



COUNTY OF LOS ANGELES  
invites applications for the position of:

## REGIONAL PLANNING ASSISTANT II

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**SALARY:** \$5,281.00 - \$6,559.92 Monthly  
\$63,372.00 - \$78,719.04 Annually

**OPENING DATE:** 01/15/16

**CLOSING DATE:** Continuous

**POSITION/PROGRAM INFORMATION:**



**EXAM NUMBER**  
R4430D

**FIRST DAY OF FILING**  
TUESDAY, JANUARY 19, 2016 @ 8:00 A.M.

This examination will remain open until the needs of the service are met and is subject to closure without prior notice.

**REBULLETIN INFORMATION**

This announcement is a re-bulletin to reopen the filing period, update salary, update eligibility information, and application/filing information. Persons who have already applied within the last 12 months need not reapply, but may submit additional information by the last day of filing. The information must include your name, the correct examination title and number.

**TYPE OF RECRUITMENT**  
OPEN COMPETITIVE JOB OPPORTUNITY

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**DEFINITION:**

Participates in planning studies, analyses and research; communicates with the public concerning planning issues, and engages in other planning and zoning activities.

**CLASSIFICATION STANDARDS:**

This is the journey level in the Regional Planning Assistant class series. Positions allocated to this class receive technical and administrative supervision from a planning supervisor, and are assigned duties in a planning section, such as the issuance of zoning permits, land divisions, land use regulatory enforcement, plan review, geographic information systems, and research studies, for which they are expected to carry out their assignments independently; or be responsible for an element of a specialized research or planning study.

All duties assigned require familiarity with basic planning concepts, the content of local general plans, planning and zoning laws; and the application of planning techniques. Incumbents of the class must communicate and present planning concepts, ideas and theories, and the County's planning policies and administrative procedures to the public, orally and in writing.

## **ESSENTIAL JOB FUNCTIONS:**

Participates in the research, writing, and public discussion regarding the adoption of the County's general plan, area, coastal, community, and neighborhood plans, and other specialized plans and studies.

Participates in the research and drafting of zoning, subdivision, and other land use regulations.

Participates in the analysis of complex planning problems, the preparation of population and other planning projections, public property acquisitions and disposal, highway alignments, housing needs, and parking studies.

Responds in writing or orally to inquiries from the public on General Plan policy, and subdivision and zoning regulations.

Processes applications for subdivisions, zone changes, variances, and conditional use permits.

Evaluates applications for consistency with General Plan policy, and compliance with zoning and subdivision regulations.

Conducts field inspections, prepares staff reports and public notices, coordinates with other public agencies, and follows all other necessary procedures for public hearings.

Analyzes, reviews and prepares environmental documents including Initial Studies, Negative Declarations, and both the draft and final versions of the Environmental Impact Reports.

Explains County and State environmental regulations to the general public and project applicants.

Investigates and analyzes property ownership, recorded property ownership and zoning histories; gathers and consolidates data from public records and other sources to assist in the development of written staff reports in support of recommendations for official action.

Investigates violations of zoning regulations, and discusses alleged violations with property owners, the District Attorney, and other enforcement agencies, and may make court appearances.

Prepares and makes oral presentations of planning development applications, zoning and other planning related information to the Regional Planning Commission, and civic, community, governmental, professional, and other interest groups.

Prepares graphics, exhibits, maps, and other audio-visual illustrations to present findings and critical issues of planning studies in support of the department's recommendations.

Uses computer programs or planning applications to prepare reports, maps, spreadsheets, data bases and/or graphics in carrying out planning activities.

## **REQUIREMENTS:**

### **MINIMUM REQUIREMENTS:**

### **TRAINING AND EXPERIENCE:**

**Option I:** A bachelor's degree in Urban or Regional Planning from an accredited four-year college.

**Option II:** A bachelor's degree from an accredited four-year college or university, with specialization in Environmental Studies, Geography, Urban Studies, Public Administration, or Landscape Architecture, with 15 semester or 22.5 quarter units of upper division courses in Geographic Information Systems (GIS), Urban or Regional Planning, Cartography, Urban Geography and/or Environmental Planning.

