

TASK LIST – SENIOR CITY PLANNER

1. Directs and reviews the development, preparation, and revision of the General Plan such as background reports, environmental impact reports, ordinances, specific plans, plan amendments, and implementation reports accompanying such plans in order to ensure the material is technically adequate, legally sufficient, clearly written, conforms to established City and Department policies, and is written in a manner that facilitates acceptance by the Area and City Planning Commissions and City Council.
2. Writes, maps, formulates, and/or revises more difficult, complex plans and projects such as background reports, environmental impact reports, ordinances, specific plans, plan amendments, and implementation reports accompanying such plans in order to facilitate acceptance by the Area and City Planning Commissions and City Council.
3. Reviews procedures and documents pertaining to the acceptance of case applications, notifications, investigations, public hearings, and the preparation of staff recommendations to the Area and City Planning Commissions and City Council in order to assure they are done in a way which is timely, legal, and in accord with established policies and procedures.
4. Confers with members of the public, Department personnel, other agency and other department personnel, and subordinate staff in order to ensure that the acceptance of applications for zone changes, conditional uses, and special districts such as notifications, investigations, public hearings, and the preparation of staff recommendations to the Area and City Planning Commissions and City Council are done in a way which is timely, legal, and in accord with established policies and procedures.
5. Writes guidelines and procedures in order to ensure that the acceptance of applications for zone changes, conditional uses, and special districts including notifications, investigations, public hearings, and the preparation of staff recommendations to the Area and City Planning Commissions and City Council are done in a way which is timely, legal, and in accord with established policies and procedures. **[DELETED]**
6. Gives directions to subordinates for the preparation of notifications, the conduct of investigations and public hearings, and the writing of staff reports and recommendations in a way that assures technical proficiency, legal sufficiency, clarity, fair reflection of all points of view and tradeoffs, and conformance to established City and Department policies.

7. Reviews subordinates' reports, recommendations, maps, and special exhibits on topics such as elements of the General Plan, community plans, specific plans, zone changes, divisions of land, and environmental clearances for presentation to the Area and City Planning Commissions, City Council, and other governmental and civic organizations.
8. Writes reports and recommendations, and prepares maps and special exhibits on topics such as elements of the General Plan, community plans, specific plans, zone changes, divisions of land, and environmental clearances for presentation to the Area and City Planning Commissions, City Council, and other governmental and civic organizations.
9. Makes oral presentations on topics such as elements of the General Plan, community plans, specific plans, zone changes, divisions of land, and environmental clearances to the Area and City Planning Commissions, City Council, and other governmental and civic organizations.
10. Reviews subdivisions, parcel and private street maps, and other division of land matters in order to determine their compliance with the Los Angeles Municipal Code (L.A.M.C.), Subdivision Map Act, and determine their effect on the City's General Plan.
11. Takes the place of the Director of Planning by acting as the Advisory Agency on subdivisions and parcel maps and/or takes the place of a Deputy Director of Planning on private street maps in order to ensure their compliance with the Los Angeles Municipal Code (L.A.M.C.), Subdivision Map Act, and determine their affect on the City's General Plan.
12. Determines the level of environmental clearance necessary for most discretionary and many non-discretionary projects under the jurisdiction of the Planning Department in order to ensure compliance with C.E.Q.A. (California Environmental Quality Act). **[DELETED]**
13. Formulates and makes recommendations regarding plan amendments, specific plans, variances, conditional uses, and consistency with the General Plan in order to ensure their adequacy, accuracy, completeness, political sensitivity, and compliance with City policy.
14. Makes recommendations with respect to areas such as public works approvals, acquisition or sale of public land, land use densities, zone designations, future urban form and function, and public facilities and infrastructure in order to provide information for Department management, other City agencies, other public agencies, the Area and City Planning Commissions, the City Council, the Mayor, and the general public. **[DELETED]**

