

TASK LIST – CITY PLANNER

1. Makes visual observations of areas potentially affected by planning actions in order to become familiar with existing conditions of sites and adjacent areas.
2. Observes characteristics of an area such as predominate building heights, type of development, densities, and specific improvements (recreational uses and other open space activities) in order to make notes, and record facts which may affect land use, circulation, social, and economic development, service system development, and other planning considerations.
3. Develops and designs field survey formats and procedures in order to collect data used in the preparation of planning documents such as specific plans, community plans, and plan revision.
4. Reads, reviews, and evaluates relevant data such as economic, demographic, land use, historical, and other descriptive information from existing sources such as maps, land records, local ordinances, census data, computer printouts, environmental information, data and reports provided by consultants, and pertinent reports prepared by the Planning Department, other City departments, or other jurisdictions and agencies in order to prepare reports, ordinances, and other planning documents.
5. Reads and reviews, existing and/or proposed sections of the Planning and Zoning Codes, the City Charter and local, state or federal legislation in order to guide the preparation of code amendments, evaluate or propose legislative changes.
6. Writes letters, makes telephone calls, or personally consults with elected officials, City departments, private citizens, and representatives from private industry in order to solicit opinions, seek policy guidance, “brainstorm,” identify critical issues, and gather input for the planning process.
7. Reviews pertinent court decisions and past actions of the City and Area Planning Commissions, City Council, Office of Zoning Administration, and other City Departments, jurisdictions and agencies in order to assure consistency with established policies and precedents.
8. Reviews records and minutes of public meetings or hearings in order to gather information about the opinions and concerns of elected or appointed officials and the public that may relate to current and future planning issues and problems.
9. Reads professional literature and studies conducted by other agencies and researchers which involve new research techniques, emergency planning issues, and new or improved computer software related to planning in order to be aware of current information related to assignments.
10. Consults with representatives of other City departments and jurisdictions in order to identify problems or potential problems with current land use and zoning or with current or proposed versions of the Planning and Zoning Codes.

11. Reviews environmental information such as EIRs and other environmental documents, transportation studies, geology, and soil reports prepared or submitted by consultants or other agencies and evaluates them for accuracy and adequacy in order to utilize the information obtained with respect to various planning actions and to assure compliance with State, Federal, and local laws.
12. Reviews technical reports and special studies such as those prepared by experts under contract to the Planning Department and/or Los Angeles World Airports in order to evaluate them for adequacy or to gather information for use in reports or studies.
13. Reviews and evaluates data from office research and field surveys such as land use, population projections, traffic counts, and density in order to guide the development and preparation of various planning documents.
14. Assesses land use, zoning problems, or other proposed changes, amendments or actions in light of considerations such as public necessity, convenience, general welfare, economic and social impact, terminal/airside and landside feasibility studies, legal and administrative precedent, relationship to and impact upon city-wide and community plans, Planning Commission and/or Board of Airport Commission policies, Los Angeles World Airports and/or Planning Department policies, and urban planning theory, in order to present findings, conclusions and recommendations in the form of written or oral reports to decision makers.
15. Prepares or evaluates urban and/or airport design and planning strategies such as land use, zoning, transportation, and service systems, intended to meet current future needs of the Los Angeles area and improve the quality of City life.
16. Makes specific written or oral action recommendations on General Plan goals, policies and programs, subdivision actions, zone changes, plan amendments, and various appeals to Planning Department management, Los Angeles World Airports Management, Board of Airport Commission, the Planning Commission, Zoning Administrator, Board of Zoning Administrator, Board of Zoning Appeals, Area Planning Commission, City Council, or Advisory Agency.
17. Suggests alternatives to development proposals, design strategies, case or legislative process, and other problems addressed in reports or studies.
18. Writes proposed planning and zoning ordinances, CEQA/NEPA, EIRs, community and specific plans, special studies reports, and public works approvals, and policy analyses.
19. Writes decisions with respect to Certificates of Compliance, Parcel Map Exemptions, and land division violations in order to assure compliance with the Subdivision Map Act and Los Angeles Municipal Code.
20. Advises and assists applicants in person, by phone or letter with the preparation and submittal of applications including zone changes, conditional uses, parcel maps, subdivisions, and environmental assessment forms.

