

DEPARTMENT OF  
CITY PLANNING

COMMISSION OFFICE  
(213) 978-1300

CITY PLANNING COMMISSION

MONIQUE LAWSHE  
PRESIDENT

CAROLINE CHOE  
VICE-PRESIDENT

PRISCILLA CHAVEZ  
MARTINA DIAZ  
SARAH JOHNSON  
PHYLLIS KLEIN  
BRIAN ROSENSTEIN  
JACOB SALTMAN  
ELIZABETH ZAMORA

# City of Los Angeles CALIFORNIA



KAREN BASS  
MAYOR

EXECUTIVE OFFICES  
200 N. SPRING STREET, ROOM 525  
LOS ANGELES, CA 90012-4801  
(213) 978-1271

VINCENT P. BERTONI, AICP  
DIRECTOR

KEVIN J. KELLER, AICP  
EXECUTIVE OFFICER

SHANA M.M. BONSTIN  
DEPUTY DIRECTOR

HAYDEE URRITA-LOPEZ  
DEPUTY DIRECTOR

ARTHI L. VARMA, AICP  
DEPUTY DIRECTOR

LISA M. WEBBER, AICP  
DEPUTY DIRECTOR

February 5, 2026

The Honorable City Council  
City of Los Angeles  
City Hall, Room 395  
Los Angeles, California 90012

Attention: Budget and Finance Committee

Dear Honorable Members:

## **FISCAL YEAR 2025-26 INTERIM BUDGET REQUEST FOR IMPLEMENTATION OF THE ZONING REVIEW PROGRAM TRANSFER TO THE DEPARTMENT OF CITY PLANNING (CF 25-0600)**

As part of the Fiscal Year (FY) 2025-26 budget process, the Mayor and City Council approved the functional transfer of the Zoning Review Program from the Los Angeles Department of Building and Safety (LADBS) to the Department of City Planning (City Planning) to consolidate the City's zoning functions into a unified bureau within City Planning. The adopted budget included the salary costs for the 42 zoning review positions and seven (7) new zoning-related case management positions. However, based on discussions with LADBS to facilitate the transfer of the Zoning Review Program to City Planning this fiscal year, three key budget packages were determined as necessary to meet the long-term personnel requirements of this program added to City Planning during the current fiscal year and to meet urgent operating requirements. This interim budget request will be funded by the Building and Safety Permit Fund (48R) and will not impact the General Fund.

### Zoning Review Over-the-Counter Plan Check (Request A)

Funding and resolution authorities for 12 positions consisting of two (2) Architects, four (4) Architectural Associate IIIs, and six (6) Architectural Associate IIs to perform over-the-counter plan checks. Currently, over-the-counter zoning review plan check work is conducted by Structural Engineers at LADBS who also do structural plan check work. Training staff on two zoning codes is arduous and will be especially demanding moving forward with the implementation of the City's New Zoning Code. Per LADBS, approximately 60 staff work on over-the-counter plan checks for all areas (i.e., structural, zoning, electrical, green building). The request for 12 over-the-counter zoning plan check staff will allow City Planning to assume responsibility for its portion of this key function of its zoning review authority.

Zoning Review Over-the-Counter Screening (Request B)

Funding and resolution authorities for four (4 positions) consisting of one (1) Architect, two (2) Architectural Associates, and one (1) Office Engineering Technician III to review all incoming applicant architectural plans for completeness and determining whether a project should be routed for over-the-counter, extended over-the-counter, or regular submitted plan check review. This task is currently performed by staff at LADBS and will now be required to be performed by City Planning. The staffing for this work function was not included with the 42 zoning positions that were transferred from LADBS.

Zoning Review Program Implementation Expenses (Request C)

Funding for Zoning Review Program expenses were not included in the FY 2025-26 Adopted Budget, including necessary overtime, software and office and administrative expenses needed to implement the transfer for Zoning Review Program and ensure there is no disruption in services. The overtime request is consistent with existing LADBS usage, which is needed to work on case backlogs and ensure timely review of zoning plan check applications.

Please see the attached budget request justifications, funding breakdowns, and position descriptions for further details regarding this interim budget request. For any questions, please contact Executive Officer Kevin Keller at (213) 978-1272 or via email at [kevin.keller@lacity.org](mailto:kevin.keller@lacity.org).



VINCENT P. BERTONI, AICP  
Director of Planning

VPB:KK:HUL:alr

Enclosures

Budget Requests A-C

- c: Mitchell Kamin, Chief of Staff, Mayor's Office  
Matthew Hale, Deputy Director of Finance, Operations & Innovation, Mayor's Office  
Rachel Freeman, Deputy Director of Business & Economic Development, Mayor's Office  
Elyse Matson, Senior Budget Director, Mayor's Office  
Matt Szabo, City Administrative Officer (CAO)  
Yolanda Chavez, Assistant City Administrative Officer, CAO  
Veronica Salumbides, Chief Administrative Analyst, CAO  
Kelly O'Malley, Senior Administrative Analyst II, CAO

## 2025-26 Budget Program Request

<u>Department Name</u>	<u>Program Name</u>	<u>Program Code</u>	<u>Total Request Amount*</u>
City Planning	Development Services	6804	\$603,495

### Name/Description of Budget Request

**Name:** Zoning Review Over-the-Counter Plan Check

*Provide a general description of the resources you are requesting. If the positions requested are exempt, explain why an existing civil service classification cannot perform these functions. If the request requires a multi-year funding plan, provide a detailed funding breakdown that illustrates the cost for each year and the total cost of full implementation. If the request is for equipment or vehicles, current estimates must be included as backup documentation. If the request is due to increased non-salary costs due to inflation, report on the causes of the increase.*

Continuation Request  New Request or Expansion of Existing Services

Is this an equity focused request?

Yes  No

### Departmental Collaboration

If you developed this request in conjunction with other departments, list the departments below.

DCP has been working with LADBS on transitioning the Zoning Review function fully from LADBS to DCP in FY 2025-26. The two departments will continue to coordinate on departmental processes and staffing resources to ensure successful implementation of this program.

### Justification

*What problem will this request address? How is the problem resolved by this request?*

1 The transfer of zoning review from LADBS to DCP as a result of the FY 2025-26 budget cycle includes responsibility for over-the-counter plan check, which is not yet funded or staffed at DCP. The 42 zoning review architects that were previously transferred to DCP in July 2025 are trained to conduct regular plan check of larger projects (such as commercial buildings, apartments, and new single family dwellings) in a process that typically takes two weeks. Separately, over-the-counter plan check involves review of smaller scale projects such as swimming pools and signs and is conducted on the same day as a scheduled appointment. This task is currently performed by structural engineers at LADBS who are performing both zoning review and structural review. The request of 12 over-the-counter zoning plan check staff will allow DCP to assume responsibility for its portion of this key function of its zoning review authority.

*Please describe how your proposal will positively impact equity among our residents – by addressing legacy or emerging inequities – or how your proposal will positively impact workplace equity. Please describe any disparity that will be addressed by this request.*

N/A – this service is provided to Angelenos citywide.

*Are there any specific communities, such as neighborhoods or key demographic groups, that this proposal will prioritize in order to achieve more equitable service delivery or address any disparities? To find where disparities may exist in a service or program, please refer to the CAO's MADE tool.*

N/A– this service this provided to Angelenos citywide.

*What are the 2025-26 goals of this request?*

The 2025-26 goals of this request are to build the capacity to integrate over-the-counter plan check into DCP's operations/ workflows, as part of the Department's new authority for zoning review. The Department lacks the current capacity to assume this over-the-counter function with current staff resources and will need to hire staff to have the capacity to fully take on this function.

2

*What are the long-term goals of this request?*

DCP's long-term goal is to simplify, accelerate and improve the zoning review process with staff within the Department that are able to conduct over-the-counter plan check.

*What special funds are eligible to be used for this request?*

3

48R - Building and Safety Building Permit Fund

### Supporting Performance Metrics

Provide (a) metric(s) to support the above justification.

