



City of Los Angeles

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City of Los Angeles Personnel Department

per.lacity.org

PLANNING ASSISTANT

Class Code: 7939

Open Date: 10-10-14

ANNUAL SALARY

\$58,088 to \$84,960

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 Planning Assistant does professional city planning work in long-range and policy planning, including citywide, community, and neighborhood planning; and project planning, including review, analysis, and clearance of land use proposals, development projects, and site plans. A Planning Assistant may have specialized expertise in historic preservation, environmental analysis, and/or zoning review and compliance.

REQUIREMENTS

1. A Bachelor's or Master's degree from a recognized four-year college or university in urban planning, urban studies, urban design, architecture, landscape architecture, geography, public administration, political science, environmental science, social ecology, economics, or historic preservation; or
2. Four years of full-time paid experience with the City of Los Angeles as a Planning Aide.

NOTES:

1. Candidates who obtain a passing score in the examination will receive instructions regarding degree verification prior to appointment.
2. Applicants who are within one semester or one quarter of obtaining their degrees stated in requirement #1 may apply. Such applicants cannot be appointed until they have received their degrees.
3. 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).
4. In addition to the regular City application form, each applicant is required to complete the Planning Assistant Qualifications Questionnaire at the time of filing. The Planning Assistant 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.

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. Only persons possessing the following as of the close of the filing period may be certified in order of standing on the eligible list to fill such positions:

1. One year of full-time paid experience in the field of zoning review and/or code enforcement.
2. One year of full-time paid experience in the field of environmental policy and/or environmental analysis. California Environmental Quality Act (CEQA) experience is highly preferred.
3. One year of full-time paid experience in the field of historic preservation, including the implementation and application of the Secretary of the Interior's Standards for the Treatment of Historic Properties, as to proposals affecting historic buildings; or an academic degree with a major or concentration specifically focused on historic preservation or historic preservation planning.

WHERE TO APPLY

Applications will only be accepted on-line from 8:00 a.m. TUESDAY, OCTOBER 21, 2014 to MIDNIGHT, THURSDAY, OCTOBER 23, 2014. Applicants may apply on-line beginning at 8:00 a.m. on TUESDAY, OCTOBER 21, 2014. Applications submitted before the start of the filing period will not be accepted. 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.

NOTES:

1. Applicants are urged to apply early to ensure you have time to resolve any technical issues you may encounter.
2. All application materials must be complete at the time of filing for you to be considered a candidate in this examination.

APPLICATION DEADLINE

Applications will only be accepted on-line on the following three days: from 8:00 a.m. TUESDAY, OCTOBER 21, 2014; WEDNESDAY, OCTOBER 22, 2014; to Midnight THURSDAY, OCTOBER 23, 2014.

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) Applicants currently employed by the City of Los Angeles who meet the minimum requirements, or are on a reserve list; 2) Remaining applicants who meet the minimum requirements in sufficient numbers to meet hiring needs in the order that applications were received. Applications submitted during the filing period will be kept on file for two years in the event that additional applicants need to be tested to meet hiring needs.

Additional details about the Los Angeles City Planning Department are available at http://cityplanning.lacity.org/PressRelease/ReshapingLA_Pamphlet.pdf.

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 qualification for the position of Planning Assistant. 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 Planning Assistant, based solely on the information presented to the committee, will be invited to participate in the interview.

SELECTION PROCESS

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

The examination score will be based entirely on the interview. In the interview, the following competencies may be evaluated: reading comprehension; analytical ability; fact finding; customer service; oral communication; and written communication. Additional information can be obtained by going to <http://per.lacity.org/eeo/JobAnalyses.htm> and clicking on Competencies under Planning Assistant.

On the same day as the interview, candidates will be required to respond to an advisory essay related to the duties and responsibilities of a Planning Assistant. This material will not be separately scored, but it will be presented to the interview panel for discussion with the candidate and consideration in the overall evaluation of the candidate's qualifications. Candidates who fail to complete the advisory essay may be disqualified. Candidates may anticipate that PCs (personal computers) will be made available to type their advisory essay responses.

Candidates will be notified later by e-mail of the date, time, and location of the interviews, which will be held in Los Angeles. It is anticipated that interviews will begin during the period of **DECEMBER 1, 2014 to DECEMBER 12, 2014.**

NOTES:

1. This examination is based on validation study.
2. Upon appointment, Planning Assistants may be required to furnish their own automobiles, properly insured, for use in City service. Mileage will be paid according to established rates.
3. 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.
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. A final average score of 70% in the interview portion of the examination is required to be placed on the eligible list.
6. Names will be removed from the eligible list after one year unless the eligibility of candidates on the list is extended.

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 ONLY ON 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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