

CLASS SPECIFICATION

SAN DIEGO CITY CIVIL SERVICE COMMISSION

ASSISTANT PLANNER

DEFINITION:

Under general supervision, to perform professional planning and environmental impact analysis and research at the sub-journey level; to assist with more complex projects and assignments; and to perform related work.

* EXAMPLES OF DUTIES:

- Participates in the preparation and revision of 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;
- Researches a variety of matters and problems affecting environmental quality;
- Analyzes the environmental impact of public and private development projects;
- Reviews and determines if projects may be exempted from the environmental assessment process;
- Interprets planning and environmental review processes to the public, developers, and other interested persons;
- Assists in the administration of zoning and subdivision regulations;
- Makes field investigations and studies;
- Assists in making presentations to citizen committees and other groups;
- Prepares reports and graphic and statistical 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 Announcement for updated minimum qualifications.

A Bachelor's degree which must include a minimum of 18 semester/24 quarter units in Urban Planning, Urban Studies, Architecture, Landscape Architecture, Economics, Geography, Geographic Information Systems, Public Administration, Life Science (such as Biology, Zoology, Ecology, or Botany), Anthropology, Environmental Studies, or a closely related field; **AND** one year of professional experience in one or more of the following areas: environmental analysis, general and community planning, transportation planning, urban planning, zoning administration and enforcement, resource management, landscape architecture, architecture, or site planning. Qualifying experience which include the full range of conducting planning and zoning research and field investigations on land use issues, or analyzing and collecting data related to land use, urban design and environmental impact issues. A Master's degree in a related field may be substituted for a maximum of one year of the required experience.

- * **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.