



# City of Los Angeles

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City of Los Angeles Personnel Department

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## CITY PLANNER

**Class Code: 7944**

**Open Date: 12-23-16**

**(Exam Open to Current City Employees)**

### **ANNUAL SALARY**

\$83,457 to \$122,001

### **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/MINIMUM QUALIFICATIONS**

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.

### **PROCESS 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. Two years of full-time paid experience in urban design and/or architecture. An academic degree with a concentration or emphasis specifically focused on urban design or design and development is highly preferred.
2. Two years 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. Two years 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.
4. 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);
5. 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 <https://www.governmentjobs.com/careers/lacity/promotionaljobs> 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, JANUARY 5, 2017**.

## **SELECTION PROCESS**

After meeting minimum qualifications, candidates will be scheduled for the following:

|                             |                           |                   |
|-----------------------------|---------------------------|-------------------|
| <b>Examination Weights:</b> | <b>Written Test</b> ..... | <b>Qualifying</b> |
|                             | <b>Essay</b> .....        | <b>Advisory</b>   |
|                             | <b>Interview</b> .....    | <b>.100%</b>      |

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: supervisory knowledge, customer service, interpersonal skills, and job knowledge including knowledge of: organization, functions, and responsibilities of the divisions, sections, and units within the Planning Department and/or Los Angeles World Airports and their relationship to their respective Commissions, the City Council, the Mayor's Office, and other City departments; procedures of the City Planning Commissions and/or Board of Airport Commissions; content and organization of the General Plan of the City of Los Angeles and/or Los Angeles World Airports planning documents; purposes and goals of zoning principles, practices, and policies as factors in the preparation of regulations and plans; land use planning, and mobility concepts as related to multi-model transit systems, bus systems, rail and other rapid transit systems, freeways and highways, airports, and port facilities; urban planning concepts including urban design, sustainability, walkability, green building, mass transit, and the impact of urban renewal/gentrification or other major development on air quality, traffic patterns, housing, recreation areas, historic preservation, zoning and other planning issues; patterns of space and urban land forms used in the development of urban designs or planning strategies in order to relate urban design principles and/or airport design principles to the work of the Department of City Planning and/or Los Angeles World Airports in Developing Community Plans, Specific Plans, including the LAX Specific Plan, Transit Oriented Developments, and Community Design Overlay Districts; legal and procedural requirements for conducting public meetings and/or hearings regarding planning and/or aviation planning issues; and other necessary knowledge, skills, and abilities.

On the same day as the qualifying written test, candidates will be required to prepare a response to an advisory writing exercise 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 board for evaluation of the candidate's writing skills 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.

The written test will be administered in a single half-day session on **SATURDAY, MARCH 25, 2017**, in Los Angeles. Candidates will be notified later by e-mail of the time and location of the qualifying written test and advisory writing exercise.

Candidates must achieve a passing score on the qualifying written test in order to be called for the interview. The examination score will be based entirely on the interview.

### **Passing Score for Qualifying Written Test**

The passing score for the qualifying written test will be determined by Personnel Department staff after the qualifying written test is administered. Consideration will be given to the number of candidates taking the 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 multiple-choice written may be set either above or below 70%.**

In the interview, the following competencies may be evaluated: judgment and decision making, supervisory knowledge, results orientation, emotional maturity, oral and written communication, customer service, interpersonal skills, and job knowledge including knowledge of: content and organization of the General Plan of the City of Los Angeles and/or Los Angeles World Airports planning documents; purposes and goals of zoning principles, practices, and policies as factors in the preparation of regulations and plans; land use planning, and mobility concepts as related to multi-model transit systems, bus systems, rail and other rapid transit systems, freeways and highways, airports, and port facilities; urban planning concepts including urban design, sustainability, walkability, green building, mass transit, and the impact of urban renewal/gentrification or other major development on air quality, traffic patterns, housing, recreation areas, historic preservation, zoning and other planning issues; patterns of space and urban land forms used in the development of urban designs or planning strategies while considering mobility patterns, topography, and land use factors in order to relate urban design principles and/or airport design principles to the work of the Department of City Planning and/or Los Angeles World Airports in Developing Community Plans and Specific Plans; and other necessary knowledge, skills, and abilities.

Additional information can be obtained by going to <http://per.lacity.org/index.cfm?content=jobanalyses> and clicking on Competencies under City Planner.

### **NOTES:**

1. This 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](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.