

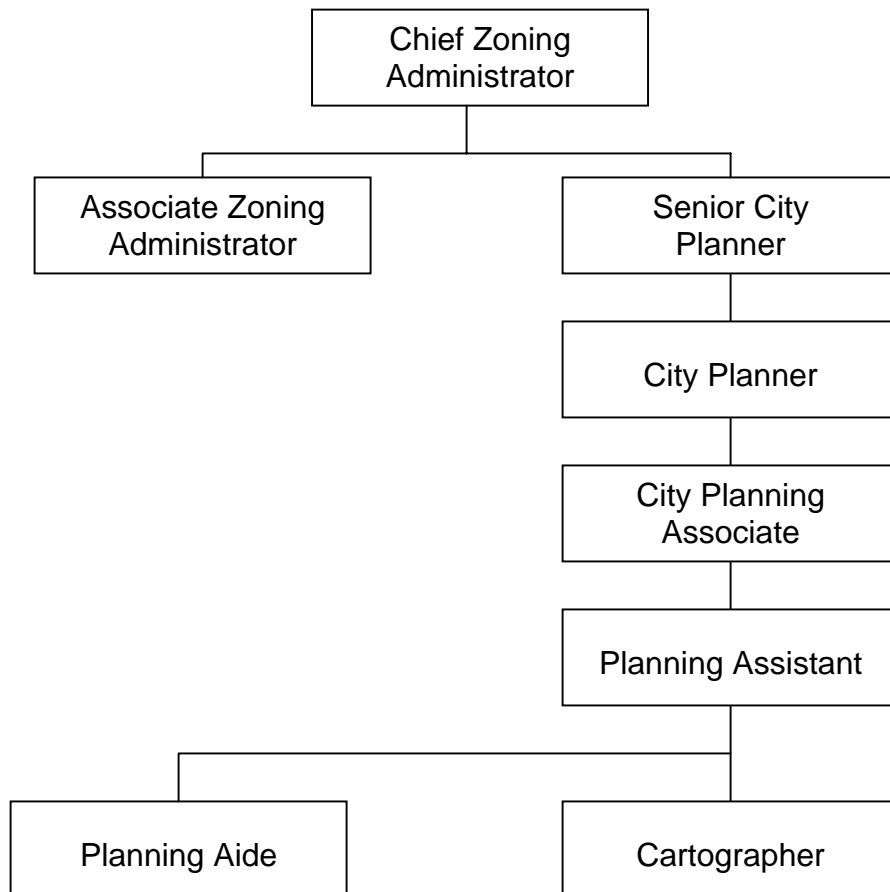
**CITY OF LOS ANGELES  
PERSONNEL DEPARTMENT**

**CAREER OPPORTUNITIES FOR CARTOGRAPHERS**

This information is being given to you to describe potential promotional opportunities as a Cartographer. The career ladders that are available to Cartographers are diagrammed below. The duties and requirements for the first promotional level of these career ladders are described on the back. We encourage you to examine the options open to you and to prepare yourself for the promotions for which you qualify.

**COMMON CAREER LADDERS FOR CARTOGRAPHERS**

The chart below shows the normal career paths for Cartographer. Normal advancement within this series is from Cartographer to Planning Assistant. With specific types of experience, however, promotion or lateral movement between these lines is also possible.



## DUTIES AND REQUIREMENTS OF FIRST PROMOTIONAL LEVEL

### DUTIES

**Planning Aide** – Performs sub-professional planning duties in assisting professional planning personnel in the preparation of reports, studies, surveys and plans.

**Planning Assistant** – Does planning work at a professional level by researching, studying, surveying, illustrating and reporting on City urban and community planning problems.

### REQUIREMENTS

#### **Planning Aide**

1. Three years of full-time paid experience researching and preparing data used in urban planning studies or reports as a Senior Clerk Typist or in a clerical class at least at that level; or
2. Three years of full-time paid experience as a Clerk Typist and Sixty (60) semester units or ninety (90) quarter units from a recognized college or university.

Academic credit from a recognized college or university may be substituted for up to two years of the required experience noted in requirement #1. Thirty (30) semester units or forty-five (45) quarter units equal one academic year.

- Notes:
- a. Planning Aide is a temporary training class and incumbents must promote to other city classes within six years from date of appointment.
  - b. As a condition of employment in this class and in order to file for the Planning Assistant examination, incumbents must satisfactorily complete course work in the following academic areas at a recognized college or university.

<u>Area</u>	<u>No. of Courses</u>
English Composition	2
Urban Studies	2
Statistics or Economics	1
Planning	1

#### **Planning Assistant**

1. Graduation from a recognized four-year college or university with a bachelor's or master's degree in urban planning; urban studies, urban design or landscape architecture; or
2. Graduation from a recognized four-year college or university with a degree in architecture, transportation, public administration, geography, economics, sociology,

political science, civil engineering, or law, and one year of full-time paid professional experience in urban planning activities, such as land development, land use and land planning; or

3. Graduation from a recognized four-year college or university, and two years of full-time paid professional experience in urban planning activities, such as land development, land use and land planning; or
4. Four years of full-time paid experience as a Planning Aide or in a class at that level with the city of Los Angeles, in the performance of sub-professional planning duties under the direction of professional planning personnel in the preparation of reports, studies, surveys and plans, or administering planning and zoning regulations. College education leading to a degree in urban planning or one of the majors mentioned in #2 above may be substituted on a year-for-year basis up to a maximum of two years of this experience.

Completion of a Professional Designation Certificate in Landscape Architecture from a recognized college or university may be substituted for one year of the full-time paid professional urban planning experience specified in Requirements No. 2 or 3.

A master's degree in Urban Planning is desired but not required.

Note: The above information was compiled from work done by the Personnel Department in preparing job analyses for examination, classifying jobs and determining the jobs that would provide qualifying experience for promotional examinations. This information does not replace class specifications and examination bulletins.

### **PREPARING YOURSELF FOR PROMOTION**

1. Broaden your work experience by taking advantage of job rotation and transfer opportunities. Take advantage of on-the-job training opportunities relating to your work.
2. Take advantage of formal education opportunities relating to your work.
3. Learn and stay abreast of laws, procedures, policies and practices relating to your career ladder.
4. Carefully review examination bulletins and class specifications for promotional classes to determine the kinds of skills, knowledges and abilities you need to develop for promotion.
5. Request for Notification cards may be completed in Room 100 of the Personnel Building, (213) 847-9240, to notify you by mail when a specific examination is open for filing. Familiarize yourself with the areas in our work location where weekly job bulletins are posted.

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