

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
ASSISTANT PLANNER - 1175

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;
- Assists with developing and managing environmental, general, community, and urban 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 and plan checks;
- 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;
- Assists with implementing all aspects of the City's Historic Resources Regulations and historic preservation program;
- Interprets planning and environmental review processes to the public, developers, and other interested persons;
- Performs Geographic Information Systems (GIS) mapping;
- 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 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 a semester/180 quarter), **AND** one year of full-time professional-level planning experience. Qualifying professional-level experience must be in at least one of the following areas:

- * 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.

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.