



City of Los Angeles

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City of Los Angeles Personnel Department

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PRINCIPAL CITY PLANNER

Class Code: 7946

Open Date: 05-09-14

Revised: 05-19-14

ANNUAL SALARY

\$127,347 to \$158,207

DUTIES

A Principal City Planner plans, organizes, and directs the work of professional, technical, and clerical employees in a major division of the City Planning Department; applies sound supervisory principles and techniques in building and maintaining an effective workforce; fulfills equal employment responsibilities; and does related work.

REQUIREMENTS

1. Two years of full-time paid experience with the City of Los Angeles as a Senior City Planner or in a class which is at least at that level and provides experience in urban planning or zoning; or
2. Two years of full-time paid second-level supervisory experience responsible for directing professional personnel in an organization engaged in urban or regional planning, redevelopment, land use administration, or a closely related field.

NOTES:

1. In addition to the regular City application form, each applicant is required to complete the Principal City Planner Qualifications Questionnaire at the time of filing. The Principal City Planner Qualifications Questionnaire is located within the Supplemental Question Section 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.
2. Applicants who lack six months or less of the above required experience may file for this examination; however, they cannot be appointed until the full experience requirement is met.
3. Some positions may require a valid California driver's license. Applicants will be disqualified and not eligible for hire if within the past 36 months they were convicted of a major moving violation, such as driving under the influence of alcohol and/or drugs, and may be disqualified if there are three or more moving violations and/or at-fault accidents within the past 36 months.

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> for Open Competitive Examinations and 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 5, 2014.**

NOTE:

In accordance with Civil Service Rule 4.2, all applicants who apply may not be tested in this examination. To meet anticipated hiring needs, only a limited number of qualified applicants will be invited to participate in the interview in the following order: 1) Los Angeles City Promotional applicants who meet the minimum requirements. You must have received a regular appointment to a City position or be on a reserve list to apply for this examination as a promotional candidate; 2) Applicants currently employed by the City of Los Angeles on a part-time or exempt basis who meet the minimum requirements; 3) Remaining applicants who meet the minimum requirements in sufficient numbers to meet hiring needs in the order the applications were received. Applications submitted during the filing period will be kept on file for two years from May 9, 2014 in the event that additional applicants need to be tested to meet hiring needs.

AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

EXPERT REVIEW COMMITTEE

Should a large number of qualified candidates file for this examination, an expert review committee may be assembled to evaluate each candidate's qualifications for the position of Principal City Planner. In this evaluation, the expert review committee will assess each candidate's training and experience based upon the information in the candidate's City employment application and the Qualifications Questionnaire. Those candidates considered by the expert review committee as possessing the greatest likelihood of successfully performing the duties of a Principal City Planner, based solely on the information presented to the committee, will be invited to participate in the interview.

SELECTION PROCESS

Examination Weight: Essay **Advisory**
Interview **100%**

The examination will consist entirely of an evaluation of professional and personal qualifications by interview. In the interview, the following competencies may be evaluated: interpersonal skills; emotional maturity; oral communication; leadership; champions change; strategic planning; and vision.

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

Immediately preceding the interview, candidates will be required to prepare some written material related to the duties of a Principal City Planner. This material will not be separately scored, but will be presented to the interview board for consideration in the overall evaluation of the candidate's qualifications. Candidates may expect the interviewers to discuss their response with them during the interview. Candidates who fail to complete the Advisory Essay may be disqualified. Candidates may anticipate that PC's (personal computers) will be made available to type their advisory essay responses.

Candidates will be notified by mail of the time, date, and place of the interviews which will be held in Los Angeles. It is anticipated that the interviews will begin during the period of **AUGUST 11, 2014 to AUGUST 22, 2014**.

NOTES:

1. This examination is based on a validation study.
2. Appointment to this position is subject to a one-year probationary period as provided by Section 1011 of the Los Angeles City Charter.
3. Promotional candidates will accrue seniority credit at the rate of 0.10 of a point for each year of service in a class which provides qualifying experience for this position. A maximum of one point will be added to the score of those candidates.
4. The promotional list will ordinarily be used ahead of the open competitive list. However, if open competitive candidates receive a higher score, without military credits, than the highest available promotional candidate, after adding seniority credit as indicated above, the Civil Service Commission, upon request of the appointing authority, may approve certification of such open candidates ahead of the promotional candidates.
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. 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.
7. A final average score of 70% is needed in order to be placed on the eligible list.
8. You must have received a regular appointment to a City position or be on a reserve list to file on a promotional basis.
9. In conjunction with Civil Service Rules, applicants who have received a regular appointment to a City position or are on a reserve list will be considered Promotional candidates while all other applicants will be considered Open candidates.

NOTICE: If you receive and accept an offer of employment to a regular position with the City of Los Angeles, your employee benefit coverage (including health and dental coverage as well as life insurance) will commence approximately six weeks after your original regular appointment. Not all positions in the City receive benefit coverage; you should inquire regarding the availability of employee benefits prior to accepting a position.

THIS EXAMINATION IS TO BE GIVEN BOTH ON AN INTERDEPARTMENTAL PROMOTIONAL AND AN OPEN COMPETITIVE 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.

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