21. Interprets and explains in person, by telephone, at public meetings or by written communication: planning and zoning regulations, subdivision regulations, policies and actions of the Planning Commission, Board of Airport Commission, Area Planning Commission, Board of Zoning Appeals, Planning Department management, Los Angeles World Airports, or City Council to elected officials, representatives of other City Departments, or other agencies and private individuals.
22. Provides information, referrals, or assistance on topics such as land development, planning and zoning regulations, site information, code violations and nuisances, to subdividers, builders, property owners, concerned citizens, or individuals about planning and zoning matters or statistical information.
23. Refers individuals seeking information to the appropriate agency, City department or section of the Planning Department.
24. Speaks to civic, community, governmental, professional and special interest groups in order to explain and answer questions about city-wide and community plans and other planning or zoning matters.
25. Makes oral presentations or provides expert knowledge and detailed information about airport planning, city planning or other zoning matters before the Planning Commission, Board of Airport Commission, Area Planning Commission, Board of Zoning Appeals, City Council, General Plan Advisory Board, or Advisory Agency.
26. Answers planning related questions, speaks, and otherwise represents the Planning Department and/or Los Angeles World Airports at meetings or conferences with other City departments, agencies, jurisdictions or organizations in order to support Planning Department and/or Los Angeles World Airports positions on various issues.
27. Acts as a Hearing Officer for the City, Los Angeles World Airports and Area Planning Commissions by taking and recording written and oral testimony on matters such as zoning adjustments, conditional uses, supplemental use districts, plan amendments, plan revisions, and specific plans in order to make written and oral recommendations to the City and Area Planning Commissions and/or Board of Airport Commission.
28. Conducts various public and citizen advisory committee meetings or workshops which require the preparation of notices, securing locations, coordinating staff work, preparation of required graphics, written material, and displays.
29. Writes job descriptions and/or develops performance standards for quantity of work such as number of studies completed, reports written, complaints received, and/or residences inspected, and/or quality of work such as work products produced and/or repairs made in order to inform employees of job expectations.
30. Orients new employees by explaining job requirements and providing written materials such as performance standards, personnel rules, policies, procedures, and benefits.

31. Trains employees by explaining and demonstrating work procedures and then observing employee performance to ensure employees are properly trained and to determine additional training needs.
32. Plans work of unit, assuring priority assignments are handled first; considers assignments in terms of content, difficulty, and timeframe as well as employee workload, capabilities, and developmental needs; and assigns responsibility and explains assignments in order to ensure workload is appropriately distributed among staff and that they are prepared to complete it as directed.
33. Facilitates employees' work by ensuring necessary resources are available, answering questions, and recommending use of more efficient or effective procedures.
34. Observes employee performance, reviews work of employees, and monitors job progress in order to ensure timely completion of work and that its quantity and quality are consistent with standards.
35. Discusses completed work with employees, including quantity and quality, timeliness, and problems encountered; and provides verbal and/or written praise and/or constructive criticism in order to provide recognition of good/poor performance and to coach them for effective performance of future assignments.
36. Documents incidents of noteworthy good or poor job performance; evaluates employees in areas relevant to the job; documents employee evaluations; and discusses evaluations with the employee in order to provide positive and negative feedback and identify developmental needs.
37. Conveys information to employees orally or in writing, including information from management such as policy changes or department objectives, interpretations of City policies or MOU's, and training and promotional opportunities; listens to employee concerns and follows-up as appropriate; discusses activities of unit with other supervisors; and informs management of unit activities, concerns, ideas, and suggestions in order to ensure everyone is provided relevant information.
38. Interviews job candidates; applies the principles of Equal Employment Opportunity; listens to employee grievances and disputes to identify a fair solution based on facts; counsels employees regarding problems such as rule infractions or inappropriate conduct; and/or disciplines employees following departmental progressive disciplinary procedures in order to perform personnel policy functions.
39. Schedules employee time at work; approves/disapproves employee requests for time off; and verifies that timesheets properly account for employee work time in order to assure necessary levels of staffing, timely completion of work, and appropriate documentation.
40. Estimates/determines supplies, equipment, and staffing needs to complete assigned work; procures it within the organization or via contract; considers future equipment and staffing needs in order to assist in budget preparation.

