senior Planner

<u>Year</u>	<u>Salary</u>
2002	66,506
2003	75,961
2004	85,975
2005	86,200
2006	83,663
2007	91,908
2008	17,392

Please let me know if you have any questions.  
 Thank you,

**MICHELLE AHLBERG**  
**Human Resources Manager, Benefits**  
 Department of Human Resources  
 City of Sunnyvale  
 Phone: 408-730-3021 | [mahlberg@sunnyvale.ca.gov](mailto:mahlberg@sunnyvale.ca.gov)

**2 attachments**

 **Mgmt Analyst-Comm Dev.doc**  
 62K

**PlannerFlexSeries.doc**



**CITY OF SUNNYVALE**

Rev/Est	/	4/9/99
Job Code	0278	Rep. Mgmt.
EEOC Category		Professional

**MANAGEMENT ANALYST  
(Subclass: Community Development/Economic Development)**

**DEFINITION**

Under the direction of the Director of Community Development or the Economic Development Manager, Management Analyst/Community Development performs responsible, complex and sensitive work in several specialized areas of Community Development and Economic Development. One position will be shared between the Community Development Department and Economic Prosperity Division and one position will support the Economic Prosperity Division full time. Examples of responsibility include preparation and monitoring of the department/division budget, coordination of the performance outcomes agreement process, and routine and special projects that support the Economic Prosperity work program (business retention, expansion and attraction activities; database development and analysis; and business visitation).

Performs other related work in assisting and supporting other functions as required by the Community Development Department.

**DISTINGUISHING CHARACTERISTICS**

Positions in this classification may be assigned to any area of specialization and perform the more complex, non-routine analytical work, often involving special projects cutting across division lines or having City-wide impact, with only general direction from senior management. This class is distinguished from the Administrative Analyst in that Management Analysts have managerial, budgetary and program administration responsibilities.

The duties encompass a depth and breadth in the level of tasks performed, independence of action and impact on City operations. This position involves a high level of interaction with other City Departments' management personnel. Prepares policy reports, proposals, procedures and correspondence. Develops recommendations and presentations for departmental and citywide consideration. May participate on, support, coordinate or lead special project teams.

**ESSENTIAL FUNCTIONS**

Management Analyst – Community Development/Economic Development may perform any or all of the duties detailed below:

- Performs a variety of complex data gathering, analyses, and report writing activities on a special project basis.
- Coordinates and implements programs, policies and procedures for the Department, e.g., employee evaluation process, continuous improvement, etc.
- Participates in the development of the annual departmental budget by making recommendations and participating in its preparation, research historical expenditure patterns and estimate future needs; assists management in compiling overall budget requests; monitors expenditures after budget adoption and recommends appropriate corrective action.
- Interprets City administrative and personnel policies for supervisors and employees.
- Analyzes proposals for immediate and long-term policy and fiscal impacts and makes recommendations based on findings.
- Prepares recommendations in oral and written form.
- Conducts analytical studies of complex and sensitive budgetary and organizational issues.
- Maintains a consistent and current understanding of policy/program issues in the assigned area of responsibility.
- Analyzes and develops process, procedures, work simplification, computer applications and methods of achieving intended outcomes.
- Coordinates and assembles a variety of financial/statistical information for inclusion in reports and presentations.
- Collaborates with management and co-workers in providing consultation services in areas of expertise.
- Prepares a wide variety of professional reports, documentation and correspondence.
- Strong writing and interpersonal skills essential.

### **OTHER FUNCTIONS**

- May supervise support staff as assigned.
- May act as the supervisor in his/her absence.

- May attend meetings and make presentations.
- Perform other duties as assigned.

### **MINIMUM QUALIFICATIONS**

#### Education & Experience:

Any combination of education and experience equivalent to:

1. Bachelor's degree from an accredited college in business administration, public administration, economics, organizational development or a closely related field. Masters degree preferred.
2. Three years of increasingly responsible management/administrative analytical work experience.
3. Advanced computer skills are highly desirable.

#### Knowledge, Skills and Abilities:

Thorough knowledge of:

- Theory, principles and practices of public administration/community development.
- Principles, programs and practices of analysis and research methodology.
- Organizations and functions of local government agencies.
- Methods of budget preparation, organization and administration.

#### Skill in:

- Managing and organizing large amounts of data in an accurate and easily understandable manner; and complete multi-faceted projects with attention to detail.
- Planning, organizing and prioritizing responsibilities so that projects and reports are completed in a timely and accurate manner.
- Making presentations to large audiences.
- Demonstrating sound judgment and providing unbiased advice in formulating recommendations.

- Collecting, interpreting and evaluating narrative and statistical data pertaining to community development matters and translating these results into coherent well written reports with effective recommendations.
- Analyzing and understanding complex issues in an assigned area of responsibility and developing effective recommendations.
- Using independent reasoning to solve complex problems.
- Establishing and maintaining effective working relationships and demonstrating customer service orientation with peers, departmental representatives, elected officials, representatives of other governmental agencies, business representatives and the public.
- Interacting effectively with strong personalities under pressure.
- Focusing on continuous improvement of customer-related services and results.
- Ability to:
- Operate personal computer with proficiency.
- Communicate effectively orally and in writing.
- Take initiative and be creative in order to accomplish objectives.
- Function effectively with minimal supervision.
- Work irregular hours as necessary to meet deadlines and achieve objectives.
- Work in a multi-task environment and coordinate many assignments simultaneously.
- On a continuous basis, sit at a desk and in meetings for long periods of time. Intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone, and other office equipment.
- Perform the essential functions of the job.

