

June 2003

**CITY OF EL CERRITO  
SUPPLEMENTAL QUESTIONNAIRE FORM  
ASSISTANT/ASSOCIATE/SENIOR PLANNER**

Name \_\_\_\_\_

**CANDIDATE INSTRUCTIONS:**

Please complete the following seven (7) questions accurately and thoroughly. Please include your name on each page of your response. Be as concise as possible. Try to limit each response to ½ page

Your eligibility to compete in the next phase of the selection process depends on the information you provide here and in the employment application. The most qualified candidates will be invited to continue. You will be disqualified from further consideration if you do not submit a questionnaire or if it is incomplete.

1. Discuss the most significant or complex development application project you have worked on, including a description of your role and the outcome.
2. Describe your philosophy on customer service in a public-sector planning agency.
3. Review your design or architectural review experience. As a staff person, what would you see as your role in assisting a Design Review Board?
4. Highlight your knowledge and experience in advanced planning including general plan elements or special projects you have worked on, administered or managed.
5. Describe your knowledge of the environmental review process under CEQA. Explain how you would determine whether or not a project was exempt from environmental review and how you would determine if an EIR was required. Give examples from your work.
6. What experience have you had working with businesses, property owners, residents and other interested parties to resolve controversial planning issues? What was your specific role and how did you contribute to a satisfactory outcome?
7. Describe your experience and level of expertise with various computer program including word-processing, database management, spreadsheet, GIS and creating presentations using computer applications.