



City of Long Beach Employment Opportunity

PLANNER

Job Number: F53AN-18

SALARY: \$2,070.80 - \$4,330.64 Biweekly

OPENING DATE: 05/25/18

CLOSING DATE: Continuous

DESCRIPTION:



Accepting online applications only. Apply online 24 hours a day, beginning on May 25, 2018. Filing will remain open until vacancies are filled. Filing may close without further notice.

EXAMPLES OF DUTIES: Under supervision, performs increasingly complex and responsible planning work in the development and implementation of the City's current, long-range, community and environmental goals; reviews plans and proposals for compliance with local, state and federal standards for historic preservation; reviews complex application and development plans for compliance with applicable guidelines and regulations; works with other departments, agencies and the public to formulate and implement City plans; answers technical planning questions from the public; explains City policies and regulations to the public; researches and analyzes demographic, geographic and environmental data and writes reports making recommendations; organizes and conducts community meetings; formulates and participates in community outreach efforts; makes presentations to the Planning Commission, City Council and other agencies and groups; prepares amendments to Master plans (i.e., Long Beach General Plan); prepares and circulates environmental documents in conformance with State and Federal statutes; may act as hearing officer or management representative; may act as lead or supervisor; performs other related duties as required.

REQUIREMENTS TO FILE:

- Bachelor's Degree from an accredited university or college in Urban Planning, Civil Engineering, Architecture, Public Administration, Geography, or a closely related field (**proof required**)*.

Experience offering specific and substantial preparation for the duties of the position may be substituted for the required education on a year for year basis up to two (2) years.

A working understanding of California planning laws, including general plan, zoning, subdivision, environmental and coastal regulations.

Additional Requirements to File:

- Ability to:
- Effectively communicate both orally and in writing;

- Attend occasional evening or weekend meetings as assigned.

A valid driver's license is required by the hiring department.

DESIRABLE QUALIFICATIONS: Experience or focused educational coursework in: historic preservation, advance planning, California Environmental Quality Act (CEQA), zoning/development review, Geographic Information Systems (GIS), subdivision of land, urban design, design review, landscape architecture is desirable for some positions. American Institute of Certified Planners (AICP) Certification and a Master's degree in planning related fields are desirable. Bilingual Spanish/English or Khmer/English or Tagalog/English language proficiency is also desirable for some positions.

***Required documents, such as college transcripts, must be uploaded to the application at the time of filing. Any proofs submitted must contain either the applicant's name or other identifying characteristic on the form. Candidates who possess degrees from colleges or universities from outside the United States must attach proof of educational equivalency at the time of filing.**

SELECTION PROCEDURE: SELECTION PROCEDURE:

Application Packet.....Qualifying

This selection procedure will be conducted using a non-competitive process, which means applications are evaluated based on training, experience, education, certificates and/or licenses. There is no examination.

This is a continuous eligible list, which means all applicants meeting the minimum requirements to file will be placed on the eligible list. Applicants receiving Veteran's Credit will be placed on the eligible list first and then in the order in which applications were filed. The continuous eligible list will expire in six months. Eligible lists may be established periodically.

If you do not receive notification by within two weeks of filing, please contact the Civil Service Department at (562) 570-6202.

In support of the City's Language Access Policy, bilingual skills (Spanish, Khmer, or Tagalog) are desirable for some positions interacting with the public.



This information is available in an alternative format by request at (562) 570-6202. If special accommodation is desired, please contact the Civil Service Department two (2) business days prior to the test at (562) 570-6202. For hearing impaired, call (562) 570-6638.
An Equal Opportunity Employer.

J.O.B. ED6AN-18 CS:PLANNER
6/6/2018

This information is available in an alternative format by request at the agency contact on the bulletin. If a special accommodation is desired, please contact the agency two (2) business days prior to the test, if applicable.