41. Reviews the preparation of data for computer input and evaluates the results of subsequent data analysis.
42. Prepares and coordinates work program comprising a schedule of tasks, milestones and work products, internally and with other agencies such as MTA, Southern California Association of Governments, Southern California Rapid Transit District, Mayor's Office, Department of Building and Safety, Department of Transportation, Regional Planning Department, City Attorney, Los Angeles World Airports and Bureau of Engineering.
43. Writes reports of actions, and/or provides technical advice on planning matters to Boards and Commissions.
44. Communicates, both orally and in writing, with experts or consultants with whom work has been contracted by the Department on progress towards accomplishing specific tasks and other obligations contained in contractual agreements.
45. Meets with representatives of other jurisdictions and agencies regarding Departmental and City policies pertaining to various planning projects and issues.
46. Prepares written request to outside agencies for grant funding of special projects taking into account the standards, criteria, and objectives of the granting agency and their applicability to the proposed project.
47. Supervises a staff, represents the Department, provides information to the public, and coordinates with other City agencies and offices in order to manage a branch office of the Planning Department and/or Los Angeles World Airports.
48. Prepares written and oral summaries of ordinances, designs forms and procedures, in order to carry out ordinances' intent and notify the public.
49. Reviews the usefulness of computer software packages such as those used for population projection, land use surveys, and geographic information in order to provide information to systems staff on their usefulness.
50. Attends meetings and holds conferences with management and staff, communicates Department policies and instructions to line staff, follows up on compliance, and checks on timely assignment completion while serving as an acting section head.
51. Establishes scope of work, writes Request for Proposal (RFP), determines funding needed, oversees review evaluation, and selection of proposals, monitors selected contractor's compliance, and evaluates their performance in order to manage contracts.
52. Manages airport-specific entitlements, environmental, and land use planning including the management of CEQA/NEPA projects in order to review potential environmental effects and coordinate with airport related agencies such as the FAA and ALUC.
53. Plans, develops and manages projects related to all land use, comprehensive, and advance planning including entitlements, tenant development plan review, and preparation of all environmental planning documentation.

54. Acts as a liaison between airport tenants, the Federal Aviation Administration, City, State and federal agencies, community interests, and the City of Los Angeles concerning airport planning and design activities, projects, studies, and related matters.
55. Coordinates with airport senior management, airport sponsors, a multi-discipline team of professional staff, consultants, and the public on various aspects of airport and aviation planning, programming, conceptual design, and the development of airport projects.
56. Develops and analyzes conceptual development and/or feasibility studies for proposed major new and existing airport facilities including all capital improvement such as runways, taxiways, aprons, access and terminal roadways, vehicle parking areas, terminal building and utilities plants.
57. Supervises development of Project Definition Booklets and plans, develops, and coordinates the update of the Design and Construction Handbook.
58. Conducts numerous feasibility studies and analyses for terminal, landside and airside projects.
59. Analyzes data and prepares reports and studies relating to airport access, runways, terminal design, surrounding land uses and environmental factors pertaining to airport operations.
60. Assists consultants, engineers, contractors, and tenants in preparing and analyzing plans and specifications for airport development and construction projects in order to ensure adherence to airport policies, plans, standards, and protocols for construction documents.