- 1. Provide metrics that measure either the amount of services produced (output) and/or the impact of those services on your stakeholders (outcome). The department must have direct influence/control over each metric.*

The metrics for this request will be consistent with LADBS' current metrics of the number of over-the-counter plan checks completed.

- 2. Explain how the investment in resources will directly impact the metrics that measure the goals identified in question 2 of the Justification area above. Describe the impact on the metrics if the requested resources are not received. Provide numerical evidence.*

The 12 requested positions will allow DCP to transition the over-the-counter zoning plan check that is currently performed by LADBS to the Department. If these positions are not granted, LADBS would need to continue to perform this function or risk missing project review deadlines and an elimination of a key development review service.

3. *Provide and discuss any data or metrics used to determine if the services are equitably distributed or advance equity in communities with the greatest needs. Describe any learnings from the City's MADE Index and Tool. Will this request improve data collection in order to better measure equity and disparities?*

N/A

4. *Please describe any stakeholder feedback used to develop this request and/or any stakeholder engagement planned if this request is approved.*

DCP leadership met with members of the Valley Industry and Commerce Association (VICA) and plan to meet with the Central City Association (CCA) and the neighborhood council PlanCheck to share updates about the transfer of zoning review into DCP's new Development Services Bureau.

Indicate if the request aligns with one of the areas below:

- Greenhouse gas (GHG) emissions reduction or climate change adaptation  
 Comprehensive Homeless Strategy

*Please describe how this request relates to the reasons indicated above.*

N/A

## 2025-26 Budget Program Request

<u>Department Name</u>	<u>Program Name</u>	<u>Program Code</u>	<u>Total Request Amount*</u>
City Planning	Development Services	6804	\$186,390

### Name/Description of Budget Request

*Name:* Zoning Review Over-the-Counter Screening

*Provide a general description of the resources you are requesting. If the positions requested are exempt, explain why an existing civil service classification cannot perform these functions. If the request requires a multi-year funding plan, provide a detailed funding breakdown that illustrates the cost for each year and the total cost of full implementation. If the request is for equipment or vehicles, current estimates must be included as backup documentation. If the request is due to increased non-salary costs due to inflation, report on the causes of the increase.*

The Department of City Planning (DCP) is requesting funding and resolution authority for four (4) positions consisting of one (1) Architect, two (2) Architectural Associate IIs, and one (1) Office Engineering Technician III to provide over-the-counter screening of applications and plans.

Continuation Request  New Request or Expansion of Existing Services

Is this an equity focused request?

Yes  No

### Departmental Collaboration

If you developed this request in conjunction with other departments, list the departments below.

DCP has been working with LADBS on transitioning the Zoning Review function fully from LADBS to DCP in FY 2025-26. The two departments will continue to coordinate on departmental processes and staffing resources to ensure successful implementation of this program.

### Justification

*What problem will this request address? How is the problem resolved by this request?*

Zoning review over-the-counter screeners are responsible for reviewing all incoming applicant architectural plans for completeness and determining whether a project should be routed for over-the-counter, extended over-the-counter, or regular/"submitted backroom" plan check review. This assessment is based on the type of project, a determination of whether zoning

review is required, and the amount of time the zoning review is anticipated to take. The screener is also responsible for "tagging" the project for systems tracking purposes. This task is currently performed by a dedicated team of the LADBS over-the-counter staff. The four (4) requested screener positions will direct projects to the zoning review team for regular/backroom plan check and to the over-the-counter zoning plan check team, for which DCP is requesting 12 architectural positions (see Budget Request 6804-A).

*Please describe how your proposal will positively impact equity among our residents – by addressing legacy or emerging inequities – or how your proposal will positively impact workplace equity. Please describe any disparity that will be addressed by this request.*

N/A– this service is provided to Angelenos citywide.

*Are there any specific communities, such as neighborhoods or key demographic groups, that this proposal will prioritize in order to achieve more equitable service delivery or address any disparities? To find where disparities may exist in a service or program, please refer to the CAO's MADE tool.*

N/A– this service is provided to Angelenos citywide.

*What are the 2025-26 goals of this request?*

The 2026-27 goals of this request are to establish the capacity to screen projects that come directly to DCP or referred by LADBS and undergo subsequent zoning review. The Department does not have the current staff resources to conduct in house screening of all projects that require routing, which accounts for approximately 100 projects per day. With the requested four positions, DCP can assume this function and gauge the adequate number of staff that will be needed to process all such projects.

2

*What are the long-term goals of this request?*

The long-term goals of this request are to establish the capacity to screen applicable projects that come directly to DCP or are referred by LADBS for zoning plan check, through the Department's new Development Services Bureau. These additional resources will enable DCP to implement the full scope of zoning review functions while maintaining current levels of service.

*What special funds are eligible to be used for this request?*

3

48R - Building and Safety Building Permit Fund

**Provide (a) metric(s) to support the above justification.**

1. *Provide metrics that measure either the amount of services produced (output) and/or the impact of those services on your stakeholders (outcome). The department must have direct influence/control over each metric.*

Metrics include the number of projects screened and routed to the over-the-counter, extended over-the-counter, and regular plan check teams. Once the team is established, this metric will be tracked by DCP's Performance Management Unit.

2. *Explain how the investment in resources will directly impact the metrics that measure the goals identified in question 2 of the Justification area above. Describe the impact on the metrics if the requested resources are not received. Provide numerical evidence.*

The initial allocation of the four requested staff will allow DCP to establish screening capacity for all zoning review work. The overall transition of zoning review functions from LADBS to DCP has been an iterative and collaborative process. These resources will allow the complete process to occur at DCP and the metrics above will gauge if additional staff are necessary based on application volume and clearance times.

3. *Provide and discuss any data or metrics used to determine if the services are equitably distributed or advance equity in communities with the greatest needs. Describe any learnings from the City's MADE Index and Tool. Will this request improve data collection in order to better measure equity and disparities?*

Without the four requested screener positions, DCP would not have the capacity to screen, assess, and direct projects to the appropriate plan check teams for zoning review. This would result in significant service disruptions as the process is assumed by DCP.

4. *Please describe any stakeholder feedback used to develop this request and/or any stakeholder engagement planned if this request is approved.*

DCP leadership met with members of the Valley Industry and Commerce Association (VICA) and plan to meet with the Central City Association (CCA) and the neighborhood council PlanCheck to share updates about the transfer of zoning review into DCP's new Development Services Bureau.

**Indicate if the request aligns with one of the areas below:**

- Greenhouse gas (GHG) emissions reduction or climate change adaptation  
 Comprehensive Homeless Strategy

*Please describe how this request relates to the reasons indicated above.*

N/A

# 2025-26 Budget Program Request

<u>Department Name</u>	<u>Program Name</u>	<u>Program Code</u>	<u>Total Request Amount*</u>
City Planning	Development Services	6804	\$627,396

## Name/Description of Budget Request

Name: Zoning Review Program Implementation – Expenses

*Provide a general description of the resources you are requesting. If the positions requested are exempt, explain why an existing civil service classification cannot perform these functions. If the request requires a multi-year funding plan, provide a detailed funding breakdown that illustrates the cost for each year and the total cost of full implementation. If the request is for equipment or vehicles, current estimates must be included as backup documentation. If the request is due to increased non-salary costs due to inflation, report on the causes of the increase.*

The Department of City Planning (DCP) is requesting \$627,396 for expenses which include \$250,000 for overtime and \$377,396 for software, office and administrative expenses needed for the 49 new and transferred positions added to the Department as part of the transfer of the Zoning Review Program to DCP.

Continuation Request  New Request or Expansion of Existing Services

Is this an equity focused request?

Yes  No

## Departmental Collaboration

If you developed this request in conjunction with other departments, list the departments below.

DCP has been working with LADBS on transitioning the Zoning Review function fully from LADBS to DCP in FY 2025-26. The two departments will continue to coordinate on departmental processes and staffing resources to ensure successful implementation of this program.

