

**CLASS SPECIFICATION**  
**SAN DIEGO CITY CIVIL SERVICE COMMISSION**  
**ASSISTANT PLANNER - 1175**

**DEFINITION:**

Under general supervision, to perform professional planning and environmental impact analysis and research at the sub-journey level; to assist with more complex projects and assignments; and to perform related work.

**\* EXAMPLES OF DUTIES:**

- Participates in the preparation and revision of land use, transportation, community, neighborhood, and general plans;
- Assists with developing and managing environmental, general, community, and urban plans;
- Conducts research on a variety of planning problems and issues such as land use, growth management, urban design, housing, zoning, subdivision, transportation, and capital improvements;
- Performs development permit review and plan checks;
- Researches a variety of matters and problems affecting environmental quality;
- Analyzes the environmental impact of public and private development projects;
- Reviews and determines if projects may be exempted from the environmental assessment process;
- Assists with implementing all aspects of the City's Historic Resources Regulations and historic preservation program;
- Interprets planning and environmental review processes to the public, developers, and other interested persons;
- Performs Geographic Information Systems (GIS) mapping;
- Assists in the administration of zoning and subdivision regulations;
- Makes field investigations and studies;
- Assists in making presentations to citizen committees and other groups;
- Prepares reports and graphic and statistical materials.

**MINIMUM QUALIFICATIONS:**

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

A Bachelor's Degree or equivalent education (i.e., minimum completed units = 120 a semester/180 quarter), **AND** one year of full-time professional-level planning experience. Qualifying professional-level experience must be in at least one of the following areas: 1)

- \* EXAMPLES OF DUTIES performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.**

prehistoric or historic archeology; 2) historic preservation; 3) environmental review or analysis; 4) resource management (e.g., water supply, storm water, habitat, sensitive species, and other natural resources); 5) landscape planning or landscape architecture; 6) environmental, general, and community planning; 7) transportation planning; 8) design, redevelopment, and capital improvement projects; 9) zoning administration and enforcement; 10) architecture and urban design; 11) site planning; 12) discretionary permit review and processing. Possession of a valid California Class C Driver's License.