

THE CITY OF LOS ANGELES



CIVIL SERVICE COMMISSION

CLASS SPECIFICATION

6/24/88

CITY PLANNER, 7944

Summary of Duties: Performs professional level planning work by researching, studying, surveying, illustrating and reporting on urban and community planning problems; performs complex City planning work involving the preparation of studies, research and reports in the areas of community planning work involving the preparation of studies, research and reports in the areas of community planning, City-wide planning, environmental planning, transportation planning, and land use administration and zoning administration; plans, supervises, coordinates, and reviews such work; and does related work.

Distinguishing Features: A City Planner performs responsible professional city planning work and exercises considerable independent judgment and discretion in supervising small groups of professional and sub professional City planning employees working on specific phases of plan effectuation or ajar segments of general planning. An employee of this class may report to a Senior City Planner, and Associate Zoning Administrator, or a Principal City Planner. The work is assigned in general terms that outline the type of project and the desired general characteristics. An employee of this class is responsible for the technical and professional soundness of the results. The work is reviewed for adherence to objectives and policies and the soundness of the recommendations.

Example of Duties:

- Plans, supervises, coordinates, and reviews the work of a unit engaged in a particular phase of general plan or plan effectuation work;
- Supervises office and field work required to study, recommend changes and conditions and approve subdivision and tract maps filed with the City Planning Department;
- Personally prepares reports of more difficult or unusual projects;
- Makes field and office investigations, conducts public hearings, and prepares reports on requests for changes in zoning, conditional use requests, and the establishment of private streets and building lines;
- Oversees the operation of design review boards;
- Supervises the preparation of reports and recommendations on the review and approval of proposed locations and land acquisitions for public buildings and facilities;
- Supervises fields and office work required to prepare land use studies, supporting data and maps, General Plan elements, specific plans, special district studies, and special area studies;
- Supervises the preparation of reports, recommendations, maps, and special exhibits for presentation to the City Planning Commission and other governmental and civic organizations;
- Supervises a branch office of the City Planning Department;
- Advises and assists applicants for zone variances and conditional uses, particularly in the

- case of citizens referred by the Department of Building and Safety;
- Provides planning and zoning information of all kinds to subdividers, builders, property owners, other City departments, and the public;
- Represents the City Planning Department at conferences with other City departments, governmental agencies, and organizations;
- Speaks to civic, community, governmental, and professional groups to explain planning, zoning and urban design matters;
- Makes recommendations on the employment or promotion of professional and sub professional personnel;
- Supervises the maintenance of maps and records;
- Fulfills supervisory responsibilities as set forth in the City's Affirmative Action Plan;
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- May occasionally be assigned to other duties for training purposes or to meet technological changes or emergencies.

Qualifications

Knowledge of:

A good knowledge of:

- Principles, practices, techniques, and purposes of city planning;
- Principles and techniques involved in the development and maintenance of a comprehensive general city plan;
- Principles, techniques, and sources of information applicable to the collection, compilation, analysis, and presentation of data pertaining to city and general planning;
- Local, State, and Federal Laws, City Charter provisions, court cases and legal precedents relating to planning, urban renewal and redevelopment;
- Principles and techniques of personnel management, supervision, and organization applicable to supervising a group of professional, sub professional, and clerical employees.

A working knowledge of:

- Accepted practices and local and applicable State laws relating to zoning, land subdivision and control, and land use;
- Current trends in local, State, and Federal planning and legislation affecting city planning;
- Safety principles and practices:
- Accepted standards for locating streets and highways, recreational, educational, protective, and other public facilities, and industrial, commercial and residential areas;
- Principles and practices of civil and transportation engineering, architecture, landscape architecture, urban design, and municipal administration applicable to city and general planning;
- Terminology, principles, techniques, and sources of information applicable to the collection, compilation of plans and presentations for urban renewal and redevelopment projects;
- Organization of the City and the functions of its various departments;
- Laws and regulations related to equal employment opportunity and affirmative action;

- City personnel rules, policies and procedures.

Ability to:

- Maintain cooperative relationships with other City departments, governmental agencies, and civic and professional organizations;
- Deal tactfully and effectively with personnel of other agencies, public officials, other employees, and the public;
- Conduct field surveys and investigations;
- Plan, coordinate, supervise, and conduct field surveys and investigations;
- Collect, interpret, and analyze data pertinent to city planning and to prepare clear and concise reports;
- Understand, interpret and apply socioeconomic data;
- Supervise or personally perform the collection, interpretation, and analysis of data pertinent to city planning and prepare clear and concise reports, sound recommendations, and adequate data and special exhibits;
- Formulate general plans for City development in specific or general areas;
- Supervise a small number of professional and sub professional employees;
- Conduct public hearings which may involve complex problems and conflicting interests;
- Speak clearly, forcefully, and effectively before professional and civic groups, public gatherings, and in presenting reports and recommendations to governmental agencies.

Requirements: Two years of full-time paid professional experience as a City Planning Associate or in a position which is at least at that level and which has provided two years of full-time paid professional experience in urban planning or zoning is required.

One year of graduate study in urban planning or a closely related field with completion of at least 24 semester units or 36-quarter units, or registration as a landscape architect or architect may be substituted for up to one year of the required experience.

License: A valid California driver's license and good driving record may be required.

Physical Requirements: Strength to perform average lifting of less than 5 pounds and occasionally over 15 pounds; arm and hand dexterity necessary to use drafting instruments; good speaking and hearing ability; and good eyesight, including normal color perception.

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depend, in part, on the specific requirements for the job, the limitations related to the disability, and the ability of the hiring department to reasonably accommodate the limitations.

As provided in Civil Service Commission Rule 2.5 and Section 4.55 of the Administrative Code, this specification is descriptive, explanatory and not restrictive. It is not intended to declare what all of the duties,

responsibilities, and required qualifications of any position shall be.