## Justification

*What problem will this request address? How is the problem resolved by this request?*

1 In FY 2025-26 budget, 42 Zoning Review positions were functionally transferred to DCP from DBS and seven resolution authorities were included in the adopted budget for the Zoning Review Transition to duplicate the Case Management Unit functions in DBS which included two support staff. However, the adopted budget only provided position authorities and no expense funding. DCP is requesting expense funding: \$377,396 in the Office and Admin Account (6010)

and \$250,000 in the Overtime Account (1090) for the Zoning Review staff to work on case backlogs and ensure timely review of zoning applications and plans. The expense funding is needed for software licenses including required operational licenses such as Microsoft 365, Adobe Acrobat, Bluebeam licenses for reviewing plans, GIS related licenses, server storage, etc. These are licenses that the Zoning Review staff currently have with DBS and once transferred to DCP, they will continue to need these software and licenses in order to perform their job.

DCP is unable to absorb these additional expenses for such a large program, nor have capacity within our existing fund to fund these additional expenses for the new program being transferred over from DBS.

*Please describe how your proposal will positively impact equity among our residents – by addressing legacy or emerging inequities – or how your proposal will positively impact workplace equity. Please describe any disparity that will be addressed by this request.*

Providing sufficient expense and overtime funding for the functional transfer of the Zoning Review Program from DBS to DCP, the City ensures that city zoning and planning reviews are done as timely as possible which in turn can speed up housing development throughout the city, including in underserved communities.

*Are there any specific communities, such as neighborhoods or key demographic groups, that this proposal will prioritize in order to achieve more equitable service delivery or address any disparities? To find where disparities may exist in a service or program, please refer to the CAO's MADE tool.*

This program prioritizes zoning reviews related to housing development projects citywide and not any specific community.

*What are the 2025-26 goals of this request?*

To provide the Department with the sufficient resources to effectively facilitate the transfer of the Zoning Review Program from DBS to DCP.

2

*What are the long-term goals of this request?*

To provide the DCP with sufficient funding streams in accounts 6010 and 1090, ensuring appropriate resources are available to successfully implement the Zoning Review Program.

*What special funds are eligible to be used for this request?*

3

48R - Building and Safety Building Permit Fund

### Supporting Performance Metrics

Provide (a) metric(s) to support the above justification.

1. *Provide metrics that measure either the amount of services produced (output) and/or the impact of those services on your stakeholders (outcome). The department must have direct influence/control over each metric.*

The metrics would be similar to the metrics described in the Zoning Review Program which is currently the metrics established by DBS for this Program: the number of Zoning Plan Review Jobs Submitted and percentage of Zoning Plan Reviews Completed in 15 days.

2. *Explain how the investment in resources will directly impact the metrics that measure the goals identified in question 2 of the Justification area above. Describe the impact on the metrics if the requested resources are not received. Provide numerical evidence.*

Without the funding for the software licenses and software maintenance, staff will not be able to do their essential job. Without the overtime funding, the backlog will increase, and housing development will be delayed which will negatively impact revenue in the long term as well as contradict the Mayor's directives to fast track the city's review process and increase housing developments.

3. *Provide and discuss any data or metrics used to determine if the services are equitably distributed or advance equity in communities with the greatest needs. Describe any learnings from the City's MADE Index and Tool. Will this request improve data collection in order to better measure equity and disparities?*

The Zoning Review Section prioritizes Zoning Code review for qualifying housing projects with at least 20 percent of low-income onsite rental units, or with at least 30 percent of low or moderate-income onsite for sale units. Other projects eligible for expedited review include emergency homeless shelter, multi-family projects covered by California Senate Bill 35 (SB 35, Affordable Housing Streamlined Approval), and supportive housing projects covered by California Assembly Bill 2162 (AB 2162)

4. *Please describe any stakeholder feedback used to develop this request and/or any stakeholder engagement planned if this request is approved.*


N/A

Indicate if the request aligns with one of the areas below:

- Greenhouse gas (GHG) emissions reduction or climate change adaptation  
 Comprehensive Homeless Strategy

*Please describe how this request relates to the reasons indicated above.*

The Zoning Review Section prioritizes qualifying housing projects with at least 20% of low-income onsite rental units, or with at least 30% of low or moderate-income onsite for-sale units. Other projects



eligible for expedited review include emergency homeless shelters, multi-family projects covered by SB 35 and supportive housing projects covered by AB 2162.

Funding of this request will also support the Mayor's Executive Directive (ED)1 which directs City Departments to process clearances and utility releases related to building permit applications, certificates of occupancy, or temporary certificates of occupancy within five business days for 100% affordable housing projects and within two business days for shelters, and the newly adopted "Permanent ED1" program under the Department's Affordable Housing Streamlining Ordinance, effective December 2025. Creating expedited pathways for affordable housing has allowed the Department to prioritize Affordable Housing projects to meet the goals described in ED1 and ED7.

**2025-26 Budget Program Request**

Department:

City Planning

**Request A Name of Request:**  
Continued or New?

Zoning Review Over-the-Counter Plan Check  
New Request or Expansion of Existing Service

**Positions:**

Workday Position Number	Quantity	Class Title	Class Code	Reg, Sworn, Reso, As-Needed, or Hiring Halt	Wages & Count Salary	Salary Savings Rate (%)	Number of Months Funding Requested	Net Salary	Spread Position Counts by FTE by Source of Funds (Positions will default to Gen)						
									General Fund	Total All Special Funds	DBS Building Permit	Case Processing	Long-Range Planning	Systems Development	Short-Term Rental
								100	48R	52D	52F	588	62N		
New	1	Architect	7925-0	Civ-Reso	\$ 170,443	8.0%	4	\$ 52,269	0.00	1.00	1.00				
New	1	Architect	7925-0	Civ-Reso	\$ 170,443	8.0%	4	\$ 52,269	0.00	1.00	1.00				
New	1	Architectural Associate III	7926-3	Civ-Reso	\$ 156,808	8.0%	4	\$ 48,088	0.00	1.00	1.00				
New	1	Architectural Associate III	7926-3	Civ-Reso	\$ 156,808	8.0%	4	\$ 48,088	0.00	1.00	1.00				
New	1	Architectural Associate III	7926-3	Civ-Reso	\$ 156,808	8.0%	4	\$ 48,088	0.00	1.00	1.00				
New	1	Architectural Associate III	7926-3	Civ-Reso	\$ 156,808	8.0%	4	\$ 48,088	0.00	1.00	1.00				
New	1	Architectural Associate II	7926-2	Civ-Reso	\$ 140,981	8.0%	4	\$ 43,234	0.00	1.00	1.00				
New	1	Architectural Associate II	7926-2	Civ-Reso	\$ 140,981	8.0%	4	\$ 43,234	0.00	1.00	1.00				
New	1	Architectural Associate II	7926-2	Civ-Reso	\$ 140,981	8.0%	4	\$ 43,234	0.00	1.00	1.00				
New	1	Architectural Associate II	7926-2	Civ-Reso	\$ 140,981	8.0%	4	\$ 43,234	0.00	1.00	1.00				
New	1	Architectural Associate II	7926-2	Civ-Reso	\$ 140,981	8.0%	4	\$ 43,234	0.00	1.00	1.00				
New	1	Architectural Associate II	7926-2	Civ-Reso	\$ 140,981	8.0%	4	\$ 43,234	0.00	1.00	1.00				
New	1	Architectural Associate II	7926-2	Civ-Reso	\$ 140,981	8.0%	4	\$ 43,234	0.00	1.00	1.00				
<b>12 TOTALS</b>								\$ -	0.00	12.00	12.00	0.00	0.00	0.00	0.00
								\$ 556,295	0.00	12.00	12.00	0.00	0.00	0.00	0.00

**Budget:**

Acct	Account Name	TOTAL	General Fund 100	Total All Special Funds	DBS Building Permit 48R	Case Processing 52D	Long-Range Planning 52F	Systems Development 588	Short-Term Rental 62N
001010	Salaries General	\$ 556,295	\$ -	\$ 556,295	\$ 556,295	\$ -	\$ -	\$ -	\$ -
001012	Salaries - Sworn	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
001070	Salaries As-Needed	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
001090	Salaries Overtime	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
001100	Hiring Hall Salaries	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
001120	Benefits Hiring Hall	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
003040	Contractual Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
003310	Transportation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
006010	Office and Admin	\$ 47,200	\$ 47,200	\$ 47,200	\$ 47,200	\$ -	\$ -	\$ -	\$ -
006020	Operating Supplies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
XXXXXX	Other	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
XXXXXX	Other	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>TOTAL:</b>		\$ 603,495	\$ -	\$ 603,495	\$ 603,495	\$ -	\$ -	\$ -	\$ -

