

TASK LIST – PRINCIPAL CITY PLANNER

1. Writes job descriptions and/or develops performance standards for quantity of work such as number of studies completed, reports written, complaints received, and/or residences inspected, and/or quality of work such as work products produced and/or repairs made in order to inform employees of job expectations.
2. Orients new employees by explaining job requirements and providing written materials such as performance standards, personnel rules, policies, and procedures, and benefits.
3. Conducts training sessions of subordinate staff in the functions and operations of the division and other skills used by various staff (e.g. writing and oral communication skills) in order to improve staff's overall job performance.
4. Receives information on Department objectives and specific assignments from director and/or deputy directors of planning; discusses with them to ensure clarity and to obtain additional information/guidance; and incorporates these directives into work plans of the unit.
5. Plans work of unit; considers assignments in terms of content, difficulty, and timeframe as well as employee workload, capabilities, and developmental needs; orally or in writing assigns projects, programs, and/or responsibility for carrying out work activities such as processing applications for zone changes, variances, and conditional use permits, appeals, community plan revisions, administration of design review boards, and preparation of specific plans and long range comprehensive planning projects to Senior City Planners and/or Associate Zoning Administrators in order to ensure workload is appropriately distributed among staff and that they are prepared to complete it as directed.
6. Establishes project priorities for subordinates based on Department priorities, resources available and legal deadlines in order to assure timely completion of work assignments.
7. Writes and/or assigns to subordinate staff the preparation of guidelines and procedures such as for the development and preparation of Requests for Proposals (RFP's), preparation of community plans, development of application processes, and selecting consultants.
8. Reads and comments on and/or approves drafts of reports and recommendations included in them such as reports to the City, Area, and Cultural Heritage Commissions, reports to Boards, other status or background reports, ordinances and/or, design standards, in order to give staff professional direction on planning content and report form and structure.

9. Reviews and comments on maps or plans related to division of land such as subdivision plans, parcel maps, and private street maps in order to ensure that they are in compliance with laws, rules, and regulations such as the Los Angeles Municipal Code and the Subdivision Map Act. **[DELETED]**
10. Reads and comments on and/or approves drafts of new ordinances and/or regulations such as amendments to zoning codes ordinances, in order to assure the consistency with planning principles, legal adequacy, enforceability, and effectiveness of the ordinance.
11. Reads or reviews and comments on or approves documents prepared by staff and supervisory personnel, up to and including Senior City Planners and/or Associate Zoning Administrators, related to matters such as case applications, investigations, public hearings, or recommendations to the City or Area Planning Commissions or City Council in order to ensure that they are complete, accurate, timely, and in compliance with applicable laws, rules, policies, and procedures.
12. Examines and comments on or approves maps, plans, graphic materials and other materials used in special exhibits or material such as brochures and information packets in order to ensure that information prepared for the public and/or for parties affected by Planning Department activities is clear, accurate, easy to understand, and attractive.
13. Reads, reviews, approves and may on occasion write recommendations about matters such as public works approvals, acquisition or sale of public land, land use densities, zone designations, future urban form and function, and public works facilities and infrastructure in order to provide information to department management, and other City departments, other public and government agencies, the City and Area Planning Commissions, the City Council, the Mayor, and/or City residents.
14. Reads and reviews staff comments on environmental documents such as Environmental Impact Reports, reports of mitigation measures/monitoring programs, initial studies, and notices of preparation in order to assure relevant impacts have been recognized and assessed adequately.
15. Reads and reviews staff recommendations regarding the appropriate environmental clearance for discretionary and non discretionary projects in order to assure compliance with City, State, and federal rules and regulations.
16. Provides information and guidance to subordinates about general and specific aspects of the General Plan including long range goals and the anticipated effects and relationship of the various elements in order to maintain consistency with state law and the City Charter.

