



# **JOB OPENING:**

## **Student Professional Worker (SPW)**

### **Job Description Fall 2023**

#### **Development Services Center, Citywide Policy - Housing Unit, Citywide Policy - Environmental Justice Unit**

Los Angeles City Planning seeks four Student Professional Workers (SPWs) who have experience or interest in city planning to join the Department's Development Services Center - Valley Office, Citywide Policy - Housing Unit, and Citywide Policy - Environmental Justice Unit. This paid opportunity (\$18.11/hour) offers an enriching experience for students wishing to gain hands-on experience in city planning as it relates to plans and policies for the diverse City of Los Angeles.

Assignments are currently available in the following Divisions:

#### **Development Services Center - Valley Office**

Location: Van Nuys Marvin Braude Constituent Service Center, Valley Development Service Center

One Student Professional Worker to assist in scanning and organizing archived documents and index cards at the Valley Development Service Center (DSC). Opportunities to assist customers, shadow planners in answering zoning questions, case filings, and condition clearing appointments.

#### **Ideal Candidate:**

- Computer skills and knowledge of Google Drive, Adobe Acrobat, Microsoft Office including Word and Excel
- Detail oriented and organized
- Ability to work independently
- 20 hours a week in person on Tuesdays, Wednesdays, Thursdays, and/or Fridays

#### **Duties include:**

- Scanning all Zoning Administrator (ZA) City Planning Commission (CPC) cases and index cards by labeling them by their case number/address.
- Creating and organizing folders for all the scanned ZA, CPC, and index cards documents
- Uploading all documents to a shared drive and/or other locations on the internet.
- Assist planners in organizing case files after a case has been created or condition clearing has been completed.
- General administrative and record-keeping duties

## **Citywide Policy - Housing Unit**

Location: Los Angeles City Hall, Downtown Los Angeles

Two SPWs will assist in ongoing work efforts to develop a citywide rezoning program, identified in the recent Update to the City's Housing Element ([planning4la.org/plans-policies/housing-element-update](https://planning4la.org/plans-policies/housing-element-update)), as well as related studies and policy recommendations. The citywide rezoning program emphasizes creation of housing capacity in higher resource areas, in alignment with goals to affirmatively further fair housing and meet the City's Regional Housing Needs Assessment (RHNA) Allocation.

Ideal candidates have experience or interest in housing policy.

Duties and responsibilities may include:

- Research and analysis, including land use and policy research
- Policy development, report and recommendation writing
- Assisting staff in data collection, analysis, and visual modeling
- Developing and refining land use and zoning regulations
- Map creation and analysis through GIS software
- Community meeting preparation, participation, and outreach, including in-person and virtual outreach
- Assisting staff with presentations and drafting reports, ordinances, and external communications
- General administrative and record-keeping duties

## **Citywide Policy - Environmental Justice Unit**

Location: Los Angeles City Hall, Downtown Los Angeles

One SPW will assist in ongoing work efforts to develop a Climate Vulnerability Assessment (CVA) to inform the City's newly launched Environmental Justice Policy Program to update the City's General Plan, primarily the Health Element, as well as related studies and policy recommendations.

(EJ Webpage: <https://planning.lacity.org/plans-policies/environmental-justice#about>)

Ideal candidates have experience or interest in climate equity and environmental justice policy.

Duties and responsibilities may include:

- Research and analysis, including climate adaptation strategies, land use and policy research
- Policy development, report and recommendation writing
- Assisting staff in data collection, analysis, and visual modeling
- Map creation and analysis through GIS software
- Community meeting preparation, participation, and outreach, including in-person and virtual outreach
- Assisting staff with presentations and drafting reports, ordinances, and external communications
- Researching grant opportunities
- General administrative and record-keeping duties

## REQUIREMENTS

- **Must be current student and must provide copy of school transcript or attendance record**
- Available 15-25 hours/week for the next eight to twelve months (maximum of 1,000 hours)
- This position is a hybrid in-office and at-home position, though candidates who are fully remote may be considered (subject to management approval). If working in-office, candidates will be expected to spend a minimum of 8 hours a week in either the Marvin Braude San Fernando Valley Constituent Service Center in Van Nuys, or Los Angeles City Hall in Downtown Los Angeles. This may be subject to change as return-to-office procedures may evolve. Monthly public transit subsidy is available.
- If working remotely or at-home, SPW will be required to provide their own laptop or desktop computer. The City will provide computers for in-office use only.
- Proof of Covid-19 vaccination required

## DESIRED SKILLS/QUALIFICATIONS

- Experience or education in Urban/City/Regional Planning, Transportation Planning, Political Science, Architecture, Geography, Public Policy, or related fields; Major course of study focused on urban planning preferred
- Current graduate student preferred, though undergraduate students are also encouraged to apply
- Strong visual, oral, and written communication skills
- Experience using Microsoft Word, Excel, Powerpoint, Google Suite products (including Google Docs), and Zoom
- Experience with ArcGIS, AutoCAD, Sketch-Up, Photoshop, InDesign, and/or Illustrator
- Bilingual in conversational English/Spanish
- Experience conducting outreach activities both online and in person
- For Housing Policy Unit: knowledge of housing development or finance desired though not required

Ideal candidates are familiar with the City of Los Angeles, work both independently and collaboratively, enjoy problem-solving and public engagement, and are highly motivated and detail-oriented.

## HOW TO APPLY

Interested candidates should submit a cover letter and resume to [planning.resumes@lacity.org](mailto:planning.resumes@lacity.org) by **5 p.m. on Friday, October 6**. Qualified candidates will be invited for an interview in late October to early November. **Please indicate assignment preference(s), as applicable, in the cover letter.**

## SELECTION PROCESS

Each applicant's resume and cover letter will be reviewed to assess the candidate's experience and qualifications as they relate to the ability to perform the duties and responsibilities of these positions. Those candidates assessed to be the most qualified will be invited to participate in the interview selection process.