

**CLASS SPECIFICATION**  
**Associate Planner**

FLSA Status: Exempt  
Union Representation: Professional and Technical Employees (PTE)

**GENERAL PURPOSE**

Under general supervision, participates in planning work in a variety of interdisciplinary policy development projects, strategic and infrastructure planning initiatives, long-range land-use plans, and development review functions; writes findings, notices and reports; answers questions and provides interpretations of Code and other requirements; participates in planning work on a variety of planning policy development, long-range planning and other projects; and performs related duties as assigned.

**DISTINGUISHING CHARACTERISTICS**

Associate Planner is the entry-level class in the professional planning series. Incumbents perform planning research, review and analysis on projects of routine to moderate difficulty and assist more senior planners in preparing planning studies and reports on short- and long-range, well-defined assignments and projects. Incumbents review documents for Code compliance and approval requirements, prepare reports and findings and provide answers and interpretations of Code and other requirements. Work is reviewed carefully for soundness and thoroughness of research, analysis and recommendations.

Associate Planner is distinguished from City Planner I in that incumbents in the latter class exercise a higher degree of independent judgment on assignments with a greater degree of accountability and decision-making authority.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

Any one position in this class may not perform all the duties listed below, nor do the listed examples of duties include all similar and related duties that may be assigned to this class.

1. Assists in long-range or project-specific planning projects to develop and modify plans, policies, goals, objectives, guidelines and project specifications; analyzes and interprets plans, policies, goals, objectives, guidelines and project specifications; drafts new or revised codes, ordinances, administrative procedures and project specifications.
2. Reviews project proposals and plans for compliance with applicable codes, criteria, requirements and regulations; determines conformity with laws, policies, regulations and procedures; recommends approval or identifies problems and assesses alternatives;

determines need for other bureaus and agencies to review specific projects and proposals and coordinates review.

3. Provides information, interpretations and assistance to developers, property owners and the public regarding laws, policies, regulations, standards and procedures with respect to the submission of plans, processing of applications, Code requirements and alternative options to meet Code requirements; reviews proposal applications to ensure they are complete; prepares suggestions for applicants.
4. Evaluates appropriateness and validity of data for use in projects and makes recommendations; identifies regulations applicable to specific properties; researches land use cases.
5. Prepares a variety of written communications, including analytical reports, correspondence, staff meeting agendas, meeting minutes, staff recommendations, final reports and public notices and decisions; creates and revises application forms, templates, review sheets and public information materials.
6. Prepares a variety of visual materials, including advanced graphics, maps and charts using manual or computer tools to synthesize and communicate technical and complex information to a variety of internal and external audiences.
7. Prepares materials including power point presentations and assists more senior staff with presentations before various decision-making bodies.
8. For training purposes and under the supervision of higher level planners, performs selected duties of a Planner I land use, transportation, transportation modeling, environmental, urban design, water resources, or parks specialist.
9. Participates in organizing, staffing and attending workshops, meetings and forums.
10. Answers questions and provides information and assistance to the public in person, on the telephone and in writing; documents citizen feedback.
11. Conducts site visits, collects field data, verifies site conditions and notes onsite development problems.

## **OTHER DUTIES**

1. Participates on teams reviewing administrative procedures and policies.
2. Keeps informed of legislation, new regulations and trends in the planning field.

3. May index, file, update, research and compile data from bureau and applicant records; may research sites for legal descriptions, land use review history and environmental characteristics; may prepare supplemental information for use in reports by other bureau staff and supervisors;

## **MINIMUM QUALIFICATIONS**

### **Knowledge of:**

1. Theory, principles, standards, practices and information sources of urban planning.
2. Application of land use, urban, physical and environmental design, ecological science and zoning theory and practices to the planning process.
3. Applicable local, regional, state and federal laws, regulations, codes, requirements and criteria.
4. Math concepts, including statistical analysis techniques and formulae relevant to the planning process.
5. Terminology, symbols, methods, techniques and instruments used in planning.
6. Methods and techniques of citizen involvement as they apply to planning processes.
7. Operations and uses of a computer and standard and specialized software applicable to the work.

### **Ability to:**

1. Understand, interpret, explain and apply federal, state, regional and local law, regulations, policies, procedures and standards and planning principles and practices to the planning process.
2. Interpret maps, site and building plans and specifications, graphs and statistical data.
3. Understand and apply City policy in formulating recommendations on specific planning issues and requests.
4. Research, analyze and summarize planning data both manually and with computer programs.
5. Present ideas and requirements clearly and persuasively, orally and in writing.

6. Deal with difficult people, angry citizens and upset applicants and resolve their issues within the confines of laws, rules, policies and processes.
7. Prepare clear and concise technical documents, reports, correspondence and other written materials.
8. Exercise sound independent judgement and reach appropriate conclusions within established policies and guidelines.
9. Establish and maintain effective working relationships with developers, property owners, elected officials, bureau management and staff, representatives from other bureaus and others encountered in the course of the work.

**Training and Experience:**

A typical way of obtaining the knowledge, skills and abilities outlined above is graduation from a four-year college or university with a major in urban planning or a closely related field; or an equivalent combination of training and experience. Experience in a public agency is preferred.

**Licenses; Certificates; Special Requirements:**

A valid state driver’s license may be required for certain assignments.

**PHYSICAL AND MENTAL DEMANDS**

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depends, in part, on the specific requirements for the job, the limitations related to disability and the ability of the hiring bureau to accommodate the limitation.

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**Class History:**

- Adopted: 07-01-93
- Revised: 04-03-95 Spec reviewed for supervisory language.
- Revised: 07-01-01 Spec revised as part of the COPPEA classification and compensation study. Associate Planner (6131) class created from the following COPPEA classes:  
3228 Associate Planner
- Revised: 08-01-06 Spec history revised to reflect pre-2001 COPPEA Study history. Spec formatting modified.
- Revised: 08-07-06 Revised FLSA status from “Non-exempt” to “Covered”
- Revised: 03-20-08 Changed FLSA designation to Exempt
- June 2009 - Change Job Class number from 6131 to 30000375, due to system change.
- July 2017 – Updated union name from COPPEA to PTE