17. Conveys information to employees orally or in writing, including information from management such as policy changes or department objectives, interpretations of City policies or MOU's, and training and promotional opportunities; listens to employee concerns and follows-up as appropriate; concerns, ideas, and suggestions in order to ensure everyone is provided relevant information.
18. Holds regular meetings with senior staff to provide, transmit, and/or exchange information, discuss work assignments, and/or provide direction and guidance.
19. Discusses such matters as work assignments, schedules, and problems with Department management, subordinates, and others in order to exchange information, give instructions, and resolve problems.
20. Observes interaction of subordinates and informs them of City and department policies in order to prevent/correct instances of harassment and expressions of bigotry.
21. Keeps records on work of senior subordinates, evaluates their performance, and meets regularly with them to discuss their evaluations in order to improve productivity and to meet City requirements for regular evaluation of employee performance.
22. Commends good work or performance of subordinates in order to improve morale and to provide examples for others by such means as praising good work, giving public recognition of outstanding performance, or issuing notices of commendation.
23. Observes employee performance and monitors job progress in order to ensure timely completion of work and that its quantity and quality are consistent with standards.
24. Facilitates employees' work by ensuring necessary resources are available, answering questions, and recommending use of more efficient or effective procedures.
25. Identifies training needs and requests or recommends special training for subordinates such as improving knowledge of office equipment or classes given by the City in supervision and other subjects in order to improve the quality of their work.
26. Discusses problems with subordinates and receives grievances, and makes reports on these matters to higher level management, when required, in order to comply with good personnel practice and other requirements such as City and department policies and regulations and Memoranda of Understanding.

27. Completes performance evaluations and, as needed, counsels employees regarding performance factors such as quality and quantity of work, punctuality, attendance, and interpersonal relations in order to provide timely feedback to employees on how to improve work performance.
28. Disciplines employees by following departmental progressive disciplinary procedures including counseling, documenting steps taken and making recommendations to higher level management, in order to improve employee job performance.
29. Writes management update reports on division activities such as monthly reports (narrative), statistical reports (work load indicators), and work programs (all projects allocated to the division) in order to ensure the timely completion of work projects, identify problem areas (e.g. scheduling, procedural and/or resources) and to keep management, Commissions, Boards, Council, and Mayor informed of work progress.
30. Interviews prospective employees for positions supervised by the Principal City Planner such as Senior City Planner, Management Analyst, and other staff in order to evaluate their qualifications and experience in type of work desired, and other requirements for work in the Planning Department.
31. Approves the strategy and conduct of hearings (prepared by subordinates) on matters such as permits, applications for changes in zoning, variances, conditional use permits, general plan elements and amendments, specific plans, and supplemental use districts in order to ensure that hearings are held in compliance with applicable laws, rules, and regulations. **[DELETED]**
32. Reads reports and recommendations of hearing examiners in order to be informed about disposition and/or recommendations and to forward them to the City and Area Planning Commissions for action with the Principal City Planner's support or opposition to the recommendation attached. **[DELETED]**
33. Assigns and reviews the work of hearing examiners involved in holding public hearings and making studies, investigations and recommendations regarding zoning matters including applications for change of zone, specific plans, conditional uses, and building lines and supplemental use districts. **[DELETED]**
34. Schedules employee time at work and/or approves/disapproves employee requests for time off in order to assure necessary levels of staffing and timely completion of work.
35. Drafts the proposed annual budget for the division using information such as reports prepared by subordinates, records and information from previous years, the Mayor's budget message, and forecasts of general economic activity; the budget may include expense, equipment, facilities, and personnel costs in order to provide information to Administrative Services for constructing the Department's budget.

