



CITY OF HAWTHORNE
Human Resources
4455 W. 126th Street
Hawthorne, CA 90250
(310) 349-2950

www.cityofhawthorne.org

An Equal Opportunity Employer

EMPLOYMENT OPPORTUNITY

PLANNING ASSISTANT

(FULL-TIME/CLASSIFIED)
AN OPEN COMPETITIVE RECRUITMENT

DEPARTMENT: PLANNING DEPARTMENT
SALARY: \$5,912- \$8,719 Monthly (HMEA Salary Range 30)
New hires typically start at step 1P
FILING DATE: Open: Monday, December 22, 2025
Closes: CONTINUOUS

EMPLOYMENT APPLICATION:

https://hawthorneca.formstack.com/forms/city_of_hawthorne_application_for_employment

This recruitment may be extended if a sufficient number of qualified applicants for selection testing is not received. Interested applicants are encouraged to apply as soon as possible.

Our City

Proudly Serving the Community for over 100 Years!

Incorporated in 1922, the City of Hawthorne currently has a population of nearly 87,000 within a six square mile area. Ideally located near the Los Angeles International Airport, connected by rail to the Port of Los Angeles and downtown Los Angeles, and surrounded by the San Diego (I-405), Harbor (I-110), and Glenn M. Anderson (I-105) Freeways, the City of Hawthorne could easily be termed the "Hub of the South Bay." By virtue of its location, Hawthorne affords easy, quick access to all that Southern California offers; culture, sports, entertainment, mountains, and beaches. Temperatures in the area are always among the most pleasant in the Los Angeles basin. The City of Hawthorne possesses a shared vision towards the future to create a great city and build an economy, which supports the community's desire for a high quality of life.

THE POSITION

Under supervision of the Director of Planning, or his/her designee, assists in the operation of the Planning activities and performs all other work as required. The Planning Assistant reports directly to the Director of Planning or his/her designee.

ESSENTIAL FUNCTIONS

The following is a list of typical duties assigned to the Planning Assistant. The duties included on this list are examples and are not intended to be all-inclusive or restrictive.

- Responds to local citizens inquiring about local planning and zoning regulations and ordinances.

- Provides information on land use applications, ordinances, codes, plans and related planning programs, services, or regulations to architects, engineers, developers, contractors, owners, community groups, and interested persons.
- Composes written reports.
- Reviews and applies laws and regulations to planning projects.
- Conducts analysis and recommendations based on findings in studies, field observations, and public contacts.
- Assists in the evaluation of land use applications and site plans for compliance with applicable local and state laws.
- Coordinates department activities with other departments and agencies as needed.
- Assists in the investigation and recommendations on zoning matters and performs all other related work as required.
- Provides staff support to the Planning Commission as needed and assigned.
- Updates and prepares graphics and maps for a variety of reports, plans, grant applications, publications, and meetings.
- Assists in the evaluation of environmental information; and assists in the recommendation of mitigation measures in order to reduce adverse impacts of development.
- Works effectively with other city departments, the general public, and community agencies concerning matters of land uses and their relation to planning functions.
- Serves as a member of various staff committees as assigned.
- Serves, when assigned, as a member of a planning task force composed of local, county, or state groups.
- Attends professional development workshops and conferences to maintain current knowledge of trends and developments in the field of municipal planning.
- Assists other staff members as needed.

MINIMUM QUALIFICATIONS

Education, Training & Experience

- Graduation from an accredited college or university with a Bachelor's Degree with a major in Planning, Urban Development, Geography, Economics, Architecture, Public Administration, or a related field.
- One (1) year of planning experience.
- Master's degree may be substituted for one year of the required work experience.

Licenses, Certificate and/or Special Requirements

- A valid California driver's license and the ability to maintain insurability under the City's vehicle insurance policy.

Knowledge, Skills and Abilities

- Ability to communicate effectively both verbally and in writing.
- Knowledge of principles, procedures, standards, practices, information sources and trends as it applies at the municipal level.
- Knowledge of the legal aspects of planning, zoning, and subdivision laws.
- Basic knowledge of environmental analysis.
- Ability to interpret complex codes and laws.
- Ability to deal effectively with City officials, developers, the general public, and other clientele.
- Ability to work effectively independently or in a team environment.

RECRUITMENT PROCESS

A complete City application and supplemental questionnaire (if applicable) are required to be considered for any open position and **must be filled out completely**, showing clearly that the minimum qualifications are met. Applications may be accompanied by a resume describing experience, education & training in relation to the requirements of the position, **however resumes will not be accepted in lieu of a City employment application**. Incomplete applications will be rejected from consideration.

The City's employment application is located at www.cityofhawthorne.org. Please complete all the required information as provided on the form. Do not alter the application.

City Hall business hours are Monday through Thursday from 7:30 a.m. to 5:30 p.m. and closed every other Friday. On the alternate Friday, City Hall hours are from 7:30 a.m. to 4:30 p.m. Please contact the Human Resources Department at (310) 349-2950 with any questions regarding this recruitment.

Note: Communications from the Hawthorne Human Resources Office regarding this recruitment will be via email. Please periodically check spam or junk mail folders.

All employment application materials received by the final filing deadline will be reviewed to determine the level and scope of applicant qualifications for the position. All information provided by an applicant is subject to verification.

TESTING & SELECTION PROCESS

All properly completed applications will be reviewed and only the most highly qualified candidates will be invited to continue in the selection process. The selection process may include a supplemental questionnaire, a written test, a performance test, and/or an oral interview to evaluate the applicant's skill, training, and experience. An applicant requiring reasonable accommodation during the testing and selection process must inform the City of Hawthorne Human Resources Department at (310) 349-2950 at least seventy-two (72) hours in advance of the established testing date.

Applicants completing selection testing with acceptable results will qualify to have their name placed on an Eligibility List. The Eligibility List will be considered by the hiring authority to fill current and future vacancies for the position.

VETERANS' PREFERENCE CREDIT

The City of Hawthorne provides Veterans' Preference Credit to qualified candidates who are successful in the examination process. To be eligible for this preference, a legible copy of DD214 upon application filing with the Hawthorne Human Resources Department is required.

COMPENSATION AND BENEFITS

City employee may be eligible to participate in a benefit program including holidays, vacations, savings and retirement plans, health programs, educational reimbursement and other benefits listed in the Hawthorne Municipal Employee Association (HMEA) Memorandum of Understanding. Benefits may change due to employer-employee negotiations. Eligible City employees will participate in a defined benefit retirement plan administered by California Public Employees' Retirement System (CalPers).

For additional details, refer to the City's website: www.cityofhawthorne.org under MOUs & Salary Schedules.

EQUAL EMPLOYMENT OPPORTUNITY POLICY

The City of Hawthorne is an Affirmative Action/Equal Employment Opportunity Employer. We are committed to providing all individuals equal opportunity in employment regardless of age, sex, race, national origin, religion, color, ancestry, marital status, sexual orientation, medical condition, physical or mental disability, or service as a military veteran. Women, minorities and disabled individuals are encouraged to apply.

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