

ELK GROVE UNIFIED SCHOOL DISTRICT

CLASS TITLE: FACILITIES TECHNICIAN II - DEVELOPMENT & PLANNING

BASIC FUNCTION:

Under the direction of the Manager II - Facilities Development and Manager II - Facilities Planning, or designee, provide advanced technical and analytical support in the administration of the District's Facilities and Planning program; prepare and analyze data, maps, notices, public information materials, and technical documentation; assist in the preparation of Facility Master Plans, fee justification studies and other long range facilities planning documents.

DISTINGUISHING CHARACTERISTICS:

The Facilities Technician II – Development & Planning provides responsible and advanced technical support to the Department including assisting in the preparation and analysis of Facility Master Plan updates and developer fee justification studies. The Facilities Technician III – Development & Planning class is the senior level class in the series. Incumbents conduct the most complex and comprehensive studies, including enrollment projections, boundary studies, school facilities project management for new construction and modernization projects and administer state and local funding requirements. The Facilities Technician I – Development & Planning is the entry-level classification in the series. Incumbents are assigned to collect, process and maintain information for the Department.

ESSENTIAL FUNCTIONS:

Summarize and analyze data concerning such areas as school attendance, school boundaries, site capacities, and student enrollment.

Review and comment on development project applications from local planning jurisdictions. Review tentative subdivision maps, school site reservations, easements, land use designations, and zoning amendments to assess potential impacts on District facilities and enrollment projections. Research and document and maintain data systems for student generation rates and student enrollment projections.

Communicate with County and City Planning Departments, County Assessor's Office, developers, and other state and local agencies to gather and verify planning and development information.

Prepare data and other support materials for the Mello-Roos Community Facilities District and school facilities funding programs.

Prepare and/or assist with periodic technical reports, summaries, and presentation materials for District personnel on school planning.

Monitor residential subdivision activities within the District boundaries and analyze projected impacts on school enrollment and facility capacity.

Maintain inventory of "1A" diagrams, CAD files, square footage of facilities and related planning databases.

Prepare and maintain planning level cost analysis and supporting documentation, construction, developer fees, and other funding plans.

Assist in preparing bond rating documents and related analytical materials.

Prepare maps, public notices, board communications, assist in board agenda items and other correspondence.

Maintain and utilize geographic information system (GIS) and related mapping databases. Respond to and prepare notices of exemption, negative declarations and other CEQA related environmental documentation.

Assist with preparation of Facility Master Plans, Updates and Developer Fee Justification studies.

Maintain and update Basis of Design documents (as it relates to planning and construction).

Assist and track the preparation and submission of new construction and modernization projects related to state and local funding applications, including submittals to the California Department of Education (CDE), Division of the State Architect (DSA), Department of Toxic Substances Control (DTSC), and Office of Public School Construction (OPSC).

Coordinate and attend meetings with planning, design, and construction teams, consultants, contractors, and local and state agencies regarding facilities planning needs.

Provide planning related input and documentation required for state agency reviews and approvals, including CDE site and plan approvals, DSA plan reviews, DTSC clearances, and OPSC funding applications.

Assist in the preparation, maintenance, and implementation of short- and long-range facilities master plans for school housing facilities, ensuring alignment with enrollment projections and long-range planning needs.

Maintain current knowledge of changes in legislation, court cases or related action impacting school facilities planning and funding.

Operate a computer and assigned software, including spreadsheet, database, and mapping applications.

Drive to sites; conduct site visits.

Perform related duties as assigned.

DEMONSTRATED KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Interpretation of maps, enrollment projections and other environmental reports.

Applicable federal, state, local planning laws, rules and regulations related to school facilities planning and funding.

Applicable NEPA and CEQA statutes, laws, rules and procedures.

Statistical and research methods as to the collection, analysis and presentation of data on school student generation and enrollments.

Facilities funding mechanisms including developer fees and Community Facilities Districts.

Operation of a computer and assigned software.

Interpersonal skills using tact, patience and courtesy.

ABILITY TO:

Interpret city and county planning and zoning information and its impact on the District.

Prepare accurate maps, plans, charts, graphs and tables.

Understand and interpret legal property descriptions, topographic drawings, maps, and field notes.

Read and interpret enrollment projections and other environmental reports.

Perform complex professional planning work with a minimum of supervision.

Maintain and utilize geographic information system.

Operate a computer and assigned software.

Communicate effectively both orally and in writing.

Establish and maintain cooperative and effective working relationships with others.

Maintain consistent, punctual and regular attendance.

Effectively communicate to exchange information and make oral presentations.

Walk over rough and uneven surfaces at sites.

Effectively read a variety of materials and conduct site reviews.

Effectively operate a computer keyboard.

Walk, sit or stand for extended periods of time.

Bend at the waist, kneel or crouch.

Reach overhead, above the shoulders or horizontally.

Climb ladders.

EDUCATION AND EXPERIENCE REQUIRED:

High school diploma or equivalent and two years experience at a technical level in development/planning or a closely related field.

LICENSES AND OTHER REQUIREMENTS:

Valid California Class C driver's license.

Personal transportation for job related travel.

WORKING CONDITIONS:**ENVIRONMENT:**

Indoor and outdoor environment.

May be required to drive as needed.

BOARD APPROVED: August 4, 2026