

**CLASS SPECIFICATION
ASSOCIATE ZONING ADMINISTRATOR 7998
CHIEF ZONING ADMINISTRATOR 7999**

05-18-85

Summary of Duties: Investigates, conducts hearings, and makes determinations upon applications for conditional uses, variances, division of land maps, coastal permits, zoning administrator interpretations and appeals from zoning enforcement action; supervises, coordinates, and participates in the activities of the Zoning Administration Division of the City Planning Department; may supervise other zoning matters as necessary; and does related work.

Distinguishing Features: The positions in these classes were created by the City Charter, which vests in the incumbents certain quasi-judicial functions in connection with the administration and enforcement of the Comprehensive Zoning Plan. Incumbents of these classes have considerable responsibility since their decisions are final unless appealed to the Board of Zoning Appeals. The class of Chief Zoning Administrator is distinguished from the class of Associate Zoning Administrator by the fact that the former is responsible for supervising and coordinating the work of the Associate Zoning Administrators. The Chief Zoning Administrator also plans and establishes the policies, methods, and procedures used in the Zoning Administration Division, directs that Division, and may direct and supervise other land use and zoning activities in the Planning Department.

Examples of Duties : **Associate Zoning Administrator:** Investigates or supervises the investigation of applications for divisions of land or conditional uses and variances from the requirements of the Comprehensive Zoning Plan; conducts public hearings, accepting testimony from applicants, property owners, and other interested persons; determines whether requested variances and conditional uses are in accord with the purpose, intent, and general and specific requirements of the zoning ordinance; grants or denies applications and appeals; imposes special conditions if necessary for approved variances or conditional uses and takes similar steps on appeals regarding actions of the Department of Building and Safety in their enforcement of the zoning ordinances; prepares reports for and appears before the Board of Zoning Appeals and the City Planning Commission with supplemental information in rebuttal to appeals;

Makes general and specific interpretations of the zoning ordinance; determines the application of fence and yard regulations to groups of lots in hillside districts, estate districts, or groups of lots affected by common problems; approves the location of control drill sites for oil wells; determines and specifies the conditions and methods of operation of oil wells in oil-drilling districts;

Determines the proper zone classification of special, commercial, and industrial uses not specifically named in the zoning ordinance by deciding whether they are similar to or not more objectionable than uses permissible in a particular zone; approves plans and may grant design variances for new developments and construction; and consults and corresponds with private individuals and other City departments and governmental agencies regarding planning, zoning and divisions of land regulations and zoning administration.

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Chief Zoning Administrator: In addition to the above, personally investigates, holds public hearings, and makes determinations when appropriate on the more difficult and complex applications; assigns applications and appeals from actions of the Department of Building and Safety to Associate Zoning Administrators for investigation, hearing, and decision; furnishes technical guidance to Associate Zoning Administrators; establishes methods and procedures for the operation of the Zoning Administration Division, and the processing of applications with the advice of the Associate Zoning Administrators; in addition, the Chief Zoning Administrator may be responsible for the supervision of such other activities and units of the Planning Department as may be assigned by the Director of Planning, such as public counters, staff services to the Board of Zoning Appeals, land use, administration and regulation, planning and zoning code revision and amendments; supervises professional, technical, graphic and clerical employees; fulfills supervisory affirmative action responsibilities as set forth in the City's Affirmative Action Program; appears before the City Council, Planning Commission, Board of Zoning Appeals and other public and private agencies as required; and participates in and contributes to management meetings concerned with Departmental policy.

Both Classes: May occasionally be assigned to other duties for training purposes or to meet technological changes or emergencies.

Qualifications:

Knowledges:

State laws, City Charter provisions, and ordinances relating to zoning and divisions of land regulations in the City of Los Angeles;

Associate Zoning Administrator

Chief Zoning Administrator

Good

Good

Principles, practices, scope, and techniques of municipal zoning;

Good

Good

Legal principles and significant court decisions involving zoning, environmental law, and urban planning;

Good

Good

Relationship of zoning to a comprehensive City plan;

Good

Good

Administrative and management techniques necessary for planning, coordinating, and directing the field and office work of a group of professional, technical and clerical employees;

Good

Safety principles and practices;

Good

Laws and regulations related to equal employment opportunity and affirmative action

Working

Working

Relationship of the work of the Office of Zoning Administration to that of the Department of Building and Safety, the

General

General

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Department of City Planning, other departments of the City, and to the County of Los Angeles;

City personnel rules, regulations, policies and procedures;

Memoranda of Understanding as they apply to subordinate personnel;

General

General

Associate Zoning Administrator

Chief Zoning Administrator

Abilities:

Supervise and personally perform investigations of zoning or division of land matters;

X

X

Analyze reports of investigations, and determine, from investigations and testimony, facts pertinent to requested conditional uses or variances from the Comprehensive Zoning Ordinance;

X

X

Conduct hearings in a fair and impartial manner, and arrive at sound, just, and reasonable decisions;

X

X

Deal tactfully and effectively with officials, employees, applicants, appellants, and the general public;

X

X

Direct, coordinate, and review the work of a group of professional technical and clerical employees engaged in field and office investigative and clerical work.

X

Requirements:

Four years experience as a City Planner or in a class at least at that level in professional City planning or zoning administration or two years experience as a Senior City Planner or in a class at least at that level in professional City planning or zoning administration is required for Associate Zoning Administrator.

Three years of experience in a class at least at the level of Senior City Planner in the development, revision, or administration of local zoning and land use control laws is required for Chief Zoning Administrator.

Appointment to positions in these classes is subject to a one-year probationary period as provided in Section 109 of the City Charter.

License: Both Classes: A valid driver's license may be required.

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Physical Requirements: Both Classes: Strength to perform average lifting of less than five pounds and occasionally over 15 pounds; and good speaking and hearing ability.

Persons with medical limitations may, with reasonable accommodations, be capable of performing the duties of some of the positions in these classes. Such determination must be made on an individual basis in light of the person's limitations, the requirement of the position, and the appointing authority's ability to effect reasonable accommodations to the person's 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 and responsibilities of any position shall be.