



City of Los Angeles

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City of Los Angeles Personnel Department

per.lacity.org

SENIOR CITY PLANNER

Class Code: 7947

Open Date: 06-05-15

(Exam Open to All Current City Employees)

ANNUAL SALARY

\$94,649 to \$138,392

NOTE:

The current salary range is subject to change. You may confirm the starting salary with the hiring department before accepting a job offer.

DUTIES

A Senior City Planner assigns, reviews and evaluates the work of a specialized unit or small planning office engaged in professional City planning activities, applies sound supervisory principles and techniques in building and maintaining an effective work force and fulfills equal employment opportunity responsibilities. Additionally, the Senior City Planner functions as a senior-level supervisor and accordingly develops Departmental work programs inclusive of project timetables and budgets, and occasionally may be called upon to develop long-range strategic plans for sections of the Department.

REQUIREMENTS

1. Two years of full-time paid experience as a City Planner with the City of Los Angeles; or
2. Four years of full-time paid experience as a City Planning Associate with the City of Los Angeles.

NOTES:

1. Candidates must achieve a passing score in the qualifying Training and Experience Questionnaire in order to be called for subsequent portions of the examination.
2. In addition to the regular City application all candidates must complete the Senior City Planner Qualifications Questionnaire at the time of filing. The Senior City Planner Qualifications Questionnaire is located within the Supplemental Questions of the City Application. Applicants who fail to complete the Qualifications Questionnaire will not be considered further in this examination and their application will not be processed.
3. Candidates who lack six months or less of the required experience may file for this examination. However, they cannot be appointed until the full experience requirement is met.
4. A master's degree in urban planning is desired but not required.
5. A valid California's driver's license may be required. Candidates may not be eligible for appointment to these positions if their record within the last 36 months reflects three or more moving violations and/or at-fault accidents, or a conviction of a major moving violation (such as DUI).

WHERE TO APPLY

Applications **WILL ONLY BE ACCEPTED ON-LINE**. When you are viewing the on-line job bulletin of your choice, simply scroll to the top of the page and select the "Apply" icon. On-line job bulletins are also available at <http://agency.governmentjobs.com/lacity/default.cfm?promotionaljobs=1> for Promotional Examinations.

NOTE:

Applicants are urged to apply early to ensure you have time to resolve any technical issues you may encounter.

APPLICATION DEADLINE

Applications and Qualifications Questionnaires must be received by **THURSDAY, JUNE 18, 2015.**

AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

SELECTION PROCESS

Examination Weights: Training and Experience QuestionnaireQualifying Interview100%

The examination will consist of a qualifying Training and Experience Questionnaire and an interview. In the qualifying Training and Experience Questionnaire, the following competencies may be evaluated: judgment and decision making; initiative; results orientation; supervisory knowledge; interpersonal skills; and emotional maturity.

The qualifying Training and Experience Questionnaire will be submitted to an expert review panel for evaluation. The expert review panel will assign a numeric score for each candidate based on an assessment of each candidate's qualifications as described on the qualifying Training and Experience Questionnaire. Unsolicited supplemental information will not be submitted to the expert review panel.

Passing Score for the Qualifying Test

The passing score for the qualifying Training and Experience Questionnaire will be determined by Personnel Department staff after the qualifying test is administered. Consideration will be given to the number of candidates taking the qualifying test and the existing and anticipated number of vacancies, such that there are a sufficient number of eligibles on the list to satisfy current and future vacancies for the next two years. **Therefore, the passing score for the qualifying Training and Experience Questionnaire may be set either above or below 70%.**

The qualifying Training and Experience Questionnaire will be administered in a single half-day session on **SATURDAY, JULY 25, 2015**, in Los Angeles. Candidates will be notified by e-mail of the time and location of the written test. Candidates may anticipate that PCs (personal computers) will be made available to type their responses to the qualifying Training and Experience Questionnaire.

Candidates must achieve a passing score on the qualifying Training and Experience Questionnaire in order to be invited to the interview.

The examination score will be based entirely on the interview. In the interview, the following competencies may be evaluated: judgment and decision making; initiative; results orientation; emotional maturity; supervisory knowledge; oral communication; and interpersonal skills.

The Qualifications Questionnaire will not be separately scored, but will be considered by the interview board in evaluating each candidate's qualifications. Candidates may expect the interview panel members to discuss this information during the interview. Qualifications Questionnaires submitted by candidates on the day of the interview will not be accepted for presentation to the interview board.

Additional information can be obtained by going to <http://per.lacity.org/eeo/JobAnalyses.htm> and clicking on Competencies under Senior City Planner.

NOTES:

1. This examination is based on a job analysis and as provided by Civil Service Commission Rule 4.20, the written test will not be subject to candidate inspection.
2. A final average score of 70% in the interview portion of the examination is required to be placed on the eligible list.
3. Seniority credit at the rate of 0.25 of a point for each year of continuous service will be added to the weighted test score of each candidate.
4. Applications are accepted subject to review to ensure that minimum qualifications are met. Candidates may be disqualified at any time if it is determined that they do not possess the minimum qualifications stated on this bulletin.
5. As a covered entity under the Fair Employment and Housing Act and Title II of the Americans with Disabilities Act, the City of Los Angeles does not discriminate on the basis of disability and upon request, will provide reasonable accommodations to ensure equal access to its programs, services, and activities. To request a disability accommodation, please complete the Disability Accommodation Form within 14 calendar days of the submittal of the City application. The Disability Accommodation Form can be obtained at http://per.lacity.org/exams/verify_disability.pdf.
6. You must have received a regular appointment to a City position or be on a reserve list to file on a promotional basis.

THIS EXAMINATION IS TO BE GIVEN ONLY ON AN INTERDEPARTMENTAL PROMOTIONAL BASIS

The City of Los Angeles does not discriminate on the basis of race, religion, national origin, sex, age, marital status, sexual orientation, gender identity, gender expression, disability, creed, color, ancestry, medical condition (cancer), or Acquired Immune Deficiency Syndrome.