

July 1, 1999

CLASS SPECIFICATION

SAN DIEGO CITY CIVIL SERVICE COMMISSION

PLANNING TECHNICIAN I

DEFINITION:

Under immediate supervision and continual instruction, in a planned training program in conjunction with continuing college enrollment leading to a degree in planning, to perform increasingly responsible subprofessional planning work involved with research, graphics, field work, and report preparation; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Under close technical supervision, assists in and performs land use and transportation studies;
- Conducts field investigations and interviews following a prescribed format;
- Prepares tabulations, charts, graphs, and other materials related to planning programs and projects;
- Researches and gathers material for preparation of reports;
- Assists planners in presentations to community planning groups.

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.

Current enrollment in college, **AND** completion of at least 15 semester or 22.5 quarter units applicable to a Bachelor's degree in Planning or 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.