

CLASS SPECIFICATION

SAN DIEGO CITY CIVIL SERVICE COMMISSION

JUNIOR PLANNER

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;
- Assists in the administration of rezoning and subdivision ordinances;
- Interprets planning, zoning, and environmental quality regulations to the public;
- 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 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.

- * **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.