**Option III:** A bachelor's degree from an accredited four-year college or university and one year of urban or regional planning experience in a city or county government.

### **LICENSE:**

A valid California Class C Driver License or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.

### **PHYSICAL CLASS:**

2 - Light: Light physical effort which may include occasional light lifting to a 10 pound limit, and some bending, stooping or squatting. Considerable walking may be involved.

### **SPECIAL REQUIREMENT INFORMATION:**

\*In order to receive credit for any degree such as a Bachelor's, Master's, or course work, you **MUST** include a legible copy of the official diploma, official transcripts, or official letter from the accredited institution which shows the area of specialization with your application at the time of filing or within fifteen (15) calendar days from application submission. Candidates expect to qualify under Option II,

**MUST** provide a copy of their official college transcript to indicate the course work.

## **ADDITIONAL INFORMATION:**

### **This examination will consist of THREE (3) parts:**

**Part I:** An online computerized and paper-and-pencil written test weighted 65% comprised of Reading Comprehension, Written Expression, and Data Analysis/Decision Making, Achievement, Confidence & Optimism, Deductive Reasoning, Independence, Influence, Professional Potential and Reliability.

**Part II:** A paper-and-pencil written test weighted 15% covering Professional/Technical Knowledge.

Parts I and II will be administered on the same day. Only candidates that achieve a passing score of 70% or higher on Parts I and II will proceed to Part III.

**Part III:** A technical writing project weighted 20% consisting of Written Expression, Professional/Technical Knowledge and Critical Thinking.

Candidates must achieve a passing score of 70% or higher on each part of the examination in order to be placed on the eligible register.

### **WRITTEN TESTS ARE NOT REVIEWABLE BY CANDIDATES PER CIVIL SERVICE RULE 7.19.**

NOTE: Applicants may receive notice via email regarding the written tests and writing project and are responsible for providing a valid email address. Add [vsalomon@hr.lacounty.gov](mailto:vsalomon@hr.lacounty.gov) and [info@governmentjobs.com](mailto:info@governmentjobs.com) to your address book and list of approved senders to prevent email notifications from being filtered as spam/junk mail. Scores cannot be given over the telephone.

Candidates will be notified of their final test results via US mail. Scores cannot be given over the telephone.

### **TRANSFER OF SCORES**

Applicants that have taken identical test part(s) for other exams within the last 12 months, will have their written test responses for the identical test part(s) automatically transferred to this examination.

This examination contains test parts that may be used in the future for new examinations. Your scores will be transferred to the new examination and may not be allowed to re-take any identical test parts for at least 12 months.

### **TEST PREPARATION**

Study guides and other test preparation resources are available to help candidates prepare for employment tests. You can access test preparation for the computerized portion of the test by going to [http://www.shldirect.com/practice\\_tests.html](http://www.shldirect.com/practice_tests.html). While the guides will help in preparing for the test, we advise you to review *all* related materials that you deem necessary.

### **ELIGIBILITY INFORMATION**

The names of successful candidates will be placed on the eligible register of a period of 12 months.

### **VACANCY INFORMATION**

The resulting eligible register will be used to fill vacancies with the Department of Regional Planning.

**Available Shift:** Any

### **APPLICATION AND FILING INFORMATION**

\*In order to receive credit for any type of college degree, such as a Bachelor, Master, or Doctorate degree, you must include a legible copy of the official diploma, official transcripts, or official letter from the accredited institution which shows the area of specialization must be submitted at the time of filing or within fifteen (15) calendar days from application submission.