An Equal Employment Opportunity

APPLICATIONS MAY BE FILED ONLINE AT:
<https://www.governmentjobs.com/careers/longbeach>

Position #F53AN-18
PLANNER
CS

Civil Service
333 W. Ocean Blvd., 7th Floor
Long Beach, CA 90802

(562) 570-6202

civilservice@longbeach.gov

PLANNER Supplemental Questionnaire

- * 1. **INSTRUCTIONS:** The purpose of this supplemental application is to derive more specific information about the qualifications of applicants for this position. This form will serve as the basis for qualifying candidates on the eligible list. Be specific and detailed in your responses. Do not leave any questions unanswered. If you have no experience, please so indicate. Resumes will not be considered as part of the Civil Service application process and may not be substituted in lieu of the completed application or supplemental applications. Do you understand the above information?
- Yes No
- * 2. **REQUIREMENTS TO FILE** Please indicate which option qualifies you for the Planner position.
- Option A: Bachelor's Degree from an accredited university or college in Urban Planning, Civil Engineering, Architecture, Public Administration, Geography, or a closely related field (proof required at the time of filing)*.
- Option B: I have related education (proof required)* and experience offering specific and substantial preparation for the duties of the position may be substituted for the required education on a year for year basis up to two (2) years.
- Option C: I do not meet any of the options listed above. Selecting this option will disqualify me from this position.
- * 3. Do you have a working understanding of California planning laws, including general plan, zoning, subdivision, environmental and coastal regulations?
- Yes
 No
- * 4. **QUALIFIED EXPERIENCE** If you selected Option B in Question #3, briefly describe in paragraph form your related experience offering specific and substantial preparation for the duties of the position which may be substituted for the required education on a year for year basis up to two (2) years. In your paragraph include employer's name(s), job title(s), date(s) of employment, hours per week, and job duties. If you do not have experience, please type N/A.
- * 5. Briefly describe in paragraph form your experience and understanding of California planning laws, including general plan, zoning, subdivision, environmental and coastal regulations. In your paragraph include employer's name(s), job title(s), date(s) of employment, hours per week, and job duties. If you do not have any experience, please type N/A.
- * 6. Do you have the ability to effectively communicate both orally and in writing?
- Yes No
- * 7. Do you have the ability to attend occasional evening or weekend meeting as assigned?
- * 8. How many years of planning experience do you have?
- Less than one year
 2 to 3 years
 4 to 5 years
 More than 5 years
 I do not have any planning experience.
- * 9. Describe your experience working with the California Environmental Quality Act (CEQA).

Provide specific details of duties and projects. Include employer's name(s), job title(s), date(s) of employment, hours per week, and job duties. If you do not have any experience working with CEQA, please type N/A.

- * 10. List any additional federal, state, regional and local laws, codes and regulations that you are familiar with. Include a brief description of how you have applied them in your work. Include employer's name(s), job title(s), date(s) of employment, hours per week, and job duties. If you do not have any experience with laws, codes or regulations mentioned above, please type N/A.
- * 11. **DESIRABLE QUALIFICATIONS:** Do you possess any experience or focused educational coursework, in any of the following? If so please indicate below. You may choose more than one box.
- Historic preservation
 - Advance planning
 - California Environmental Quality Act (CEQA)
 - Zoning/Development review
 - Geographic Information Systems (GIS)
 - Design review
 - Subdivision
 - Urban design
 - Landscape architecture
 - Other (Selecting this answer will not disqualify you from this position)
 - None of the above (Selecting this answer will not disqualify you from this position)
- * 12. Describe in detail your experience or focused educational coursework in Historical preservation, Advance planning, CEQA, Zoning/Development Review, GIS, Design Review, Subdivision, Urban design, Landscape architecture or Other. If you do not have any experience in these areas, please type N/A.
- * 13. Along with excellent English communication skills, bilingual in Spanish, Khmer, Tagalog is also desirable for some positions. Please select bilingual skill you possess, if any. If you do not have any of these language skills, choose None (selecting this option will not disqualify you from the position). You may choose more than one box.
- Spanish
 - Khmer
 - Tagalog
 - Other
 - None
- * 14. **GENERAL QUESTIONS** Are you claiming Veteran's Preference? Note: If you answer "YES", a copy of your DD-214 Member 4 Form (or other appropriate documentation) must be attached with your application at time of filing.
- Yes No
- * 15. I understand that proof of required documents must be uploaded to the online application at the time of filing. I also understand that failure to submit all required documents at time of filing will result in the application being considered incomplete and not accepted. **Proofs for this position may include: proof of college transcripts or degree and/or DD-214 Member 4 Form, if claiming veteran's preference.**
- Yes No
- * 16. I certify that I have personally completed the information provided and that it is accurate and complete to the best of my knowledge. I understand that any falsification may cancel any terms, conditions, or privileges of employment. Do you understand the information above?
- Yes No

* Required Question