

**CLASS SPECIFICATION**  
**SAN DIEGO CITY CIVIL SERVICE COMMISSION**  
**ASSOCIATE PLANNER - 1227**

**DEFINITION:**

Under direction, to perform professional planning and environmental impact analysis and research at the journey-level; to perform related work.

**\* EXAMPLES OF DUTIES:**

- Collects, organizes, and analyzes the data related to planning and environmental impact problems;
- Prepares recommendations on revisions to land use, transportation, community, neighborhood, and general plans;
- Conducts research on a variety of planning problems and issues such as land use, growth management, urban design, housing, zoning, subdivision, transportation, and capital improvements;
- Performs development permit review, landscape review, and prepares ordinances and policies;
- Performs development permit review, landscape review, and plan checks;
- Analyzes proposed public land dispositions for conformance with the general plan and established community plans;
- Interprets regulations and requirements to the public;
- Performs site inspections;
- Performs Geographic Information Systems (GIS) mapping;
- Reviews and analyzes technical drawings, specifications, and reports;
- Serves as a technical advisor to citizen planning committees;
- Conducts complex environmental impact analyses;
- Prepares final environmental impact reports;
- Monitors mitigation requirements for environmentally sensitive projects;
- Evaluates environmental legislation, reports from other jurisdictions, and City policies related to environmental impact analysis;
- Prepares proper documentation and reporting;
- Supervises the work of subprofessional staff.

**MINIMUM QUALIFICATIONS:**

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

- \* EXAMPLES OF DUTIES performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.**

A Bachelor's Degree or equivalent education (i.e., minimum completed units – 120 semester/180 quarter), **AND** two years of full-time professional-level planning experience. Qualifying professional-level experience must be in at least one of the following areas: 1) prehistoric or historic archeology; 2) historic preservation; 3) environmental review or analysis; 4) resource management (e.g., water supply, storm water, habitat, sensitive species, and other natural resources); 5) landscape planning or landscape architecture; 6) environmental, general, and community planning; 7) transportation planning; 8) design, redevelopment, and capital improvement projects; 9) zoning administration and enforcement; 10) architecture and urban design; 11) site planning; 12) discretionary permit review and processing. Possession of a valid California Class C Driver's License.