Applications must be filed online only. We must receive your application by 5:00 pm, PST, by the last day of filing. Any or all required document(s) must be submitted within fifteen (15) calendar days from application submission. Any missing required documents not submitted by the deadline will result in your application being rejected as incomplete. Note: If you are unable to attach required documents, you may email them to [vsalomon@hr.lacounty.gov](mailto:vsalomon@hr.lacounty.gov). Please ensure to reference your full name, the examination title and number on the subject of your email. Applications submitted by U.S. Mail, Fax, or in person will not be accepted.

Apply online by clicking on the "Apply" tab for this posting. You can also track the status of your application using this web site.

### **IMPORTANT NOTES:**

All information is subject to verification. We may reject your application at any time during the examination and hiring process, including after appointment has been made. Falsification of any information may result in disqualification or rescission of appointment. Utilizing verbiage from the Class Specification and Selection Requirements serving as your description of duties **WILL NOT** be sufficient to meet the requirements. Doing so may result in an **INCOMPLETE** application and you may be disqualified.

**SOCIAL SECURITY NUMBER:** All applications *must* enter a valid social security number at the time of filing. Entering anything other than a valid social security number (i.e. 000-00-0000, 111-11-1111, etc.) will result in an automatic rejection of your application.

**NO SHARING OF USER ID AND PASSWORD:** All applicants must file their application online using their *own* user ID and password. Using a family member's or friend's user ID and password may erase a candidate's original application record.

**California Relay Services Phone:** (800) 735-2922

**ADA Coordinator Email:** [adarequests@hr.lacounty.gov](mailto:adarequests@hr.lacounty.gov)

**Teletype Phone:** (800) 899-4099

**Alternate Teletype Phone:** (800) 897-0077

**Department Contact Name:** Virna Salomon

**Department Contact Phone:** (213) 351-2953

**Department Contact Email:** [vsalomon@hr.lacounty.gov](mailto:vsalomon@hr.lacounty.gov)

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## **COUNTY OF LOS ANGELES Employment Information**

Any language contained in the job posting supersedes any language contained below.

### **Your Responsibilities:**

#### **1. Completing Your Application:**

- a. Before submission of the application, it is your responsibility to ensure that all information provided is correct and complete on the application. Incomplete applications cannot be accepted.
- b. Please list separately the PAYROLL TITLE for each job. Do not group your experience. Specify the beginning and ending dates for each job. If you are a County employee and have been promoted, do NOT list all of your time with the County under your present payroll title.
- c. Your Social Security Number must be included for record control purposes. Federal law requires that all employed persons have a Social Security Number.
- d. To receive APPROPRIATE CREDIT, include a copy of your diploma, transcript, certificate, or license as directed on the job posting.

#### **2. Minimum or Selection Requirements are listed in the job posting.**

- a. YOUR APPLICATION WILL BE ACCEPTED ONLY IF IT CLEARLY SHOWS YOU MEET THESE REQUIREMENTS. The information you give will determine your eligibility and is subject to verification at any time.
- b. You must be at least 16 years of age at the time of appointment unless other age limits are stated on the job posting. The Federal Age Discrimination in Employment Act (ADEA) of 1967, as amended, prohibits discrimination on the basis of age for any individual over age 40.
- c. Your experience may be paid or unpaid unless the job posting states otherwise. Experience is evaluated on the basis of a verifiable 40-hour week.

#### **3. Application Deadline:**

- a. All job applications must be completed and submitted by the last day of the filing period and closing time indicated on the job posting. Job postings with an open continuous filing period are subject to closure without prior notice. It is to your advantage to file your application early and not wait until the last allowable date and time as you will not be able to apply once the filing period has closed.
- b. Applications for positions designated "Apply in Person" must be filed in person at the address provided on the job posting.

