

**CITY OF HUNTINGTON BEACH**  
**CLASS SPECIFICATION**



**TITLE: ASSOCIATE PLANNER** **DATE: NOVEMBER, 1996**

**PERSONNEL COMMISSION APPROVAL: APRIL 21, 2021 (Revised)**  
**COUNCIL APPROVAL: NOVEMBER, 1996**

**JOB CODE: 0071**  
**EMPLOYMENT STATUS: REGULAR FULL-TIME**  
**UNIT REPRESENTATION: MEO**  
**FLSA STATUS: EXEMPT**  
**EEOC CODE: PROFESSIONALS**

**DUTIESJOB SUMMARY**

Under general supervision, performs a variety of journey-level professional urban planning assignments. The fundamental reason this classification exists is to perform and coordinate complex assignments in planning, land use, and zoning. An Associate Planner may be assigned to any section within the Community Development Department requiring professional planning support. Incumbents serve as staff liaison to designated bodies, organizing agendas and following up on action items requested by these bodies.

**SUPERVISION RECEIVED AND EXERCISED**

Reports to: Planning Manager

**DISTINGUISHING CHARACTERISTICS**

The Planner series consists of five levels. The distinction amongst levels is determined according to the complexity of the work assigned, the range of supervision received and exercised, and the expertise required to perform the work at the designated level.

Associate Planner – This is the fully trained journey-level classification in the Planning Series. Incumbents are expected to perform the full range of planning work in accordance with established priorities and procedures and possess knowledge of the generally accepted principles, theories, and best practices required to perform the work.

The Senior Planner performs advanced journey-level professional planning and in addition to the full range of planning work, the Senior Planner supervises professional and technical staff.

The Associate Planner works under the supervision of a Senior Planner and performs difficult and specialized planning assignments. This class is distinguished from the Planner Assistant class which handles the less complex assignments. Planner

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Associates also may work in a lead capacity over lower level staff.

#### **EXAMPLES OF ESSENTIAL DUTIES**

- Participates in a variety of planning projects
- Researches and investigates designated aspects of the general plan, special projects or code amendments and makes recommendations based on findings
- Researches, collects and analyzes data
- Writes special project reports or assigned portions of the general plan
- Prepares environmental impact studies related to public projects including the research and analysis of pertinent information
- Assists the public over the phone or at the counter
- Responds to incoming correspondence and assists individuals in completing various applications
- Performs routine plan checks at the counter as they relate to zoning and subdivision requirements
- Performs plan checks, including occasional field checks, in order to ensure that plans meet zoning and ordinance requirements before submission to the City Council, Planning Commission, Zoning Administrator, and/or other boards or appropriate committees
- Coordinates site, parking, and landscape plans as may be required and follows up on conditions of approval; checks preliminary subdivision maps
- Processes planning entitlement applications to the Zoning Administrator, Planning Commission, or City Council such as but not limited to Conditional Use Permits, variances and zoning text amendments
- Researches and prepares planning related reports, documents and agenda for City officials and other agencies and organizations
- Responds to planning related inquiries from the general public and other agencies and organizations
- Reviews major and minor planned development amendments, rezoning requests, land use plan amendments, entitlements and other proposals
- Conveys all aspects of processing entitlements for development, including environmental status
- Participates in community meetings; prepares and delivers presentations at public meetings
- Provides technical assistance to project participants
- Coordinates review of projects with other departments and agencies
- Interprets and applies the provisions of the Huntington Beach Zoning and Subdivision Ordinance, state planning and zoning laws, California Environmental Quality Act, Subdivision Map Act, local coastal program, Huntington Beach General Plan, Design Guidelines and various specific plans, ordinances and policies

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- Conducts special studies to draft ordinances and updates to the General Plan
- Assists in the development of policies and procedures
- Performs technical work related to environmental impact reports
- Drafts written staff reports and recommendations with findings and conditions of approval
- Performs field work and research for planning and zoning issues
- Performs plan checks
- Participates and coordinates processing activities with other staff members, departments or agencies
- Serves as staff liaison to various committees/boards
- Reviews written work of other staff planners
- Provides guidance to junior level staff
- Prepares maps and graphics presentations for the department
- Reports to work as scheduled and works a variety of schedules including evenings, weekends and holidays as required
- Maintains regular and consistent attendance record
- Performs other related duties as assigned

~~Interprets the City Council, Planning Commission, Zoning Administrator, and Design Review Board actions regarding zoning permits and entitlements; administers, interprets and enforces the provisions of the Huntington Beach Zoning and Subdivision Ordinance, State Planning and Zoning Laws, California Environmental Quality Act (CEQA), Subdivision Map Act, Huntington Beach General Plan and other applicable laws, ordinances, rules, regulations and policies; functions as project planner, performing specialized and complex assignments such as special studies, staff reports, writing ordinances and environmental impact assessments; develops and presents reports, memoranda, letters and other forms of correspondence; assists in the development of policies and procedures; performs complex technical work related to environmental impact reports; determines environmental status on various development projects according to city, state and federal environmental guidelines; keeps abreast of CEQA developments and other relevant legislation; makes public presentations and represents the Department at public hearings, Planning Commission, City Council, and other professional meetings; participates in staff meetings and community meetings; may act as Senior Planner or Zoning Administrator; may conduct staff meetings; coordinates review of projects with other departments and agencies; provides and coordinates staff training; provides professional and technical assistance to project participants; confers with individuals, property owners and companies interested in land development to review plans and to interpret ordinances and policies; deals with the public in a constructive manner and provides quality customer service; advises violators of ordinance requirements and attempts to gain compliance; performs plan checks and~~

