

**CLASS SPECIFICATION**  
**SAN DIEGO CITY CIVIL SERVICE COMMISSION**  
**JUNIOR PLANNER - 1563**

**DEFINITION:**

Under immediate supervision, and on an increasingly responsible basis, to perform beginning level research, analysis, and report writing for planning and environmental impact studies and projects; and to perform related work.

**\* EXAMPLES OF DUTIES:**

- Assists in the preparation of community, neighborhood, land use, transportation, and general plan studies;
- Performs assigned planning and environmental research and analysis;
- Assists in analyzing the environmental impact of public and private development projects;
- Prepares preliminary reports and recommendations related to planning and environmental studies, projects, and problems;
- Performs development permit review and plan checks;
- Assists in the administration of rezoning and subdivision ordinances;
- Assists in the administration of historic preservation, landscape, rezoning, and subdivision ordinances;
- Interprets planning, zoning, and environmental quality regulations to the public;
- Assists community planning groups;
- Drafts land use ordinances;
- Conducts field investigations;
- Collects data and prepares reports;
- Develops a variety of graphic materials.

**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>.

A Bachelor's Degree or equivalent education (i.e., minimum completed units = 120 semester/180 quarter), which must include a minimum of 18 semester/27 quarter college-level units in Archeology, History, Urban Planning, Urban Studies or Urban Design, Architecture, Landscape Architecture, Historic Preservation, Economics, Geography, Geographic Information Systems, Public Administration, Life Science (e.g., Biology, Zoology, Ecology, Botany), Environmental Studies, or a closely related field.

- \* 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.**