Pension/Health (Add/Delete Rate): \$ 396,275  
 Applicable CAP rate: 103.04%  
 Estimated Related Cost Reimbursement from SFs (CAP Rate): \$ 573,206 \$ 573,206 \$ - \$ - \$ - \$ - \$ - \$ - \$ -  
 General Fund Revenue (Change): \$

**2025-26 Budget Program Request**

Department: **City Planning**  
**Request B** Name of Request: **Zoning Review Over-the-Counter Screening**  
 Continued or New? **New Request or Expansion of Existing Service**

**Positions:**

Workday Position Number	Quantity	Class Title	Class Code	Reg. Sworn, Reso. As-Needed, or Hiring Hall	Wages & Count Salary	Salary Savings Rate (%)	Number of Months Funding Requested	Net Salary	Spread Position Counts by FTE by Source of Funds (Positions will default to Gen)						
									General Fund	Total All Special Funds	DBS Building Permit	Case Processing	Long-Range Planning	Systems Development	Short-Term Rental
								100	48R	52D	52F	588	62N		
New	1	Architect	7925-0	Civ-Reso	\$ 170,443	8.0%	4	\$ 52,269	0.00	1.00	1.00				
New	1	Architectural Associate II	7926-2	Civ-Reso	\$ 140,981	8.0%	4	\$ 43,234	0.00	1.00	1.00				
New	1	Architectural Associate II	7926-2	Civ-Reso	\$ 140,981	8.0%	4	\$ 43,234	0.00	1.00	1.00				
New	1	Office Engineering Technician III	7212-3	Civ-Reso	\$ 104,083	8.0%	4	\$ 31,919	0.00	1.00	1.00				
								\$ -	0.00	0.00					
<b>4 TOTALS</b>								<b>\$ 170,856</b>	<b>0.00</b>	<b>4.00</b>	<b>4.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

**Budget:**

Acct	Account Name	TOTAL	General Fund 100	Total All Special Funds	DBS Building Permit 48R	Case Processing 52D	Long-Range Planning 52F	Systems Development 588	Short-Term Rental 62N
001010	Salaries General	\$ 170,656	\$ -	\$ 170,656	\$ 170,656	\$ -	\$ -	\$ -	\$ -
001012	Salaries - Sworn	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
001070	Salaries As-Needed	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
001090	Salaries Overtime	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
001100	Hiring Hall Salaries	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
001120	Benefits Hiring Hall	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
003040	Contractual Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
003310	Transportation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
006010	Office and Admin	\$ 15,734	\$ -	\$ 15,734	\$ 15,734	\$ -	\$ -	\$ -	\$ -
006020	Operating Supplies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
XXXXXX	Other	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>TOTAL:</b>		<b>\$ 186,390</b>	<b>\$ -</b>	<b>\$ 186,390</b>	<b>\$ 186,390</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

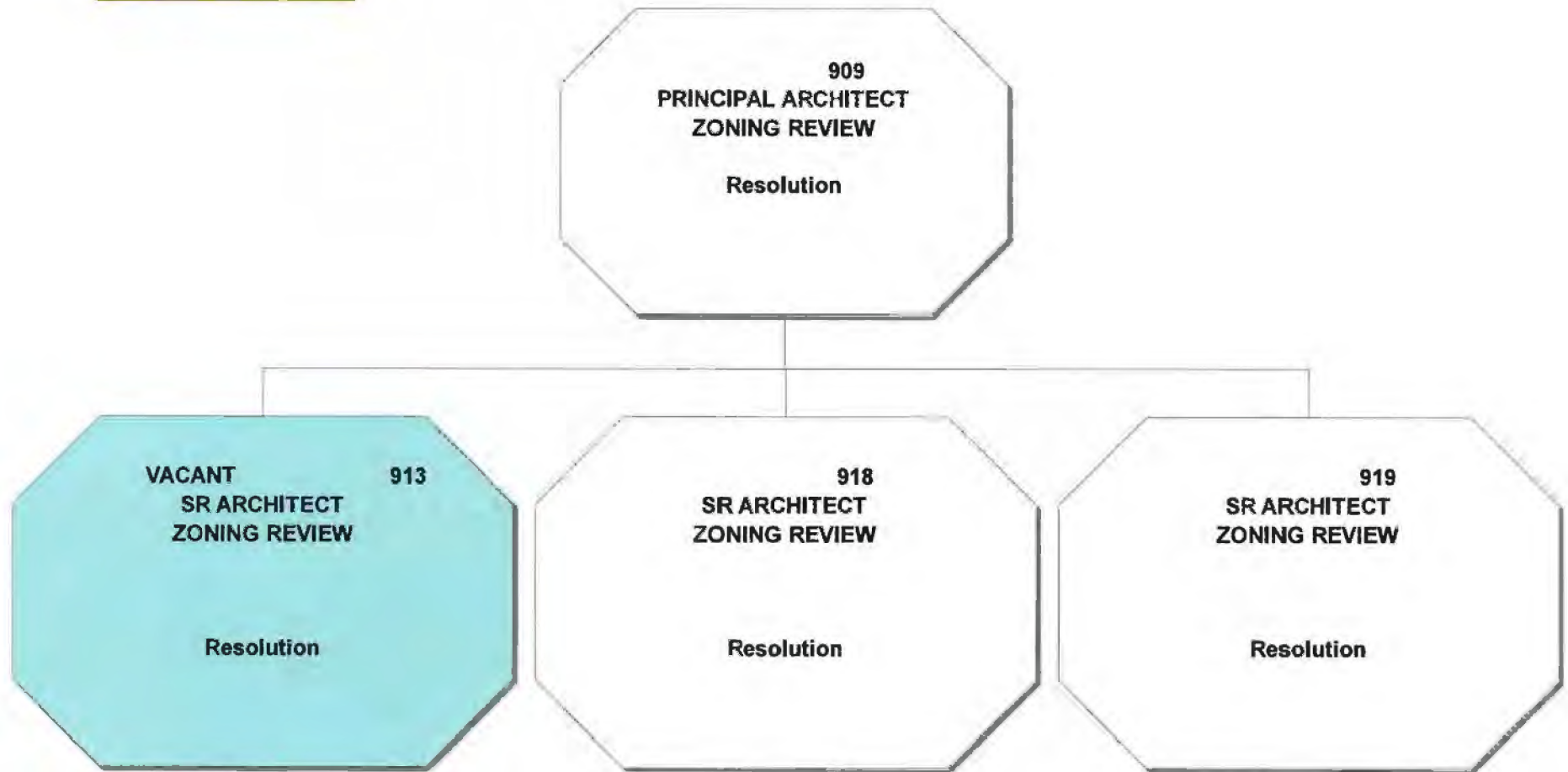
Pension/Health (Add/Delete Rate): \$ 126,951  
 Applicable CAP rate: 103.04%  
 Estimated Related Cost Reimbursement from SFs (CAP Rate): \$ 175,844 \$ 175,844 \$ - \$ - \$ - \$ - \$ - \$ -

General Fund Revenue (Change):