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~~makes inspections to note compliance with conditions of discretionary permits; performs other related duties as assigned.~~

*The preceding duties have been provided as examples of the essential types of work performed by positions within this job classification. The City, at its discretion, may add, modify, change or rescind work assignments as needed.*

### **MINIMUM QUALIFICATIONS**

*Any combination of education, training, and experience that would likely provide the knowledge, skills, and abilities to successfully perform in the position is qualifying. A typical combination includes:*

#### **Knowledge of:**

- ~~Principles, and practices, and techniques of urban and regional city planning, land use, and zoning;~~
- ~~Applicable federal, state, and local laws, codes, and requirements including but not limited to California Planning and Zoning laws, California Environmental Quality Act, Subdivision Map Act, and California General Plan Guidelines and planning case law;~~
- ~~Advanced concepts of siteproject planning, drafting, urban design, architecture, landscaping, traffic and transportation engineering as they related to the processes of urban planning; plan specifications, blueprint, and map reading and delivery; contract administration; personnel policies and procedures;~~
- ~~Principles of advanced mathematics and their application to planning work descriptive statistics and business math;~~
- ~~Modern office methods, practices, procedures, and equipment, including related computer hardware and software and graphics~~
- ~~+Research methods as applied to the collection and analysis of data pertinent to urban planning and environmental studiesareas;~~
- ~~pPrinciples and practices of effectivequality customer services; related computer software including graphics; plan, specification, blueprint, and map reading.~~
- ~~English usage, grammar, and punctuation~~
- ~~Methods and techniques of effective technical report preparation and presentation~~

#### **Ability to:**

- ~~Interpret planning and zoning programs to the general public; identify and respond to issues and concerns~~
- ~~Read plans and specifications and make site visits as needed~~

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- Conduct routine research projects, evaluate alternatives and make sound recommendations
- Read, interpret, apply, and explain technical written material and complex federal, state, and local policies, procedures, laws, regulations, ordinances and City planning policies and procedures
- Perform mathematical and planning computations with precision
- Operate modern office equipment, including computers and applicable software programs
- Establish and maintain a variety of filing, record keeping, and tracking systems
- Make sound decisions within established policy and procedural guidelines
- Organize work assignments, set priorities, and meet critical time deadlines
- Read and understand technical drawings and specifications
- Use tact, initiative, prudence and independent judgment within general policies, procedural and legal guidelines
- Establish and maintain effective working relationships with those contacted in the course of work
- Communicate effectively, both verbally and in writing; ~~conduct research; oversee projects and staff; read and interpret written documents such as plans, specifications and blueprints.~~

**Education:** Equivalent to a Bachelor's Degree in Planning, Urban Planning, Landscape Architecture or other closely related field from an accredited college or university; with major coursework in City Planning or a related field. A Master's Degree in Planning, Urban Planning, Landscape Architecture or other closely related field preferred will substitute for one year experience.

**Experience:** Four (4) years of progressively responsible urban planning or directly related experience performing professional planning work; preferably including one (1) year in a ~~supervisory or~~ lead role.

**Certification:** A valid California Class C drivers license with an acceptable driving record required by time of appointment and throughout employment.

### SPECIAL CONDITIONS

Employees regularly assigned/required to drive a city or personal vehicle in the course and scope of work shall be required to participate in the DMV Employer Pull Notice program.



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**Public Employee Disaster Service Worker:** In accordance with Government Code Section 3100, all Huntington Beach city employees are required to perform assigned disaster service worker duties in the event of an emergency or a disaster.

### **PHYSICAL TASKS AND ENVIRONMENTAL CONDITIONS**

Incumbents must be able to meet the physical requirements of the class and have mobility, balance, coordination, vision, hearing and dexterity levels appropriate to the duties to be performed.

Work is performed indoors and outdoors. Incumbents use a computer keyboard and related equipment. Incumbents sit, stand, walk, climb, stoop, crouch, twist, bend, push, pull, reach, grasp, and lift. May require lifting objects weighing 15 pounds or less. Work involves detailed concentration and analytic data review for extended periods of time. When work is performed outdoors, there is full exposure to various weather conditions. Must utilize approved safety equipment and protective gear, including but not limited, hard hats, respirators, life vests, and/or hearing protective devices. Requires vision in reading correspondence, plans, specifications and other information. Hearing and speaking required when providing telephone service and communicating in person. This position is also expected to perform inspections of work in the field that may require walking on uneven ground, working around machinery, fumes, dirt and gas and in varying temperatures.

Reasonable accommodation(s) for an individual with a qualified disability will be considered on a case-by-case basis.

Est. November, 1996  
Rev. April, 2021 pa