



**CITY OF HAWTHORNE  
HUMAN RESOURCES DEPARTMENT  
PLANNING ASSOCIATE  
Class Specification**

**JOB SUMMARY**

Under direction of the Director of Planning, performs complex professional planning activities including current and advanced planning projects; of the City and all other related work as required.

This is a journey-level professional classification that performs the full range of complex analytical tasks, conducts analysis, research and provides recommendations on planning and development projects, and provides general and specific information related to planning and zoning.

**EXAMPLE OF DUTIES AND RESPONSIBILITIES**

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

- Review permit applications and building plans for completeness and compliance with current City codes and regulations;
- Develops comprehensive plans and programs for utilization of land and physical facilities of the City;
- Compiles and analyzes data on economic, social, environmental, and physical factors affecting land use;
- Prepares reports and recommendations concerning research data, assesses environmental impact and prepares environmental reports;
- Confer with applicants and agency representatives to identify problems and participates in interdepartmental planning reviews;
- Works collaboratively with other units within the Department and other City departments, including, but not limited to, Building Safety, Public Works, Business License, and Code Enforcement to ensure operational synergy;
- Assists the general public in the interpretation of zoning, state, local, and other mandated regulations;
- Meets with representatives of City divisions and departments, outside agencies, and the general public to examine proposed development projects;
- Makes analysis and recommendations based on findings in studies, field observations, and public contacts;
- Analyzes and recommends action on applications for zone changes, variances, and General Plan or specific plan amendments;
- Drafts correspondence advising Planning Commission of action;
- Prepares staff reports, resolutions, and conditions of approval on more complex projects;
- Presents recommendations to the City Council, Planning Commission, and various other committees, commissions, advisory boards, and agencies;

- Attends meetings, conferences, workshops, and training sessions related to urban planning and other types of public services as they relate to the area of assignment;
- Reviews routine to complex development proposals, plans, and applications for issuance of zoning clearance for compliance with municipal laws, ordinances, and regulations;
- Other duties as assigned

### **MINIMUM QUALIFICATIONS**

#### **Education, Training and Experience**

- Graduation from an accredited college or university with a Bachelor's degree with major coursework in Urban Planning, Geography, Architecture or related field; and.
- Three years full-time paid professional experience in planning.
- Masters degree may be substituted for one year of the required work experience.

#### **Licenses, Certifications, and other Special Requirements**

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

### **KNOWLEDGE, SKILLS, AND ABILITIES**

- Knowledge of the principles, methods, and procedures of city planning;
- Knowledge of the physical, social, and economic implications involved in city planning, including the development of urban and suburban environment needs;
- Knowledge of the legal phases of planning, zoning, and subdivisions;
- Knowledge of research methods, including statistics;
- Knowledge of governmental organizations, transportation, communications, and public utility systems, as related to planning;
- Knowledge of processes and techniques involved in preparing long-term projects;
- Knowledge of local planning and zoning ordinances;
- Ability to use prudence, tact, and good judgment within general policy and procedure guidelines;
- Ability to make presentations before boards, commissions, the City Council, and the general public;
- Ability to prepare comprehensive and analytical reports;
- Ability to conduct analysis of collective data, other resources and arrive at reasonable conclusions;
- Ability to read and understand development plans, site plans, and architectural plans;
- Ability to operate computer hardware and software to use word processing, spreadsheet, and plan checking and permit software;
- Ability to communicate clearly and concisely, both orally and in writing;
- Ability to establish and maintain effective working relationships with those contacted in the course of work;
- Ability to safely operate a motor vehicle during course of performing duties.

**PHYSICAL DEMANDS**

While performing the duties of this job, the employee frequently drives to specific locations; works outdoors and within office setting. The employee is frequently required to walk, stand, stoop, kneel and use arms, legs and back to occasionally have the ability to lift and/or move up to 40 pounds. This position also requires the ability to sit for up to three hours at a time. Will use arms to reach and carry and use hands to operate, finger, handle objects and controls.

Vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

**WORKING CONDITIONS**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually quiet.

FLSA Status: Non-Exempt

Bargaining Unit: HMEA

Civil Services Status: Classified

CSC Approval: 10/17/2024

Revision(s): 10/2024

Revised: February 2026

CSC Approval: February 2026