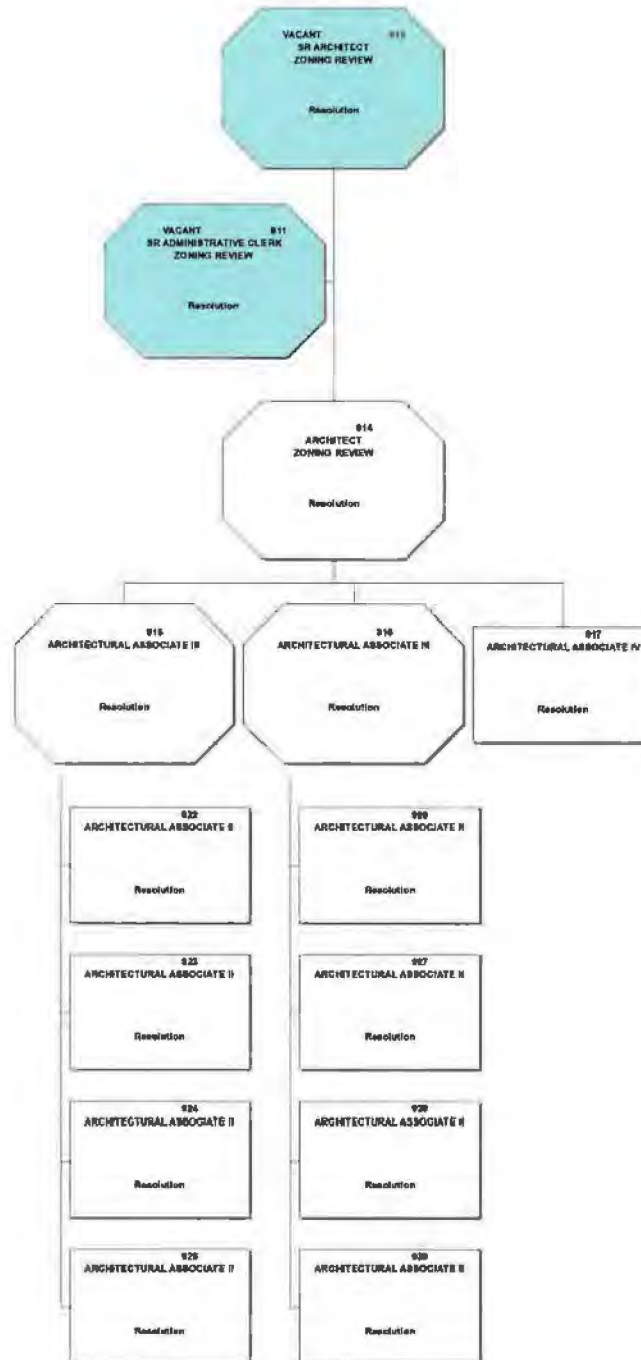


**Department of City Planning  
FY 2025-26 Interim Budget Request  
Zoning Review Program**

Filled
Vacant
New



Filed
Vacant
New







## POSITION DESCRIPTION

City of Los Angeles

DO NOT USE THIS SPACE

1. Name of Employee: New position	2. Employee's Present Class Title/Code: Architect / 7925-0	3. Present Salary or Wage Rate: \$170,443
--------------------------------------	---	--

4. Reason for Preparing Description: <input checked="" type="checkbox"/> New Position <input type="checkbox"/> Routine Report of Duties <input type="checkbox"/> Change in Existing Position <input type="checkbox"/> Review for Proper Allocation	Date Prepared 11/19/25
---	---------------------------

5. Location of office or place of work: 201 N. Figueroa St. Los Angeles, CA 90012	6. Name of Department <u>City Planning</u> Division <u>Zoning Review</u> Section _____
---	---

7. Name and title of the person from whom you ordinarily receive instructions and who supervises or reviews your work: Name _____ Title <u>Senior Architect</u>
--

8. Describe in detail the duties and work of this position, describing each duty in a separate paragraph. Begin with the duties that normally take most of your time and then describe the duties that are infrequent. Be certain to tell what is done, how it is done and what materials or equipment are used. Using percentages, show the distribution of the total working time. Also, if the duties and responsibilities of the position have changed, indicate how and when the changes occurred.

PERCENT OF TIME	DUTIES
60%	Manage the daily over-the-counter plan check operation of the Zoning Review Division. Work closely with the Mayor's Office, Council Offices, and other departments to ensure the success in early zoning review for housing projects as needed. Manage processes to assist the building permit applicants at various stages of the entitlement and permitting process. Streamlining zoning review at the beginning of the development review process provides better direction and relevant information to applicants up front.
25%	Supervision of a team of architectural staff engaged zoning review; responsible for responding to difficult problems from the contractors, engineers, and the general public; and attend to personnel and staffing matters.
10%	Prepares narrative and statistical reports regarding the service levels provided by the Zoning Review Section; prepares correspondence regarding Department policies, procedures and code enforcement.
5%	Make oral presentations to community groups and represents the Department at various other public meetings, as needed.

9. How long have the duties been substantially as described above? <u>New Position</u>
--

10. List any machinery or equipment operated and any unusual or hazardous working conditions. <u>City vehicle and standard office equipment.</u>
---

11. Percent of time spent supervising (training and evaluating employees, assigning and reviewing work). <u>25%</u>
---

12. Indicate the number of employees supervised by class titles. <u>2 - Architectural Associate III, 4 - Architectural Associate II</u>
--

13. I certify that the above statements are my own and to the best of my knowledge are accurate and complete.

Signature <u>Ana Lynn Rocio</u>	Digitally signed by Ana Lynn Rocio Date: 2025.11.20 10:13:49 -08'00'	Date _____	Phone No. _____
---------------------------------	---	------------	-----------------

**ITEMS TO BE FILLED IN BY THE IMMEDIATE SUPERVISOR**

14. Indicate in what respects if any the duties and responsibilities on the other side are not sufficiently or accurately described.

N/A

15. SUPERVISION RECEIVED. Describe the nature, frequency, or closeness of supervision received by the employee, including the way that the employee's work is assigned and reviewed.

Work is generally assigned and reviewed by supervisor.

16. REQUIREMENTS. Indicate the minimum requirements to perform the duties of this position:

(a) Education (include specific matter).

As per class specification. A valid license as an Architect issued by the California State Board of Architectural Examiners is required.

(b) Experience (type and length; list appropriate city classes, if any).

Two years of professional architectural experience at the level of Architectural Associate.

17. PHYSICAL REQUIREMENTS. Check below all physical capabilities needed to do this job.

Strength to: x Lift x Push x Pull

Average weight 10 Heaviest weight 30

Climbing (stairs, ladders, poles)  
How far \_\_\_\_\_

Face severe work conditions  
Outdoors \_\_\_\_\_ on/near water \_\_\_\_\_

Other/explain \_\_\_\_\_

SPECIAL NEED FOR:

Vision, to read fine print/numbers

Hearing, for telephone/alerts

Balance, for working heights

Other/explain \_\_\_\_\_

EXTENSIVE USE OF:	Hours per week
<input checked="" type="checkbox"/> Legs, for walking/standing	20
<input checked="" type="checkbox"/> Hands and fingers	40
<input type="checkbox"/> Back, for strenuous labor	_____
Other/explain _____	

(a) List any alternative methods or devices that can be used to aid in meeting the physical requirements checked above.

The decision to accommodate someone's limitations will be made on an individual basis and depends on the types of limitations and what the department can do to reasonably accommodate them.

18. RESPONSIBILITIES

(a) Policy and Methods: Describe the responsibility for the interpretation and enforcement of policy and methods; indicate the extent of participation in development, if any, and approval by higher authority required.

Interpret zoning code requirements.

(b) Materials and Products: Describe the responsibility and opportunity for bringing about economies and/or preventing losses through effective handling, processing or storing of materials or products, or through planning or engineering in connection with same.

Standard for classification.

(c) Machinery and equipment: Describe the responsibility for the operation, use, repair or care of machinery, equipment, or facilities, or for planning or engineering in connection with the same; indicate the size and kind of such machinery and equipment; describe the opportunity for preventing losses or achieving economies.

Responsible for the safe and efficient use of the equipment on the first page.

(d) Money: Describe the responsibility for and access to cash, stamps or other negotiables, or the responsibility for authorizing the expenditure of funds; indicate the average value of negotiables handed each month, or the amounts which are authorized to be expended each month.

Is position bonded? No ; amount of bond \$ 0.00

(e) Personal Contacts: Describe the purpose and frequency of personal contact with others, both within and outside the organization; indicate the types of contacts, purpose thereof, and the importance of persons contacted.