15. Reviews and edits subordinates' recommendations in the areas of public works approvals, acquisitions or sale of public land, land use densities, zone designations, future urban form and function, and public facilities and infrastructure in order to provide information for Department management, other City agencies, other public agencies, the Area and City Planning Commissions, the City Council, the Mayor, and the general public.
16. Reviews background research, reports, and ordinances, as well as the development, preparation, and revision of plans in order to assure their technical adequacy, legal sufficiency, clarity, political sensitivity, and compliance with Department and City policy.
17. Takes the place of a Principal City Planner in his or her absence by conducting and attending meetings, assuming administrative responsibilities such as signing documents and reports, approving overtime, and taking personnel actions.
18. Makes oral presentations, answers questions, and explains technical material such as Zone Code provisions, composition and organization of the General Plan, explanations of case processing, plan amendment processing, the variance and conditional use process, and the environmental review process in order to represent the Planning Department at meetings with other governmental agencies, City agencies, private organizations, and the general public.
19. Assists the Principal Planner in preparing the division budget by performing activities such as gathering information, analyzing equipment and personnel needs, making work load projections, identifying consultant services requirements, and estimating funding needs.
20. Reviews and assigns for review material related to difficult, complex, and/or controversial EIRs (Environmental Impact Reports) and/or other environmental clearance for projects located within and outside of the City in order to determine their impact on the implementation of the General Plan and for compliance with C.E.Q.A.
21. Provides instructions to subordinates and reviews their socio-economic research activities in areas such as population projections, appraisal of housing needs, and employment projections which use computer data systems, math models, and computer graphics. **[DELETED]**
22. Provides instructions to subordinates for the formulation and implementation of citizen participation programs related to the section's or division's assignments utilizing techniques such as Charettes workshops, technical and citizen advisory committees, newsletters and informational bulletins, and/or web-based tools such as e-mail, blogs, and temporary websites.

23. Alerts senior management, orally to politically sensitive situations associated with ongoing work programs such as adverse City Council reaction to projects, hostile reactions from special interests groups and citizens at large.
24. Verbally answers questions (or refers them when appropriate) from members of the public on a variety of issues ranging from broad planning matters to planning processes, procedures, or individual cases.
25. Attends and/or presents information at professional conferences, training seminars, and inter jurisdictional meetings in order to represent the Department and enhance own knowledge of the planning discipline.
26. Hosts planners from other countries including showing Department facilities and providing copies of documents in order to promote an exchange of information on planning techniques. **[DELETED]**
27. 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.
28. Orients new employees by explaining job requirements and providing written materials such as performance standards, personnel rules, policies, and procedures, and benefits.
29. Distributes and circulates announcements of conferences, seminars, and classes in order to assure that subordinates have access to professional development programs.
30. Trains employees by explaining and demonstrating work procedures and then observing employee performance to ensure employees are properly trained and to determine additional training needs.
31. Plans work of unit, assuring priority assignments are handled first; considers assignments in terms of content, difficulty, and timeframe as well as employee workload, capabilities, and developmental needs; and assigns responsibility and explains assignments in order to ensure workload is appropriately distributed among staff and that they are prepared to complete it as directed.
32. Facilitates employees' work by ensuring necessary resources are available, answering questions, and recommending use of more efficient or effective procedures.
33. Observes employee performance, reviews work of employees, and monitors job progress in order to ensure timely completion of work and that its quantity and quality are consistent with standards.

34. Discusses completed work with employees, including quantity and quality, timeliness, and problems encountered; and provides verbal and/or written praise and/or constructive criticism in order to provide recognition of good/poor performance and to coach them for effective performance of future assignments.
35. Documents incidents of noteworthy good or poor job performance; evaluates employees in areas relevant to the job; documents employee evaluations; and discusses evaluations with the employee in order to provide positive and negative feedback and identify developmental needs.
36. 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; discusses activities of unit with other supervisors; and informs management of unit activities, concerns, ideas, and suggestions in order to ensure everyone is provided relevant information.
37. Interviews job candidates; applies the principles of Equal Employment Opportunity; listens to employee grievances and disputes to identify a fair solution based on facts; counsels employees regarding problems such as rule infractions or inappropriate conduct; and/or disciplines employees following departmental progressive disciplinary procedures in order to perform personnel policy functions.
38. 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.
39. Determines supplies and equipment to meet staff needs and considers future equipment and staffing needs in order to assist in budget preparation.
40. Reads and reviews professional literature such as journals, magazines, books, and relevant web-based information in order to keep informed of current developments in the planning field.
41. Establishes scope of work, writes Request for Proposal (RFP), determines funding needed, oversees review evaluation, and selection of proposals, monitors selected contractor's compliance, and evaluates their performance in order to manage contracts.
42. Develops and discusses performance standards with unit supervisors and subordinate staff in order to assure awareness of expectations.
43. Reviews and edits written work of subordinate employees in order to assure that tone and content are appropriate and that grammar and style are acceptable.

44. Meets with unit supervisors in order to review subordinates' performance and supervisors' evaluations of performance in order to assure objectivity, fairness, and uniformity in the evaluation process.
45. Provides verbal and written status reports to management in order to keep them informed of section activities, concerns, and suggestions.
46. Determines the need for and schedules interdepartmental and/or interagency meetings in order to ensure exchange of necessary information and coordination of activities.
47. Participates in the development of Planning Department strategic objectives, workforce plans, policies, practices, and positions on major issues.