**ASSISTANT PLANNER  
ASSOCIATE PLANNER  
SENIOR PLANNER**

**DEFINITION**

Incumbents in this series perform professional work in all areas of city planning. Assistant Planners conduct research and analysis in the administration of the City Planning and Zoning Ordinance. Associate Planners perform a variety of difficult professional planning work and conduct assignments in policy, current, and environmental planning. Senior Planners perform similar assignments, but at a higher level of expertise, and may also supervise consultants, interns, and/or junior staff. They may also support boards and commissions.

This is a flexibly-staffed classification. Promotion through grades is accomplished by successfully demonstrating the ability to perform competently at one's current level and by meeting the minimum qualifications for the next higher grade. Although the City will normally hire at the Assistant Planner level, it can also hire at the higher levels, depending upon the qualifications of a particular candidate.

**DISTINGUISHING CHARACTERISTICS**

Assistant planner is the entry-level classification for this job series. Incumbents conduct research and analysis in relation to the administration of city planning policies and zoning ordinances, and do related work, as required. Work is performed in accordance with policies established by the Planning Officer. Moderate latitude exists in which judgment may be exercised; routine technical decisions are made.

Associate Planner is the experienced journey-level of this job series. Incumbents are responsible for difficult planning work. Thorough knowledge is required of the principles and practices of planning, as well as knowledge of the physical, social, and economic concepts underlying planning functions. Work is performed in accordance with policies established by the Planning Officer, but considerable scope exists in which professional judgment may be exercised and technical decisions made.

Senior Planner is the advanced-level classification of this job series. Incumbents are responsible for difficult planning work. Thorough knowledge of the principles and practices of planning, as well as the physical, social and economic concepts underlying planning functions, and the ability to present and explain these concepts to the public, is required. Work is performed in accordance with policies established by the Planning Officer, but considerable latitude is given to exercise professional judgment and to make technical decisions.

## **ESSENTIAL FUNCTIONS**

- As assigned, review proposed land use permit applications (including permits not requiring public hearings as well as those scheduled for public hearings) and prepare reports, as required, and make recommendations.
- Make presentations at public hearings and community meetings.
- Prepare reports, correspondence and recommendations.
- Inspect residential, commercial and industrial properties to gather data and assess the possible need for project or plan modifications.
- Research, conduct and/or analyze policy and long range planning projects.
- Research planning issues related to economic development, land use, zoning and environmental concerns.
- Research and write special studies including General Plan review and policy study issues.
- Coordinate project reviews with other city departments and other agencies.
- Answer questions and provide planning and zoning information to developers, property owners, design professionals, other agencies and City departments, and represent the Community Development Department at meetings and conferences as assigned.

## **OTHER FUNCTIONS**

- Perform other duties, as assigned

## **MINIMUM QUALIFICATIONS**

### Education and Experience

**Assistant Planner:** Any combination of education and experience equivalent to a Master's Degree in a related area; or a Bachelor's Degree in a related area and a minimum of six months paid professional city planning experience.

**Associate Planner:** Any combination of education and experience equivalent to a Master's Degree in a related area and a minimum of two years of city planning



experience; or a Bachelor's Degree, a minimum of three years of city planning experience, and certification; or a Bachelor's Degree in a related area and a minimum of four years of city planning experience.

**Senior Planner:** Any combination of education and experience equivalent to a Master's Degree in a related area, a minimum of four years of city planning experience, and certification; or a Bachelor's Degree in a related area and a minimum of seven years city planning experience, plus certification.

The following qualify as certification for these positions:

1. Membership in the American Institute of Certified Planners;
2. Completion of a certificate program in land use, transportation, geographic information systems, public policy, or related area from an accredited institution.
3. State licensing or registration in a related field such as architecture or landscape architecture.

### Knowledge, Skills, and Abilities

Knowledge of:

- City and regional planning practices and principles;
- land use planning, economic development and sociological concepts and issues;
- state land use planning laws, CEQA and the Subdivision Map Act;
- research methods and techniques;
- basic elements of project review, including architectural and site planning considerations;
- methods of citizen participation in planning;
- Federal, State and local planning laws and regulations and the legal basis for planning and land use regulations;
- zoning principles and methods;
- economic forecasting and statistical research methods;
- environmental regulations and issues related to planning process;
- the relationship of land use planning to transportation, housing and other aspects of community development.

Skill in:

- interpreting economic, sociological and statistical data;
- gathering and analyzing planning data for the purpose of preparing accurate and concise written reports and making presentation at public forums;
- organizing materials and data;
- making formal presentations;
- effective writing and oral communication;

- working effectively as part of a group or team;
- dealing tactfully and effectively with the public; and
- providing excellent customer service to the public, citizens, and other City employees.

Ability to:

- make sound decisions consistent with job requirements;
- work occasional overtime, including evenings and weekends;
- perform the essential functions of this position.

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