Department management, employees, other City departments, outside agencies, the public and engineering and construction industry.

(f) Records and Reports: Describe the records and reports, including the kind and value of records in descriptive terms, and the action employee takes in respect thereto

Prepares narrative and statistical reports to Department management regarding the service levels provided by the over-the-counter plan check services.

Signature of the immediate supervisor \_\_\_\_\_ Date \_\_\_\_\_

Class Title \_\_\_\_\_ Phone No. \_\_\_\_\_

Signature of department head Ana Lynn Rocio Digitally signed by Ana Lynn Rocio Date: 2025.11.20 10:14:06 -08'00' \_\_\_\_\_ Date \_\_\_\_\_

# POSITION DESCRIPTION

City of Los Angeles

DO NOT USE THIS SPACE

1. Name of Employee: <b>New position</b>	2. Employee's Present Class Title/Code: <b>Architectural Associate III / 7926-3</b>	3. Present Salary or Wage Rate: <b>\$156,808</b>
---	--	---

4. Reason for Preparing Description: <input checked="" type="checkbox"/> New Position <input type="checkbox"/> Routine Report of Duties <input type="checkbox"/> Change in Existing Position <input type="checkbox"/> Review for Proper Allocation	Date Prepared <b>11/19/25</b>
---	----------------------------------

5. Location of office or place of work: <b>201 N. Figueroa St.                  Los Angeles, CA 90012</b>	6. Name of Department <b>City Planning</b> Division <b>Zoning Review</b> Section _____
--	---

7. Name and title of the person from whom you ordinarily receive instructions and who supervises or reviews your work: Name _____ Title <b>Architect</b>
---

8. Describe in detail the duties and work of this position, describing each duty in a separate paragraph. Begin with the duties that normally take most of your time and then describe the duties that are infrequent. Be certain to tell what is done, how it is done and what materials or equipment are used. Using percentages, show the distribution of the total working time. Also, if the duties and responsibilities of the position have changed, indicate how and when the changes occurred.

PERCENT OF TIME	DUTIES
65%	Working supervisor in charge of Architectural IIs who review plans for compliance to zoning laws. Reviews completed work of the staff for quality control. Review plans for projects that are technically complex and requires considerable experience, skill, and architectural knowledge.
25%	Supervises, reviews, and evaluates the work of Architectural Associate IIs and provides required training.
10%	Responds to questions from the public and construction industry related to the zoning requirements.

9. How long have the duties been substantially as described above? <b>New position</b>
--

10. List any machinery or equipment operated and any unusual or hazardous working conditions. <b>City vehicle and standard office equipment.</b>
---

11. Percent of time spent supervising (training and evaluating employees, assigning and reviewing work). <b>25%</b>
---

12. Indicate the number of employees supervised by class titles. <b>Architectural Associate II</b>
---

13. I certify that the above statements are my own and to the best of my knowledge are accurate and complete.

Signature <b>Ana Lynn Rocio</b>	Digitally signed by Ana Lynn Rocio Date: 2025.11.20 10:48:36 -08'00'	Date _____	Phone No. _____
---------------------------------	---	------------	-----------------

**ITEMS TO BE FILLED IN BY THE IMMEDIATE SUPERVISOR**

14. Indicate in what respects if any the duties and responsibilities on the other side are not sufficiently or accurately described.

N/A

15. SUPERVISION RECEIVED. Describe the nature, frequency, or closeness of supervision received by the employee, including the way that the employee's work is assigned and reviewed.

Work is generally assigned and reviewed by supervisor.

16. REQUIREMENTS. Indicate the minimum requirements to perform the duties of this position:

(a) Education (include specific matter).

As per class specification.

(b) Experience (type and length; list appropriate city classes, if any).

As per class specification.

17. PHYSICAL REQUIREMENTS. Check below all physical capabilities needed to do this job.

Strength to: x Lift x Push x Pull

Average weight 10 Heaviest weight 30

Climbing (stairs, ladders, poles)

How far \_\_\_\_\_

Face severe work conditions

Outdoors \_\_\_\_\_ on/near water \_\_\_\_\_

Other/explain \_\_\_\_\_

SPECIAL NEED FOR:

Vision, to read fine print/numbers

Hearing, for telephone/alarms

Balance, for working heights

Other/explain \_\_\_\_\_

EXTENSIVE USE OF:

Legs, for walking/standing

Hands and fingers

Back, for strenuous labor

Other/explain \_\_\_\_\_

Hours per week

20

40

(a) List any alternative methods or devices that can be used to aid in meeting the physical requirements checked above.

The decision to accomodate someone's limitations will be made on an individual basis and depends on the types of limitations and what the department can do to reasonably accommodate them.

18. RESPONSIBILITIES

(a) Policy and Methods: Describe the responsibility for the interpretation and enforcement of policy and methods; indicate the extent of participation in development, if any, and approval by higher authority required.

Interpret zoning code requirements.

(b) Materials and Products: Describe the responsibility and opportunity for bringing about economies and/or preventing losses through effective handling, processing or storing of materials or products, or through planning or engineering in connection with same.

Standard for classification.

(c) Machinery and equipment: Describe the responsibility for the operation, use, repair or care of machinery, equipment, or facilities, or for planning or engineering in connection with the same; indicate the size and kind of such machinery and equipment; describe the opportunity for preventing losses or achieving economies.

Responsible for the safe and efficient use of the equipment on the first page.

(d) Money: Describe the responsibility for and access to cash, stamps or other negotiables, or the responsibility for authorizing the expenditure of funds; indicate the average value of negotiables handed each month, or the amounts which are authorized to be expended each month.

Is position bonded? No; amount of bond \$ 0.00

(e) Personal Contacts: Describe the purpose and frequency of personal contact with others, both within and outside the organization; indicate the types of contacts, purpose thereof, and the importance of persons contacted.

Department management, employees, other City departments, outside agencies, the public and engineering and construction industry.

(f) Records and Reports: Describe the records and reports, including the kind and value of records in descriptive terms, and the action employee takes in respect thereto

Prepares statistical reports to Department management.

Signature of the immediate supervisor \_\_\_\_\_ Date \_\_\_\_\_

Class Title \_\_\_\_\_ Phone No. \_\_\_\_\_

Signature of department head Ana Lynn Rocio Digitally signed by Ana Lynn Rocio Date: 2025.11.20 10:48:53 -0800 Date \_\_\_\_\_

# POSITION DESCRIPTION

City of Los Angeles

DO NOT USE THIS SPACE

1. Name of Employee: New position	2. Employee's Present Class Title/Code: Architectural Associate II / 7926-2	3. Present Salary or Wage Rate: \$140,981
--------------------------------------	--	--

4. Reason for Preparing Description:	<input checked="" type="checkbox"/> New Position <input type="checkbox"/> Change in Existing Position	<input type="checkbox"/> Routine Report of Duties <input type="checkbox"/> Review for Proper Allocation	Date Prepared 11/19/25
--------------------------------------	--	--	---------------------------

5. Location of office or place of work: 201 N. Figueroa St. Los Angeles, CA 90012	6. Name of Department <u>City Planning</u> Division <u>Development Services</u> Section <u>Zoning Review</u>
---	---

7. Name and title of the person from whom you ordinarily receive instructions and who supervises or reviews your work:

Name \_\_\_\_\_ Title Architectural Associate III

8. Describe in detail the duties and work of this position, describing each duty in a separate paragraph. Begin with the duties that normally take most of your time and then describe the duties that are infrequent. Be certain to tell what is done, how it is done and what materials or equipment are used. Using percentages, show the distribution of the total working time. Also, if the duties and responsibilities of the position have changed, indicate how and when the changes occurred.

PERCENT OF TIME	DUTIES
70%	Responsible for the plan review for housing developments for conformance to the Zoning Code and applicable state laws, and answer questions pertaining to zoning code requirements. Consult with engineers and architects regarding the zoning requirements to obtain efficient plan checking, uniformity of Building code enforcement and keep delays to a minimum. Provide information to the customer concerning Department procedure related to Zoning Code and other code information related to building permits and construction.
25%	Responds to questions from the public and construction industry related to the zoning requirements.
5%	Participate in Department training.

