

THE CITY OF LOS ANGELES



CIVIL SERVICE COMMISSION

CLASS SPECIFICATION

6/24/88

PLANNING ASSISTANT, 7939

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: The City Planning Assistant class is the first level of professional City planning. An employee in this class, although given some opportunity for independent judgment, normally performs routine professional work in a limited phase of City planning. An employee in this class works under close supervision unless the tasks assigned are of a routine nature well defined by precedent. An employee of this class may supervise clerical employees and/or technical employees where the work being performed follows established procedures.

Example of Duties:

- Prepares drafts of maps, charts, and other graphic presentations for completion by Cartographers, Geographic Information System Specialists and Drafting Aides to illustrate studies of population, land use, residential and business areas, recreational and playground areas, and subdivisions;
- Correlates and tabulates statistical data in the form of graphs, charts, and maps;
- Prepares base maps for use in the development of the general plan;
- Collects and assembles data from maps, books, data bases and field investigations for use in planning studies and map preparation;
- Makes studies and writes reports on specifically assigned problems in the filed of zoning, subdivision, park and recreational areas, population movement, and urban renewal and redevelopment;
- Prepares routine ordinances and resolutions concerning Planning Commission matters;
- Checks and verifies legal and property data;
- Makes studies and writes reports on specifically assigned routine problems concerning building line petitions;
- Assigns and reviews work of technical staff in the preparation and maintenance of maps, diagrams, sketches, and similar graphic representations;
- 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.

A general knowledge of:

- 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;
- 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;
- Collect, interpret, and analyze data pertinent to city planning and to prepare clear and concise reports.

Requirements: Graduation from a recognized four-year college or university with a degree in urban planning; **or**

Graduation from a recognized four-year college or university with a degree in architecture, landscape architecture, urban design, public administration, geography, economics, sociology, political science, law, or urban studies **and** one year of professional experience in urban

planning activities; **or**

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

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 is required for Planning Assistant. College education leading to a degree in urban planning or one of the majors mentioned may be substituted on a year for year basis up to a maximum of two years is required for Planning Assistant.

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 for Planning Assistant.

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.