#### **4. Change of Name or Address:**

**Social Security Act of 2004:** Section 419 (c) of Public Law 108-203, the Social Security Protection Act of 2004, requires State and local government employers to disclose the effect of the Windfall Elimination Provision and the Government Pension Offset Provision to employees hired on or after January 1, 2005, in jobs not covered by Social Security. The County of Los Angeles does not participate in the Social Security System. All newly hired County of Los Angeles employees must sign a statement (Form SSA-1945) prior to the start of employment indicating that they are aware of a possible reduction in their future Social Security benefit entitlement. For more information on Social Security and about each provision, you may visit the website [www.socialsecurity.gov](http://www.socialsecurity.gov), or call toll free 1-800-772-1213. Persons who are deaf or hard of hearing may call the TTY number 1-800-325-0778 or contact a local Social Security office.

**Record of Convictions:** As part of the selection process you may be required to complete and submit a Candidate Conviction History Questionnaire (CCHQ). PLEASE DO NOT SUBMIT THE CCHQ WITH YOUR APPLICATION, unless instructed to do so. A full disclosure of all convictions is required, when requested. Failure to disclose convictions will result in disqualification. Not all convictions constitute an automatic bar to employment. Factors such as your age at the time of the offense(s), and the recency of offense(s) will be taken into account, as well as the relationship between the offense(s) and the job(s) for which you apply. However, any applicant for County employment who has been convicted of workers' compensation fraud is automatically barred from employment with the County of Los Angeles (County Code Section 5.12.110). ANY CONVICTIONS OR COURT RECORDS WHICH ARE EXEMPTED BY A VALID COURT ORDER DO NOT HAVE TO BE INCLUDED.

For more information regarding convictions that are not subject to disclosure, please refer to the CCHQ from the link below:  
[http://file.lacounty.gov/dhr/CCHQ\\_2014.pdf](http://file.lacounty.gov/dhr/CCHQ_2014.pdf)

**Americans with Disabilities Act of 1990:** All positions are open to qualified men and women. Pursuant to the Americans with Disabilities Act of 1990, persons with disabilities who believe they need reasonable accommodation, or help in order to apply for a position, may contact the ADA/Personnel Services for Disabled Persons Coordinator. Hearing impaired applicants with telephone teletype equipment may leave messages by calling the teletype phone number on the job posting. The County will attempt to meet reasonable accommodation requests whenever possible.

To change personal information such as your name or address, log into your profile and make the necessary change. This can be done at any time.

**5. Promotional Examinations:**

- a. Some of your experience may have been in a position in which such work is not typically performed. If such experience is permitted as indicated on the job posting, a signed Verification of Experience Letter (VOEL) signed by your department's Human Resources Office must be attached to your application unless otherwise stated on the job posting.
- b. If indicated on the job posting, permanent employees who have COMPLETED THEIR INITIAL PROBATIONARY PERIOD AND HOLD A QUALIFYING PAYROLL TITLE may file for promotional examinations if they are within six months of meeting the experience requirements by the last day of filing or at the time of filing for open continuous exams.

**6. Equal Employment Opportunity/Non-Discrimination Policy:**

- a. It is the policy of the County of Los Angeles to provide equal employment opportunity for all qualified persons, regardless of race, color, religion, sex, national origin, age, sexual orientation or disability.
- b. If you require material in an ALTERNATE FORMAT or are an individual requesting REASONABLE ACCOMMODATION(S) in the examination process for a physical or mental disability, please CONTACT THE AMERICANS WITH DISABILITIES ACT (ADA) COORDINATOR LISTED ON THE JOB POSTING. The provision of reasonable accommodation may be subject to verification of disability as allowable with State and Federal law. All disability-related information will remain confidential.

**Disclaimer:** The County of Los Angeles is not responsible or in any way liable for any computer hardware or software malfunction which may affect the employment application or the application selection process.

You assume all responsibility and risk for the use of this system and the Internet generally. This system and the information provided on it are provided on an "as is" and "as available" basis without warranties of any kind, either express or implied. No advice or information given by the County of Los Angeles or its respective employees shall modify the foregoing or create any warranty.