9. How long have the duties been substantially as described above? New position

10. List any machinery or equipment operated and any unusual or hazardous working conditions.  
City vehicle and standard office equipment.

11. Percent of time spent supervising (training and evaluating employees, assigning and reviewing work). N/A

12. Indicate the number of employees supervised by class titles.  
None

13. I certify that the above statements are my own and to the best of my knowledge are accurate and complete.

Signature <u>Ana Lynn Rocio</u>	Digitally signed by Ana Lynn Rocio Date: 2025.11.20 11:46:28 -08'00'	Date _____	Phone No. _____
---------------------------------	---	------------	-----------------

**ITEMS TO BE FILLED IN BY THE IMMEDIATE SUPERVISOR**

14. Indicate in what respects if any the duties and responsibilities on the other side are not sufficiently or accurately described.

N/A

15. SUPERVISION RECEIVED. Describe the nature, frequency, or closeness of supervision received by the employee, including the way that the employee's work is assigned and reviewed.

Work is generally assigned and reviewed by supervisor.

16. REQUIREMENTS. Indicate the minimum requirements to perform the duties of this position:

(a) Education (include specific matter).

As per class specification

(b) Experience (type and length; list appropriate city classes, if any).

As per class specification

17. PHYSICAL REQUIREMENTS. Check below all physical capabilities needed to do this job.

Strength to: x Lift x Push x Pull  
 Average weight 10 Heaviest weight 30  
 Climbing (stairs, ladders, poles)  
 How far \_\_\_\_\_  
 Face severe work conditions  
 Outdoors \_\_\_\_\_ on/near water \_\_\_\_\_  
 Other/explain \_\_\_\_\_

SPECIAL NEED FOR:  
 Vision, to read fine print/numbers  
 Hearing, for telephone/alarms  
 Balance, for working heights  
 Other/explain \_\_\_\_\_

EXTENSIVE USE OF:	Hours per week
<input checked="" type="checkbox"/> Legs, for walking/standing	20
<input checked="" type="checkbox"/> Hands and fingers	40
<input type="checkbox"/> Back, for strenuous labor	_____
Other/explain _____	

(a) List any alternative methods or devices that can be used to aid in meeting the physical requirements checked above.

The decision to accommodate someone's limitations will be made on an individual basis and depends on the types of limitations and what the department can do to reasonably accommodate them.

18. RESPONSIBILITIES

(a) Policy and Methods: Describe the responsibility for the interpretation and enforcement of policy and methods; indicate the extent of participation in development, if any, and approval by higher authority required.

Interpret zoning code requirements.

(b) Materials and Products: Describe the responsibility and opportunity for bringing about economies and/or preventing losses through effective handling, processing or storing of materials or products, or through planning or engineering in connection with same.

Standard for classification.

(c) Machinery and equipment: Describe the responsibility for the operation, use, repair or care of machinery, equipment, or facilities, or for planning or engineering in connection with the same; indicate the size and kind of such machinery and equipment; describe the opportunity for preventing losses or achieving economies.

Responsible for the safe and efficient use of the equipment on the first page.

(d) Money: Describe the responsibility for and access to cash, stamps or other negotiables, or the responsibility for authorizing the expenditure of funds; indicate the average value of negotiables handed each month, or the amounts which are authorized to be expended each month.

Is position bonded? No ; amount of bond \$ 0.00

(e) Personal Contacts: Describe the purpose and frequency of personal contact with others, both within and outside the organization; indicate the types of contacts, purpose thereof, and the importance of persons contacted.

Department management, employees, other City departments, outside agencies, the public and engineering and construction industry.

(f) Records and Reports: Describe the records and reports, including the kind and value of records in descriptive terms, and the action employee takes in respect thereto

Prepares statistical reports.

Signature of the immediate supervisor \_\_\_\_\_ Date \_\_\_\_\_

Class Title \_\_\_\_\_ Phone No. \_\_\_\_\_

Signature of department head Ana Lynn Rocio Digitally signed by Ana Lynn Rocio Date: 2025.11.20 11:45:45 -08'00' \_\_\_\_\_ Date \_\_\_\_\_

# POSITION DESCRIPTION

City of Los Angeles

DO NOT USE THIS SPACE

1. Name of Employee: <b>New position</b>	2. Employee's Present Class Title/Code: <b>Architect / 7925-0</b>	3. Present Salary or Wage Rate: <b>\$170,443</b>
---	--	---

4. Reason for Preparing Description: <input checked="" type="checkbox"/> New Position <input type="checkbox"/> Routine Report of Duties <input type="checkbox"/> Change in Existing Position <input type="checkbox"/> Review for Proper Allocation	Date Prepared <b>11/19/25</b>
---	----------------------------------

5. Location of office or place of work: <b>201 N. Figueroa St. Los Angeles, CA 90012</b>	6. Name of Department <b>City Planning</b> Division <b>Zoning Review</b> Section _____
---	---

7. Name and title of the person from whom you ordinarily receive instructions and who supervises or reviews your work: Name _____ Title <b>Senior Architect</b>
--

8. Describe in detail the duties and work of this position, describing each duty in a separate paragraph. Begin with the duties that normally take most of your time and then describe the duties that are infrequent. Be certain to tell what is done, how it is done and what materials or equipment are used. Using percentages, show the distribution of the total working time. Also, if the duties and responsibilities of the position have changed, indicate how and when the changes occurred.

PERCENT OF TIME	DUTIES
70%	Responsible for supervising staff on criteria for reviewing applicant architectural plans for completeness and determining whether a project should be routed for over-the-counter, extended over-the-counter, or regular/"backroom" plan check review. Maintain ongoing coordination with architects and engineers in the City Planning and the Department of Building and Safety to ensure criteria and process are current and consistent across all public counters and in communication with applicants.
30%	Responsible for responding to difficult problems from applicants, staff, and general public. Prepare and conduct staff training; develop and update manuals, correspondence and other informational materials regarding Department policies and procedures. Prepare narrative and statistical reports regarding service levels.

9. How long have the duties been substantially as described above? <b>New position</b>
--

10. List any machinery or equipment operated and any unusual or hazardous working conditions. <b>City vehicle and standard office equipment.</b>
---

11. Percent of time spent supervising (training and evaluating employees, assigning and reviewing work). <b>70%</b>
---

12. Indicate the number of employees supervised by class titles. <b>1-3 employees ranging from Architectural Associates to Office Engineering Technicians.</b>
---

13. I certify that the above statements are my own and to the best of my knowledge are accurate and complete.
Signature <b>Ana Lynn Rocio</b> <span style="float: right;">Date _____ Phone No. _____</span>

Digitally signed by Ana Lynn Rocio  
Date: 2025.11.20 12:48:22 -08'00'

**ITEMS TO BE FILLED IN BY THE IMMEDIATE SUPERVISOR**

14. Indicate in what respects if any the duties and responsibilities on the other side are not sufficiently or accurately described.

N/A

15. SUPERVISION RECEIVED. Describe the nature, frequency, or closeness of supervision received by the employee, including the way that the employee's work is assigned and reviewed.

Work is generally assigned and reviewed by supervisor.

16. REQUIREMENTS. Indicate the minimum requirements to perform the duties of this position:

(a) Education (include specific matter).

As per class specification

(b) Experience (type and length; list appropriate city classes, if any).

As per class specification

17. PHYSICAL REQUIREMENTS. Check below all physical capabilities needed to do this job.

Strength to: X Lift X Push X Pull

Average weight 5 Heaviest weight 15

Climbing (stairs, ladders, poles)

How far \_\_\_\_\_

Face severe work conditions

Outdoors \_\_\_\_\_ on/near water \_\_\_\_\_

Other/explain \_\_\_\_\_

SPECIAL NEED FOR:

Vision, to read fine print/numbers

Hearing, for telephone/alarms

Balance, for working heights

Other/explain \_\_\_\_\_

EXTENSIVE USE OF:

Legs, for walking/standing

Hands and fingers

Back, for strenuous labor

Other/explain \_\_\_\_\_

Hours per week

20-30

(a) List any alternative methods or devices that can be used to aid in meeting the physical requirements checked above.

