



City of Los Angeles

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City of Los Angeles Personnel Department

per.lacity.org

CITY PLANNER

Class Code: 7944

Open Date: 07-24-15

(Exam Open to Current City Employees)

ANNUAL SALARY

\$80,388 to \$117,554

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 City Planner plans, supervises, coordinates and reviews the work of a unit engaged in professional City planning activities such as community and citywide planning, environmental planning, airport planning, land use administration, or zoning administration; applies sound supervisory principles and techniques in building and maintaining an effective work force; and on an exceptional basis some positions may function as a project manager and may personally perform work on the more complex and large planning projects exercising a high degree of decision-making authority. A City Planner may also conduct public hearings.

REQUIREMENTS

1. Two years of full-time paid experience as a City Planning Associate with the City of Los Angeles; **or**
2. Four years of full-time paid experience at the level of Planning Assistant in long-range or current urban planning with at least 18 months of the four years being with the City of Los Angeles.

NOTES:

1. Applicants 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.
2. Some positions may require a valid California driver's license. 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).

SELECTIVE CERTIFICATION

In accordance with Charter Section 1010 (b) and Civil Service Rule 5.31, selective certification will be used for some positions that require special skills and/or training in one or more of the following areas. Only persons possessing the following at the time of filing may be considered for appointment to fill such positions.

1. 18 months of full-time paid experience preparing noise, traffic, air quality, or related environmental studies that address airport planning development using the criteria set forth by the California Environmental Quality Act (CEQA) and the National Environmental Policy Act (NEPA);
2. Two years of full-time paid experience performing airport planning or design duties in accordance with Federal Aviation Administration laws and regulations.

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.

AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

APPLICATION DEADLINE

Applications must be received by **THURSDAY, AUGUST 6, 2015.**

SELECTION PROCESS

Examination Weights:	Written Test	Qualifying
	Essay.....	Advisory
	Interview	100%

The examination will consist of a qualifying written test, an advisory essay, and a weighted interview. In the qualifying written test, which will consist of multiple-choice questions, the following competencies may be evaluated: job knowledge; supervisory knowledge; customer service; and interpersonal skills.

On the same day as the qualifying written test, candidates will be required to prepare some written material on a topic related to the duties and responsibilities of a City Planner. This essay material will not be scored separately, but will be presented to the interview panel for discussion with the candidate and for consideration in the overall evaluation of the candidates' qualifications. Those who do not complete the advisory essay will not be invited to the interview and will be considered to have failed the entire examination.

In the interview, the following competencies may be evaluated: judgment and decision making; job knowledge; supervisory knowledge; results orientation; emotional maturity; oral and written communication; customer service; and interpersonal skills.

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

Candidates will be notified later by e-mail of the time and location of the qualifying written test and advisory writing exercise, which will be held in a single half-day session in Los Angeles, on **SATURDAY, SEPTEMBER 12, 2015.**

NOTES:

1. The examination is based on a validation study, and as provided by Civil Service Commission Rule 4.20, the written test will not be subject to candidate inspection.
2. 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.
3. 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.
4. A final average score of 70% in the interview portion of the examination is required to be placed on the eligible list.
5. You must have received a regular appointment to a City position or be on a reserve list to file on a promotional basis.
6. Seniority credit at the rate of 0.25 of a point for each year of continuous classified City service will be added to the weighted test score of each candidate.

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.