



**CITY OF LONG BEACH  
CLASSIFICATION SPECIFICATION**

---

**TITLE: Planner I – V**

**DEFINITION:** Under supervision, performs increasingly complex and responsible specialized, professional and technical, planning work in the development and implementation of current, long range, community and environmental goals as governed by planning ordinances and development policies.

**DISTINGUISHING CHARACTERISTICS:**

Planner I Under immediate supervision, performs entry level planning work and develops solutions to problems. Trains with senior planning staff and answers routine technical questions from the public and governmental agencies. May participate in land use studies and review simple land use plans.

Planner II Under direct supervision, performs technical planning work which may include: participating in land use studies; garnering public input and working with community groups; reviewing moderately complicated development plans and proposals; authoring moderately complicated environmental documents; and participating in the development of land use plans and regulations.

Planner II requires a minimum of two years of experience as a Planner I, or equivalent experience obtained in another planning agency. An AICP (American Institute of Certified Planners) certification, or a masters degree in urban planning or a closely related field from an accredited institution, may be substituted for one year of the required experience.

Planner III Under general supervision, performs specialized technical planning work which may include: performing land use studies; garnering public input and working with community groups; reviewing development plans and proposals; serving as a project manager; authoring environmental documents; and developing land use plans and regulations.

Planner III requires a minimum of two years of experience as a Planner II, or equivalent experience obtained in another planning agency. An AICP (American Institute of Certified Planners) certification, or a masters degree in urban planning or a closely related field from an accredited institution, may be substituted for one year of the required experience.

Planner IV Under minimal supervision, performs technical planning work which may include: developing and performing land use studies; garnering public input and working with community groups; reviewing complex development plans and proposals; serving as a project manager; authoring and explaining more complex environmental documents; developing land use plans and regulations; providing technical advice to management; and acting as lead on special planning projects. May train junior planning staff and supervise the work of consultants.

Planner IV requires a minimum of three years experience as a Planner III, or equivalent experience obtained in another planning agency. An AICP (American Institute of Certified Planners) certification, or a masters degree in

**CITY OF LONG BEACH  
CLASSIFICATION SPECIFICATION**

Planner I-V (continued):

Page 2 of 3

---

urban planning or a closely related field from an accredited institution, may be substituted for one year of the required experience.

**Planner V**

Under broad guidelines, provides highly specialized technical advice and makes recommendations to management and City officers on interpretation of and changes to planning policies, procedures, guidelines and regulations. In addition to the duties described for Planner IV, a Planner V may occasionally represent management in an official planning capacity (e.g., act as a hearing officer) or supervise other planners on a regular basis.

Planner V requires a minimum of nine years of increasingly responsible planning experience in urban or port planning, or equivalent experience obtained in another planning agency. An AICP (American Institute of Certified Planners) certification, or a masters degree in urban planning or a closely related field from an accredited institution, may be substituted for one year of the required experience.

**EXAMPLES OF DUTIES:**

- May review complex applications and development plans for compliance with applicable guidelines and regulations.
- May work with other departments, agencies and the public to formulate and implement City plans.
- May make findings and recommendations on development proposals.
- May conduct code enforcement field studies, investigations and compliance actions.
- May answer technical planning questions from the public and other governmental agencies.
- May interpret and explain City policies, plans, procedures and regulations to the public.
- May research, collect and analyze demographic, social, economic, geographic and environmental data and write reports making recommendations to management.
- May organize and conduct community meetings.
- May formulate and participate in community outreach efforts.
- May make presentations to Planning Commission, City Council and other agencies, commissions and groups.
- May represent the Planning Bureau before outside agencies and groups.
- May prepare additions and amendments to Master Plans (i.e. Long Beach General Plan and Port Master Plan), and ordinances and resolutions implementing those plans.
- May prepare and circulate environmental documents in conformance with State and Federal statutes.
- May act as Zoning Administrative Hearing Officer or management representative at various staff/management meetings.
- May act in lead or supervisory capacity.
- Performs other related duties as assigned.

**MINIMUM REQUIREMENTS:**

Graduation from an accredited four-year college or university with a bachelors degree in Urban Planning, Architecture, Public administration, Geography, Civil Engineering, Economics, or a closely related field. Responsible planning experience may be substituted for education on a year-for-year basis.

**CITY OF LONG BEACH**  
**CLASSIFICATION SPECIFICATION**

Planner I-V (continued):

Page 3 of 3

---

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

The ability to effectively communicate both orally and in writing.

A valid motor vehicle operator's license may be required at the time of selection.

A willingness to work occasional evenings and weekends.

**HISTORY:**

Assistant Planner ~

Established – 09/01/64

Revised – 08/31/76, 06/18/81, 03/06/84

Grade Level III established 12/24/83

Grade Level III retitled Planner I 07/01/87

Approval/Adoption Dates: 05/10/88 – Human Resources Department

06/15/88 – Civil Service Commission

Planner ~

Established 07/01/87 (Previously Planning Assistant III, Planning Associate and Senior Planner)

Approval/Adoption Dates: 05/10/88 – Human Resources Department

06/15/88 – Civil Service Commission

Consolidation of Assistant Planner and Planner ~

Approval/ Adoption Dates: 09/24/01 – Human Resources Department

10/31/01 – Civil Service Commission