36. Reads laws, codes, ordinances, and/or regulations such as zoning ordinances, building codes, proposed and adopted legislation, and law suits, in order to determine their impact on the department and the necessary actions to be taken in response to those events through discussion with Department management, subordinates, developers, City residents, and other interested parties. **[DELETED]**
37. Determines relevant information resources such as land use information, population, socio-economic, and transportation data, coordinates with other agencies and assures consistency of application of data acquired in order to maximize resource. **[DELETED]**
38. Determines research required for developing and/or evaluating proposed projects or changes in the areas of population and economic trends, land use, transportation, and changing social conditions. **[DELETED]**
39. Reads detailed reports of unusually complex or controversial matters such as a contested application for a zoning change or restricting development in a particular area, in order to make recommendations for action to the City and Area Planning Commissions, City Council, and/or Mayor and gives active direction to subordinate staff.
40. Determines content of citizen participation programs tailored to the needs or goals of the project and the public by setting a schedule of events, allocating resources, and determining the form in which information will be returned, in order to comply with state laws. **[DELETED]**
41. Reads and reviews response factors such as number of participants, apparent understanding of issues, primary concerns of participants, and degree of response to programs such as charities, workshops, technical and citizen advisory committees, and newsletters and informational bulletins, in order to determine the effectiveness of citizen participation programs. **[DELETED]**
42. Writes letters, memos and reports related to planning issues, projects, and policies, and/or to respond to questions or complaints from City residents, businesses, and/or other interested parties in order to provide and/or obtain information.
43. Writes reports containing recommendations on unusually complex or controversial issues in order to inform or influence decisions by the City and Area Planning Commissions, City Council, Mayor's Office, and/or outside agencies and ensure consistency in implementation of state laws, lawsuits, and City and department policies.
44. Gives oral presentations to the press, public, City, Area and Cultural Heritage Commissions, Boards, the Mayor's office, City Council, and/or other agencies in order to inform and educate them regarding planning issues.

45. Gives oral presentations at hearings such as City, Area and Cultural Heritage Commissions, outside agencies, City Council, and state legislative committees in order to influence decisions relating to the General Plan and its implementation.
46. Makes oral presentations about subjects such as proposed projects, planning changes, or zoning changes to the City, Area, and Cultural Heritage Commissions, Boards, other City department management, City Council, Mayor's Office, and/or other government bodies in order to get projects or changes approved.
47. Makes oral presentations about subjects such as proposed projects, planning changes, or zoning changes at meetings such as Neighborhood Councils, preservation groups, business organizations, or professional organization in order to provide information about Planning Department functions, activities, and projects and/or to gain support for Planning Department plans and projects.
48. Makes oral presentations which explain technical material such as Zoning Code provisions, composition and organization of the General Plan, explanations of case processing, plan amendment procedures, the variance and conditional use processes and the environmental review process in order to provide information about Planning Department services and functions to City agencies, other government agencies, City residents, and other interested parties. **[DELETED]**
49. Communicates orally and in writing with other divisions in the department and/or with other City departments (such as Building and Safety, Transportation, or Public Works) in order to jointly develop city wide positions and recommendations, coordinate schedules and work activities, carry out projects as a team, resolve issues between departments, and/or share information.
50. Recommends (orally or in writing) approval of proposed locations and land acquisitions for public buildings and facilities and other public uses by the City, Area, and Cultural Heritage Commissions or Boards in order to place public facilities in response to projected needs and in accordance with the General Plan. **[DELETED]**
51. Gives interviews to media representatives either by making prepared statements or by responding to questions in order to provide information about Planning Department functions, activities, and projects.
52. Represents the Department in person at meetings with representatives of other City departments, other government agencies (e.g., METRO, Southern California Association of Governments, Regional Planning Department, Caltrans), public utilities, businesses, and other interested parties and serves as liaison with such groups in order to facilitate communication and interaction with regard to City positions.
53. Interviews, along with other Principal Planners, on selection panels for prospective consultants in order to recommend the best consultant for the project.

54. Meets with contractors in order to direct their work, resolve issues, and keep on schedule.
55. Attends events such as professional conferences, training seminars, and other professional meetings (either as attendee or presenter) in order to keep informed of current developments in the field of planning or to provide information about current planning activities and techniques used in Los Angeles.
56. Reads materials such as letters and reports from other City departments and other government agencies and articles in newspapers and professional journals in order to be informed about current activities and various approaches to city planning.
57. Hosts planners from other countries, cities, or agencies in order to arrange for tours of Department facilities, visits to Department projects and completed developments, or provides written materials to outside planners to facilitate inter-agency exchanges of information. **[DELETED]**
58. Interviews for other jurisdictions (i.e. county and municipal agencies) in order to rank candidates for placement on civil service eligible lists and determine their chances for employment. **[DELETED]**
59. Uses a personal computer and/or mainframe terminal and software such as data bases, word processors, graphics programs, and/or spread sheets for data retrieval, scheduling meetings, tracking projects, and drafting letters, memos, and/or reports.
60. Acts in the capacity of director of planning or deputy director of planning in their absence.