The County of Los Angeles expressly disclaims any warranty that the information on this system or on the Internet generally will be uninterrupted or error free or that any information, software or other material accessible from the system is free of viruses or other harmful components. You shall have no recourse against the County of Los Angeles as the system provider for any alleged or actual infringement of any proprietary rights a user may have in anything posted or retrieved on our system.

The County of Los Angeles shall not be liable for any direct, indirect, punitive, incidental, special or consequential damages arising out of or in any way connected with the use of this system or with the delay or inability to use it (or any linked sites), or for any information obtained through this system, or otherwise arising out of the use of this system, the Internet generally or on any other basis.

**NOTE:** Your application is submitted using Secure Encryption to ensure the privacy of all information you transmit over the Internet.

By accepting the Use Disclaimer set forth here, you agree to all of the above terms and further agree to use this Online Job Employment Application System only for the submission of bona fide employment applications to the County of Los Angeles. Any other use of this Online Job Employment Application System, including without limitation any copying, downloading, translation, decompiling, or reverse engineering of the system, data, or related software, shall be a violation of the Use Disclaimer.

**Benefit Information:** Depending on the position, the successful candidate will enroll in a contributory defined benefit pension plan if the candidate is a "new member" of the County's defined benefit plan (LACERA) on or after January 1, 2013 (first employed by the County on or after December 1, 2012) – unless she or he established reciprocity with another public retirement system in which she or he was a member before January 1, 2013. It should be noted that County employees do not pay into Social Security, but do pay the Medical Hospital Insurance Tax portion of Social Security at a rate of 1.45%. The Los Angeles County Employees Retirement Association (LACERA) has reciprocal agreements with several public retirement systems in California.

**Veteran's Credit:** In all open competitive examinations, a veteran's credit of 10 percent of the total credits specified for such examinations will be added to the final passing grade of an honorably discharged veteran who served in the Armed Forces of the United States under any of the following conditions: During a declared war; -or- During the period April 28, 1952 through July 1, 1955; -or- For more than 180 consecutive days, other than for training, any part of which occurred after January 31, 1955, and before October 15, 1976; -or- During the Gulf War from August 2, 1990 through January 2, 1992; -or- For more than 180 consecutive days, other than for training, any part of which occurred during the period beginning September 11, 2001, and ending on August 31, 2010 the last day of Operation Iraqi Freedom; -or- In a campaign or expedition for which a campaign medal or expeditionary medal has been authorized and awarded. Any Armed Forces Expeditionary medal or campaign badge, including El Salvador, Lebanon, Grenada, Panama, Southwest Asia, Somalia, and Haiti qualifies for credit.

A campaign medal holder or Gulf War veteran who originally enlisted after September 7, 1980 (or began active duty on or after October 14, 1982, and has not previously completed 24 months of continuous active duty) must have served continuously for 24 months or the full period called or ordered to active duty.

This also applies to the spouse of such person who, while engaged in such service was wounded, disabled or crippled and thereby permanently prevented from engaging in any remunerative occupation, and also to the widow or widower of any such person who died or was killed while in such service. A DD214, Certificate of Discharge or Separation from Active Duty, or other official documents issued by the branch of service are required as verification of eligibility for Veterans preference. Applicants must submit the documentation for each open competitive exam to qualify for veteran's credit.

**Employment Eligibility Information:** Final appointment is contingent upon verification of U.S. citizenship or the right to work in the United States. Immigration law provides that all persons hired after November 6, 1986, are required to present original documents to the County, within three (3) business days of hiring, which show satisfactory proof of: 1) identity and 2) U.S. employment eligibility.

**Los Angeles County Child Support Compliance Program:** In an effort to improve compliance with court-ordered child, family and spousal support obligations, certain employment and identification information (i.e., name, address, Social Security number and date of hire) is regularly reported to the State Directory of New Hires which may assist in locating persons who owe these obligations. Family Code Section 17512 permits under certain circumstances for additional employment and identifying information to be requested. Applicants will not be disqualified from employment based on this information.

