



Date: November 18, 2020
To: Civil Service Commission
From: Sylvana Tamura, Personnel Analyst
Subject: **REQUEST TO APPROVE REVISED CLASSIFICATION SPECIFICATION -
PLANNING AIDE**

On November 5, 2020, correspondence was received from Fred Verdugo, Acting Director of Human Resources, requesting the Civil Service Commission approval of the revised classification specification for Planning Aide. Staff has reviewed this request and recommends the approval of the revisions to the classification specification, in accordance with Article XI, Section 1101 (d) of the City Charter.

Facts for Consideration:

- The classification of Planning Aide can be found solely in the Development Services Department. In addition, this classification has not been revised since its adoption on June 15, 1981.
- The proposed changes to the Planning Aide classification specification are as follows:
 - **Definition Section:** Updated to differentiate job function and responsibilities between the Planning Aide and Planner I.
 - **Example of Duties Section:** Updated with current range of duties and responsibilities in conjunction with industry standards and in connection with the career ladder to the Planner series. Removed outdated references that have since been automated and streamlined with core duties of entry level planning.
 - **Minimum Qualifications (Requirements to file) Section:**
 - An Associate's degree from an accredited college or university in the field of landscape architecture, engineering, urban and/or public policy, geography, urban planning, architecture, environmental design, or closely related field - OR- Two (2) years of full-time equivalent recent paid experience working in sustainability, urban planning/design, landscape architecture, environmental design or related field-OR-Any combination of related education or experience totaling two (2) years.
 - Removed the requirement to have a motor vehicle operator's license. This position does not require the ability to drive while performing duties of the classification.

- **Knowledge, Skills, Abilities Section:** Removed the “*knowledge of applicable federal, state, and local laws, coded, and requirements*” statement since this is an entry level classification and this knowledge will be learned on the job.
- Staff worked with the Development Services Department and Human Resources Department on the proposed changes to the Planning Aide specification.
- Staff completed its meet and confer obligation on October 23, 2020 with International Association of Machinists and Aerospace Workers (IAMAW) regarding the proposed changes.
- Development Services Department, International Association of Machinists and Aerospace Workers (IAMAW) Representatives, and the Human Resources Department have been informed that this request is on the Civil Service Commission Agenda this week. Representatives from the Development Services Department and the Human Resources Department will be present to respond to any questions from the Civil Service Commission.

Date: November 4, 2020

To: Civil Service Commission

From: Fred Verdugo, Acting Director of Human Resources



Subject: **CLASSIFICATION SPECIFICATION UPDATE – PLANNING AIDE**

Attached for your consideration is an update to the Planning Aide Classification Specification. The Development Services department identified a need to update the classification specification to maintain consistency with recent Civil Service job bulletins. Minor changes were made throughout the classification specification to modernize language. The requirement for completion of 18 or more college semester units in planning, architecture, civil engineering, landscape, architecture, geography, or public administration, and one year of full time experience in a planning office or related environment was removed. In addition, a valid motor vehicle operator's license is no longer required for this classification.

Human Resources staff worked with Civil Service and the Development Services department to complete the meet and confer process. Having completed the meet and confer obligation with the pertinent association, we are now requesting that the Commission adopt the Planning Aide classification specification changes as outlined for your review and approval.

Should you have any questions regarding this item, please contact Khristina Coston, Human Resources Officer at (562) 570-6440.

FV:KC:VK

Attachments

Planning Aide Classification Specification.

cc: Dana Anderson, Acting Deputy Human Resources Director
Khristina Coston, Human Resources Officer

TITLE: PLANNING AIDE

DEFINITION: Under general supervision, performs a variety of para-professional level urban planning assignments in municipal planning, environmental review, and redevelopment and housing.

Incumbents in this class are considered to be in a training status and work assignments are generally limited in scope. This entry-level position will develop practical experience by performing routine standardized duties and must possess functional knowledge of the basic principles and theories required to perform the work in the classification of Planning Aide.

EXAMPLES OF DUTIES:

- Assists Planners with performing clerical tasks including, cataloguing, filing, and indexing maps and plans;
- Assists in the collection of research and analysis of data;
- Responds to inquiries from the general public, development community, and City officials and staff;
- Maintains and updates various contracts, records, reports, and resources;
- Assists staff with the preparation of written reports and recommendations related to zoning, land use, and other related fields;
- Assists in interpreting provisions of ordinances, municipal codes and regulations;
- May conduct field surveys;
- Performs other related duties as assigned.

MINIMUM QUALIFICATIONS:

- An Associate's degree from an accredited college or university in the field of landscape architecture, engineering, urban and/or public policy, geography, urban planning, architecture, environmental design, or a closely related field – OR – Two years of full-time equivalent recent paid experience working in sustainability, urban planning/design, landscape architecture, environmental design or related field.

Any combination of related education or experience totaling two years.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of basic principles, practices, methods, and procedures of urban and regional planning, development, and zoning;
- Knowledge of research methods and sources of information related to urban growth and development;
- Knowledge of basic principles, and practices of data collection;
- Knowledge of modern office methods, practices, procedures, and equipment including related computer hardware and software;
- Knowledge of English usage, grammar, and punctuation;
- Skill in using tact, discretion, initiative and use of good judgement to make sound recommendations within established guidelines;
- Skill in organizing work assignments, setting priorities, and meeting critical deadlines;
- Ability to interpret basic planning and zoning programs to the general public;
- Ability to use map drafting and commercial art instruments and materials;
- Ability to interpret State and City regulation and ordinances;
- Ability to perform basic mathematics and their application to planning work;
- Ability to work with co-workers and members of the public through effective interpersonal, written, and oral communication skills.

HISTORY:

Established: 06/15/1981
Revised: 11/18/2020