

THE CITY OF LOS ANGELES



CIVIL SERVICE COMMISSION

CLASS SPECIFICATION

6/24/88

CITY PLANNING ASSOCIATE, 7941

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 Planning Associate performs moderately difficult professional work and exercises originality and judgment in preparing and developing portions of a master plan or in working on reports and surveys. The difficulty and responsibility of the work are limited in that it must adhere to department policies and standards. In addition, much of the work performed has precedent in other similar work. An employee of this class may assign and review the work of Planning Assistants and technical employees. Work performed by incumbents of this class is normally reviewed by a City Planner.

Example of Duties:

- Investigates applications for conditional uses and variances from the requirements of the Comprehensive Zoning Plan;
- Determines if requested conditional uses and variances are in accord with the purpose, intent, and requirements of the zoning ordinance, and recommends approval or denial;
- Recommends the proper zone classification of special, commercial, and industrial uses not specifically named in the zoning ordinance by comparing them to or determining that they are similar to or not more objectionable than uses permissible in the recommended zone;
- Makes field investigations;
- Discusses zoning with individuals, interprets the zoning ordinance, and explains the purpose and probable effect of various types of zoning and conditional uses;
- Collects and analyzes pertinent data from land use maps, street and property line maps, data bases, population surveys, census and special survey figures, computer models and field investigations;
- Makes reports and recommendations concerning the zoning and rezoning of new and existing districts;
- Assists in determining the location and extent of public buildings and facilities, such as schools, playgrounds, and fire stations;
- Assists in the review of proposed land acquisitions for public buildings or other public uses, including streets and highways;
- Does field and office work required to prepare portions of studies, maps, and exhibits

pertaining to land use, central city areas, general plans for locating public facilities and streets and highways, urban renewal and redevelopment projects, and district studies;

- Reviews and analyzes preliminary plans for the development and subdivision of undeveloped areas for conformance to legal requirements, including required plans and special reports, taking into consideration accepted city planning and design principles, zoning, design and planning requirements of the surrounding neighborhood, the City's general plan, and other factors;
- Suggests changes to make plans conform to these requirements and considerations;
- Sees that tentative subdivision plans are forwarded to concerned City departments and governmental agencies for comments;
- Evaluates these comments and incorporates them in a report for consideration by the Director of Planning;
- Discusses requirements with subdividers and subdivision engineers;
- Reviews changes, including layouts, in subdivision maps for conformance to requirements;
- 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.

A working knowledge of:

- 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;
- 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.

A general knowledge of:

- 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;
- Collect, interpret, and analyze data pertinent to city planning and to prepare clear and concise reports;
- Understand, interpret and apply socioeconomic data;
- Speak clearly, forcefully, and effectively before professional and civic groups, public gatherings, and in presenting reports and recommendations to governmental agencies.

Requirements: Graduation from a recognized four-year college or university and two years full-time paid professional experience in urban planning; **or**

Two year of full-time paid professional experience as a Planning Assistant with the City of Los Angeles.

One year of graduate study in Urban Planning, or a closely related field with completion of 24 semester units or 36-quarter units may be substituted for one year of the required professional planning 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.