



## Memorandum

**Date:** June 9, 2021

**To:** Civil Service Commission

**From:** Sylvana Tamura, Personnel Analyst

**Subject:** REQUEST TO APPROVE REVISIONS TO THE CLASSIFICATION SPECIFICATION OF PLANNER I-V

On May 24, 2021, correspondence was received from Joe Ambrosini, Director of Human Resources, requesting the Civil Service Commission approval of revisions to the classification specification for **Planner I-V**. Staff has reviewed this request and recommends the approval of the revisions to the classification specification, in accordance with Civil Service Rules-Article XI, Section 1101(d), of the City Charter.

### Facts for Consideration:

- The classification of **Planner I-V** can be found solely in the Development Services Department.
- The proposed changes to the **Planner I-V** classification specification are as follows:

Current	Proposed
KSA: Knowledge of English usage, grammar, and punctuation	KSA: <b>Ability to communicate effectively verbally and in writing, including appropriate use of grammar and punctuation.</b>
KSA: Knowledge of federal, state, local laws, codes and regulations, including the California Environmental Quality Act (CEQA)	KSA: Knowledge of federal, state, local <b>land use and zoning</b> laws, codes and regulations,
KSA: Knowledge and understanding of California planning regulations and laws including general planning, zoning, subdivisions, environmental and coastal regulations	KSA: Knowledge and understanding of California planning regulations and laws including general planning, zoning, subdivisions, <b>redevelopment</b> , environmental ( <b>California Environmental Quality Act</b> ) and coastal regulations
KSA: Ability to present planning studies analyses and reports to boards, commissions and committees.	KSA: Ability to present planning studies analyses and reports to boards, commissions, committees, <b>and the public.</b>



- Staff collaborated with Development Services Department on the proposed revisions to the class specification of **Planner I-V**. In addition, staff consulted with the Human Resources Department and the International Association of Machinists and Aerospace Workers (IAMAW) on the proposed revisions and confirmed their approval of revisions for the class specification of **Planner I-V**.
- Staff completed its meet and confer obligation on April 22, 2021 with the International Association of Machinists and Aerospace Workers (IAMAW) regarding the proposed revisions to the classification.
- The 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, Civil Service and the Human Resources Departments will be present to respond to any questions from the Civil Service Commission.



Date: May 24, 2021

To: Civil Service Commission

From: Joe Ambrosini, Director of Human Resources



Subject: **CLASSIFICATION SPECIFICATION UPDATE – PLANNER**

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Attached for your consideration is an update to the Planner 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 to the classification specification to clarify knowledge, and abilities statements.

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 Planner classification specification changes as outlined for your review and approval.

Should you have any questions regarding this item, please contact Fred Verdugo, Deputy Human Resources Director at (562) 570-5045.

JA: FV:BD

**Attachments**

Planner Classification Specification

cc: Fred Verdugo, Deputy Human Resources Director

**TITLE:** **PLANNER I - V**

**DEFINITION:** Under supervision, performs increasingly complex and responsible specialized, professional and technical planning work in the development and implementation of current, long range, community and environmental goals as governed by planning ordinances and development relating to municipal planning, environmental review, and redevelopment and housing.

**DISTINGUISHING CHARACTERISTICS:**

Grade Level I - Under immediate supervision, performs entry level planning work and develops solutions to problems. Trains with senior planning staff and answers routine technical questions

Grade Level II - Under general supervision, performs technical planning work which may include: participating in land use studies; garnering public input and working with community groups; reviewing moderately complicated development plans and proposals; authoring moderately complicated environmental documents; and participating in the development of land use plans and regulations.

Requires two (2) years of experience in professional or paraprofessional planning. An AICP (American Institute of Certified Planners) certification, or Master's degree in Urban Planning or closely related field from an accredited institution, may be substituted for one (1) year of required experience.

Grade Level III - Under general direction, performs specialized technical planning work which may include: performing land use studies; garnering public input and working with community groups; reviewing development plans and proposals; serving as a project manager; authoring environmental documents; and developing land use plans and regulations.

Requires a minimum of three (3) years of experience in professional planning. An AICP (American Institute of Certified Planners) certification, or Master's degree in Urban Planning or closely related field from an accredited institution, may be substituted for one (1) year of required experience.

Grade Level IV- Under minimal supervision, performs technical planning work which may include: developing and performing land use studies; garnering public input and working with community groups; reviewing complex development plans and proposals; serving as a project manager;

authoring and explaining more complex environmental documents; developing land use plans and regulations; providing technical advice to management; and acting as lead on special planning projects. May train junior planning staff and supervise the work of consultants.

