

July 1, 1999

## **CLASS SPECIFICATION**

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

#### **PLANNING TECHNICIAN III**

##### **DEFINITION:**

Under general supervision, to perform routine research, report writing, and graphic presentations in connection with planning projects and administration in conjunction with continuing college enrollment leading to a degree in planning; and to perform related work.

##### **\* EXAMPLES OF DUTIES:**

- Assists in land use and transportation studies, and in the preparation of community and neighborhood plans;
- Assists in the administration of rezoning and subdivision ordinances;
- Performs field investigations of rezoning and zoning variance requests which require the evaluation of a variety of factors;
- Prepares reports and recommendations relating to planning and zoning projects;
- Prepares tabulations, charts, graphs, and maps requiring a working knowledge of departmental and professional standards;
- Assists in the preparation and presentation of planning materials to community planning groups;
- As assigned, may lead the work of less experienced subprofessional personnel.

##### **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 90 semester or 135 quarter units applicable to a Bachelor's degree in Planning or related field, **AND** two years of experience as a Planning Technician I or II 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.