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.