Requires a minimum of four (4) years of experience in professional planning. An AICP (American Institute of Certified Planners) certification, or Master's degree in Urban Planning or closely related field from an accredited institution, may be substituted for one (1) year of required experience.

**Grade Level V -** Under broad guidelines, provides highly specialized technical advice and makes recommendations to management and City officers on interpretation of and changes to planning policies, procedures, guidelines and regulations. In addition to the duties described for Grade IV, a Grade V will represent management in an official planning capacity (e.g., act as a hearing officer), supervise other planners, review and edit the work of other planners and consultants, on a regular basis. Grade V designs, administers and evaluates public engagement efforts consistent with the broad policy direction provided by management.

Requires a minimum of six (6) years of experience in professional planning.

#### **EXAMPLES OF DUTIES:**

- May review complex applications and development plans for compliance with applicable guidelines and regulations;
- May work with other departments, agencies, and the public to formulate and implement the City plan;
- May make findings and recommendations on - municipal planning, environmental review, and redevelopment and housing;
- May conduct code enforcement field studies, investigations, and compliance actions;
- May answer technical planning questions from the public and other governmental agencies;
- May interpret and explain City policies, plans, procedures, and regulations to the public;
- May research, collect and analyze demographic, social, economic, geographic, and environmental data and write reports making recommendations to management;
- May organize and conduct community meetings;
- May formulate and participate in community outreach efforts;

- May make presentations to the Planning Commission, City Council and other agencies, commissions, and groups;
- May represent the Planning Bureau before outside agencies and groups;
- May prepare additions and amendments to Master Plans (i.e. Long Beach General Plan and Port Master Plan), and ordinances and resolutions implementing those plans;
- May prepare and circulate environmental documents in conformance with State and Federal statutes;
- May act as Zoning Administrative Hearing Officer or management representative at various staff/management meetings;
- May act in lead or supervisory capacity;
- Performs other related duties as assigned.

**MINIMUM QUALIFICATIONS:**

Graduation from an accredited four-year college or university with a bachelor's degree in Urban Planning, Architecture, Landscape Architecture, Geography, Civil Engineering, Public Administration or closely related field.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

- Knowledge of principles, practices and trends of public planning or in the specialty area to which assigned to;
- Knowledge of research methods, practices, and procedures of data collection and analyzing data;
- Knowledge of office procedures, methods, equipment;
- Knowledge of federal, state, and local land use and zoning laws, codes, and regulations;
- Knowledge and understanding of California planning regulations and laws including general planning, zoning, subdivisions, redevelopment, environmental (California Environmental Quality Act), and coastal regulations;
- Ability to communicate effectively verbally and in writing, including appropriate use of grammar and punctuation;
- Ability to work evenings, weekends, and holidays as needed;
- Ability to read, comprehend, interpret, and apply laws, rules, codes, regulations and ordinances;

- Ability to collect, analyze, compile, and arrange technical, statistical, and related information for planning and zoning research;
- Ability to develop clear, concise, and comprehensive studies, reports, and agenda items;
- Ability to present planning studies analyses and reports to boards, commissions, committees, and the public;
- Ability to lead, organize, and review the work of professional and technical staff;
- Ability to organize work assignments, set priorities, and meet critical time deadlines;
- Ability to read and understand technical drawings and specifications;
- Ability to understand and follow oral and/or written instructions;
- Ability to use tact, initiative, prudence, and good judgment within general policies, procedures, and legal guidelines;
- Ability to establish and maintain effective working relationships with a variety of people including City personnel, state, and federal agencies, private organizations and businesses, commissions/committees, members of the public, elected officials, and through effective interpersonal, written, and oral communication skills.

**HISTORY:**

Assistant Planner ~ Established – 09/01/64

Revised – 08/31/76, 06/18/81, 03/06/84 Grade Level III established 12/24/83 Grade Level III retitled Planner I 07/01/87

Approval/Adoption Dates: 05/10/88 – Human Resources Department  
06/15/88 – Civil Service Commission

Planner ~

Established 07/01/87 (Previously Planning Assistant III, Planning Associate and Senior Planner) Approval/Adoption Dates: 05/10/88 – Human Resources Department  
06/15/88 – Civil Service Commission

Consolidation of Assistant Planner and Planner ~

Approval/ Adoption Dates: 09/24/01 – Human Resources Department

Civil Service Commission Approval: 10/31/01; 11/18/20;