**The California Fair Employment and Housing Act** (Part 2.8 commencing with Section 12900 of Division 3 of Title 2 of the Government Code) and the Regulations of the Fair Employment and Housing Commission (California Code of Regulations, Title 2, Division 4, Sections 7285.0 through 8504) prohibits employment discrimination based on race or color; religion; national origin or ancestry, physical disability; mental disability or medical condition; marital status; sex or sexual orientation; age, with respect to persons over the age of 40; and pregnancy, childbirth, or related medical conditions.

**Test Preparation:** Study guides and other test preparation resources may be accessed through the Department of Human Resources website at: <http://hr.lacounty.gov>. Additional test preparation resources may be listed on the job posting.

**Accreditation Information:** Accredited institutions are those listed in the publications of regional, national or international accrediting agencies which are accepted by the Department of Human Resources. Publications such as American Universities and Colleges and International Handbook of Universities are acceptable references. Also acceptable, if appropriate, are degrees that have been evaluated and deemed to be equivalent to degrees from United States accredited institutions by an academic credential evaluation agency recognized by The National Association of Credential Evaluation Services or the Association of International Credential Evaluators, Inc. (AICE).

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Los Angeles, CA 90010

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## REGIONAL PLANNING ASSISTANT II Supplemental Questionnaire

- \* 1. The information you provide on this supplemental questionnaire will be evaluated and used to determine your eligibility to participate in the next phase of the examination process. Please be as specific as possible and include all information as requested. Comments such as "see resume or application" will not be considered as a response. Please note that all information is subject to verification at any time in the examination and hiring process. Falsification of any information may result in disqualification or dismissal.
- I understand the above information and instructions.
- \* 2. In order to meet the educational requirement, you must at least have a bachelor's degree. Do you possess a bachelor's or higher degree from an accredited four-year college or university?
- Yes  No
- \* 3. Which of the following best describes your area of specialization for your Bachelor's, Master's or doctorate degree?
- Urban Planning  
 Regional Planning  
 Environmental Studies  
 Geography  
 Urban Studies  
 Public Administration  
 Landscape Architecture  
 Other
- \* 4. How many semester/quarter units do you have of upper division courses in Geographic Information Systems (GIS), Urban or Regional Planning, Cartography, Urban Geography and/or Environmental Planning?
- I do not have any units  
 1 - 5 semester/3 - 7.5 quarter units  
 6 - 10 semester/7.5 - 15 quarter units  
 11- 14 semester/15 - 21.5 quarter units  
 15 semester/22.5 quarter units
- \* 5. How many year's of urban or regional planning experience do you have?
- I do not have experience in urban or regional planning.  
 1 - 4 months of urban or regional planning experience  
 5 - 8 months of urban or regional planning experience  
 9 - 11 months of urban or regional planning experience  
 12 or more months of urban or regional planning experience
- \* 6. Did you work for a city or county government agency with experience in urban and regional planning?
- Yes  No
- \* 7. Candidates expect to qualify under Option III must provide the following:
- A. Name of Employer
  - B. Job Title
  - C. Description of your duties/job experiences and scope of responsibility
  - D. Employment start and end date
  - E. Hours worked per week
  - F. Supervisor Name, Title, Phone Number and Email Address
- If you have no experience in urban or regional planning in a city or county government, then indicate

**"No Experience".**

Comments such as "**see resume or see application**" will not be considered as a response and your application may be rejected as incomplete.

- \* 8. REMINDER: In order to receive credit for any degree (bachelor's or higher) or course work, you **MUST** include a legible copy of the official diploma, official transcripts, or official letter from the accredited institution which shows the area of specialization with your application at the time of filing or within 15 calendar days from application submission.

Candidates expect to qualify under Option II, **MUST** attach a copy of their official college transcript.

I understand the above information and instructions.

- \* Required Question