

July 1, 1999

## **CLASS SPECIFICATION**

### **SAN DIEGO CITY CIVIL SERVICE COMMISSION**

#### **PLANNING TECHNICIAN II**

##### **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:**

- Assists in the preparation of land use and transportation studies, the preparation of and revisions to community and neighborhood plans, and the administration of rezoning and subdivision ordinances;
- Conducts field investigations and interviews, and assists in the preparation of survey standards;
- Assists in the analysis of survey information;
- Prepares recommendations for the granting of zone variances which are of a minor nature and in accordance with established practice;
- Prepares tabulations, charts, graphs, and other materials related to planning projects where some familiarity with planning principles and procedures is required for proper interpretation.

##### **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 60 semester or 90 quarter units applicable to a Bachelor's degree in Planning or related field, **AND** one year of experience as a Planning Technician I with the City of San Diego.

- \* **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.