

**PLANNING ASSISTANT (7939)  
Task List - 2020**

1. Records digital images (photographs), refers to maps, and/or records facts and findings such as prevailing design conditions and densities, current property uses, property dimensions, assessment of existing conditions of structures, and comparisons of proposed plans to existing structures in order to conduct and document field survey reports.
2. Gathers data from sources such as the general plan, existing maps, land records, census information, building permits, prior cases, local ordinances, and special reports prepared by City departments or jurisdictions in order to determine whether a proposed development is consistent with lot ownership, is in conformance with plans, zoning codes, and ordinances, and the impact of any proposed or pending policy and regulatory changes.
3. Reads, reviews, and makes determinations of applicability of the planning and zoning sections of the Municipal Code, City Charter, and existing or pending regulations/legislation in order to answer questions at public counters, community meetings (open houses), and public hearings and to determine the steps required to secure project conformance.
4. Prepares written communication, makes telephone calls, and consults with other local, state and federal jurisdictions, private industry, other City Departments, public officials or their representatives, and the public in order to solicit information such as opinions on proposed development or use, the impact of any code changes, and to determine how other jurisdictions handle a particular issue or problem in order to gather information and determine relevant community concerns.
5. Writes complex narrative reports based on field and office research which may include descriptions of the physical site, description of adjacent land uses and structures, detail of proposed uses, descriptions of socio-economic conditions and surrounding area, population, urban design, traffic, transportation, crime statistics, basic history, and future trends in order to provide information to the City Council, Council Committees, Commissions, or Department staff.
6. Reads and reviews proposals related to the impact of proposed land use or other changes on the surrounding neighborhood, the community as a whole, community development, future property use, service systems, natural resources, the environment, and public facilities in order to ensure consistency with the General Plan, specific plans, overlay districts, and other regulations.
7. Researches, collects and prepares statistical, topographic, demographic, travel demand, geographic, and/or economic data into preliminary charts, maps, exhibits, or graphic forms and reviews them for accuracy.

8. Provides information and makes initial recommendations on subjects such as complaints, requests, land use, zoning, environmental review, variances, conditional uses, and airport/transportation facilities development and submits them to a supervisor for review.
9. Provides information to members of the public, verbally or in writing at a public counter, virtually, and/or at community meetings on topics such as environmental documentation, zoning or land use applications, proposed new or revised plans, mobility management, Code amendments, or other City Council, Council Committees, and Commissions actions.
10. Prepares notices (e.g., e-blast, newspaper, mailings, etc.) including legal notices, in order to inform the public, community organizations, advisory groups, other public agencies, or City Departments of pending public meetings and hearings.
11. Interprets planning and zoning codes, and otherwise advises on the preparation of applications and forms such as transportation assessments, environmental assessment forms, conditional uses, variances, zone changes, and plan amendments in order to assist the public in proper filing of forms.
12. Conducts preliminary research and investigations such as parking reviews, housing and transportation studies in order to identify and define problems, and determine whether a study, revision to an existing plan, or Code revision is required.
13. Reads and reviews proposed amendments to existing Planning and Zoning Codes in order to determine the nature and potential impact of such changes.
14. Reads and reviews pertinent or precedent setting cases such as those dealing with environmental effects, subdivisions, zoning consistency, data use, and interpretation of guidelines in order to gather information for use in decision making.
15. Prepares drafts of proposed ordinances such as those dealing with transportation, parking, land use restrictions, height limitations, density and intensity, urban design, and signage in order to provide ordinance language for review by decision makers.
16. Uses models developed by others such as those for optimal housing density, traffic volume, population capacity, and land use in order to determine and evaluate the impact of proposals.
17. Performs arithmetic calculations of percentages, demographic forecasts, density bonus units, set backs, floor/area ratios, slope densities, cluster development, and traffic generation in order to analyze demographic data, traffic, transportation, and public services needs and in the processing of applications for projects to analyze whether the project complies with regulations.

18. Reads and interprets quantitative studies of population, housing, demographics, the environment, and economic development in order to gather information used to assess current conditions and evaluate future housing and employment needs, demographic changes, travel demand, tourism development, and identify appropriate plan amendments and/or zoning code revisions.
19. Gathers and records primary data such as number of housing units, types of uses, traffic flow and intensity of commercial and industrial use in order to provide data for use in analysis of project, plan, policy, or Code changes/development.
20. Examines and reviews proposed projects and applies CEQA (California Environmental Quality Act) and/or NEPA (National Environmental Policy Act) guidelines in order to determine the appropriate environmental reviews/documentation.
21. Completes the appropriate an initial study in order to define a project's environmental impact such as noise, air quality, endangered species, and traffic and transportation.
22. Summarizes stakeholder and agency comments related to project development gathered at public meetings/hearings in order to document community concerns.
23. Establishes agenda, coordinates activities, and organizes logistics such as selecting locations, preparing mailing lists and notices, reproducing materials for distribution, arranging for parking, and coordinating with vendors in order to arrange for virtual or in-person stakeholder meetings and public hearings.
24. Facilitates and/or makes oral presentations at public meetings including project overview, impact on community, project justifications, and comparison of existing and proposed land use/zoning in order to inform stakeholders and facilitate their participation in community development.
25. Makes oral presentations to decision making bodies such as City Council, Council Committees, and Commissions to secure approval for recommendations.
26. Uses PCs and other digital devices for word processing, creating/accessing spreadsheets/databases, creating maps, graphics, and other visual aids, internet research, and assisting with the tracking of projects, deliverables, and tasks.
27. Conducts field tours of project site areas for stakeholders and decision makers in order to acquaint them with relevant issues and concerns associated with projects.
28. Researches, reviews, and analyzes legal and property data regarding the sale of property and property acquisition, zone changes, boundary adjustments, and subdivisions in order to determine whether requests are in accordance with the purpose and intent of zoning ordinances and the General Plan.

29. Researches, reviews, and analyzes documents such as General Plan Guidelines, Housing and Community Development Guidelines, State of California planning and zoning laws, Federal Aviation Administration, and other State and Federal regulations in order to ensure that each Department's/Agency's policies and plans are in compliance with legal requirements.
30. Researches, reviews, analyzes, and extracts ideas from general plan elements, ordinances, regulations, and programs developed by other jurisdictions in order to compare and adapt relevant features for Los Angeles General Plan elements.
31. Conducts research on topics such as housing, open space, growth management, mobility, noise, and air quality in order to gather ideas and approaches which contribute to plan element revisions.
32. Evaluates best practices of housing, transportation, growth management, and environmental control in order to make recommendations to management on advantages and disadvantages of various approaches.
33. Records information and comments—from stakeholders and representatives of various groups in order to use their input in the formulation of plan proposals.
34. Researches and prepares containing an analysis of potential effects, advantages, and disadvantages in order to recommend support or opposition by department management for projects/policies proposed by other jurisdictions.
35. Reviews subdivision, landscape, grading, and site plans; building design details; and elevations to evaluate compliance with landscape and urban design guidelines, grading ordinances, and other regulations in order to verify that proposals meet requirements.
36. Plans and schedules internal department, interdepartmental, and applicant meetings for discussion of projects, processes or policies, identify issues to be addressed to determine a course of action.
37. Represents the Planning Department, Los Angeles World Airports Department, Department of Transportation, the Port of Los Angeles, or the Department of Recreation and Parks at inter-agency meetings to ensure coordination of efforts in addressing community needs and problems.
38. Creates and/or revises materials such as brochures, flyers, and forms to provide relevant, comprehensible information to applicants and other members of the public.
39. Signs off on permits/clearances after reviewing for compliance with approved plans.