The decision to accommodate someone's limitations will be made on an individual basis and depends on the types of limitations and what the department can do to reasonably accommodate them.

18. RESPONSIBILITIES

(a) Policy and Methods: Describe the responsibility for the interpretation and enforcement of policy and methods; indicate the extent of participation in development, if any, and approval by higher authority required.

Interpret zoning code requirements.

(b) Materials and Products: Describe the responsibility and opportunity for bringing about economies and/or preventing losses through effective handling, processing or storing of materials or products, or through planning or engineering in connection with same.

Standard for classification.

(c) Machinery and equipment: Describe the responsibility for the operation, use, repair or care of machinery, equipment, or facilities, or for planning or engineering in connection with the same; indicate the size and kind of such machinery and equipment; describe the opportunity for preventing losses or achieving economies.

Responsible for the safe and efficient use of the equipment on the first page.

(d) Money: Describe the responsibility for and access to cash, stamps or other negotiables, or the responsibility for authorizing the expenditure of funds; indicate the average value of negotiables handed each month, or the amounts which are authorized to be expended each month.

Is position bonded? No ; amount of bond \$ 0.00

(e) Personal Contacts: Describe the purpose and frequency of personal contact with others, both within and outside the organization; indicate the types of contacts, purpose thereof, and the importance of persons contacted.

Department management, employees, other City departments, outside agencies, the public and engineering and construction industry.

(f) Records and Reports: Describe the records and reports, including the kind and value of records in descriptive terms, and the action employee takes in respect thereto

Prepares statistical reports.

Signature of the immediate supervisor \_\_\_\_\_ Date \_\_\_\_\_

Class Title \_\_\_\_\_ Phone No. \_\_\_\_\_

Signature of department head Ana Lynn Rocio Digitally signed by Ana Lynn Rocio Date: 2025.11.20 12:46:38 -08'00' \_\_\_\_\_ Date \_\_\_\_\_

# POSITION DESCRIPTION

City of Los Angeles

DO NOT USE THIS SPACE

1. Name of Employee: New position	2. Employee's Present Class Title/Code: Architectural Associate II / 7926-2	3. Present Salary or Wage Rate: \$140,981
--------------------------------------	--	--

4. Reason for Preparing Description:	Date Prepared
<input checked="" type="checkbox"/> New Position <input type="checkbox"/> Routine Report of Duties <input type="checkbox"/> Change in Existing Position <input type="checkbox"/> Review for Proper Allocation	11/19/25

5. Location of office or place of work: 201 N. Figueroa St. Los Angeles, CA 90012	6. Name of Department <u>City Planning</u> Division <u>Zoning Review</u> Section _____
---	---

7. Name and title of the person from whom you ordinarily receive instructions and who supervises or reviews your work:

Name \_\_\_\_\_ Title Architect

8. Describe in detail the duties and work of this position, describing each duty in a separate paragraph. Begin with the duties that normally take most of your time and then describe the duties that are infrequent. Be certain to tell what is done, how it is done and what materials or equipment are used. Using percentages, show the distribution of the total working time. Also, if the duties and responsibilities of the position have changed, indicate how and when the changes occurred.

PERCENT OF TIME	DUTIES
70%	Responsible for reviewing all incoming applicant architectural plans for completeness and determining whether a project should be routed for over-the-counter, extended over-the-counter, or regular/"backroom" plan check review. Provide information to the customer concerning Department procedure related to Zoning Code and other code information related to building permits and construction.
25%	Responds to questions from the public and construction industry related to the zoning requirements.
5%	Participate in Department training.

9. How long have the duties been substantially as described above? New position

10. List any machinery or equipment operated and any unusual or hazardous working conditions.  
City vehicle and standard office equipment.

11. Percent of time spent supervising (training and evaluating employees, assigning and reviewing work). N/A

12. Indicate the number of employees supervised by class titles.  
None

13. I certify that the above statements are my own and to the best of my knowledge are accurate and complete.

Signature <u>Ana Lynn Rocio</u>	Digitally signed by Ana Lynn Rocio Date: 2025.11.20 12:59:17 -08'00'	Date _____	Phone No. _____
---------------------------------	---	------------	-----------------

**ITEMS TO BE FILLED IN BY THE IMMEDIATE SUPERVISOR**

14. Indicate in what respects if any the duties and responsibilities on the other side are not sufficiently or accurately described.

N/A

15. SUPERVISION RECEIVED. Describe the nature, frequency, or closeness of supervision received by the employee, including the way that the employee's work is assigned and reviewed.

Work is generally assigned and reviewed by supervisor.

16. REQUIREMENTS. Indicate the minimum requirements to perform the duties of this position:

(a) Education (include specific matter).

As per class specification

(b) Experience (type and length; list appropriate city classes, if any).

As per class specification

17. PHYSICAL REQUIREMENTS. Check below all physical capabilities needed to do this job.

Strength to: <sup>x</sup> Lift <sup>x</sup> Push <sup>x</sup> Pull

Average weight 10 Heaviest weight 30

Climbing (stairs, ladders, poles)

How far \_\_\_\_\_

Face severe work conditions

Outdoors \_\_\_\_\_ on/near water \_\_\_\_\_

Other/explain \_\_\_\_\_

SPECIAL NEED FOR:

Vision, to read fine print/numbers

Hearing, for telephone/alarms

Balance, for working heights

Other/explain \_\_\_\_\_

EXTENSIVE USE OF:

Legs, for walking/standing

Hands and fingers

Back, for strenuous labor

Other/explain \_\_\_\_\_

Hours per  
week

20

40

(a) List any alternative methods or devices that can be used to aid in meeting the physical requirements checked above.

The decision to accommodate someone's limitations will be made on an individual basis and depends on the types of limitations and what the department can do to reasonably accommodate them.

18. RESPONSIBILITIES

(a) Policy and Methods: Describe the responsibility for the interpretation and enforcement of policy and methods; indicate the extent of participation in development, if any, and approval by higher authority required.

Interpret zoning code requirements.

(b) Materials and Products: Describe the responsibility and opportunity for bringing about economies and/or preventing losses through effective handling, processing or storing of materials or products, or through planning or engineering in connection with same.

Standard for classification.

(c) Machinery and equipment: Describe the responsibility for the operation, use, repair or care of machinery, equipment, or facilities, or for planning or engineering in connection with the same; indicate the size and kind of such machinery and equipment; describe the opportunity for preventing losses or achieving economies.

Responsible for the safe and efficient use of the equipment, e.g., PC, laptop, copier.

(d) Money: Describe the responsibility for and access to cash, stamps or other negotiables, or the responsibility for authorizing the expenditure of funds; indicate the average value of negotiables handed each month, or the amounts which are authorized to be expended each month.

Is position bonded? No; amount of bond \$ 0.00

(e) Personal Contacts: Describe the purpose and frequency of personal contact with others, both within and outside the organization; indicate the types of contacts, purpose thereof, and the importance of persons contacted.

Department management, employees, other City departments, outside agencies, the public and engineering and construction industry.

(f) Records and Reports: Describe the records and reports, including the kind and value of records in descriptive terms, and the action employee takes in respect thereto

Prepares statistical reports.

Signature of the immediate supervisor \_\_\_\_\_ Date \_\_\_\_\_

Class Title \_\_\_\_\_ Phone No. \_\_\_\_\_

Signature of department head Ana Lynn Rocio Digitally signed by Ana Lynn Rocio Date: 2025.11.20 12:59:34 -08'00' \_\_\_\_\_ Date \_\_\_\_\_

# POSITION DESCRIPTION

City of Los Angeles

DO NOT USE THIS SPACE

1. Name of Employee: New position	2. Employee's Present Class Title/Code: Office Engineering Technician III	3. Present Salary or Wage Rate: \$104,083
--------------------------------------	--	--

4. Reason for Preparing Description: <input checked="" type="checkbox"/> New Position <input type="checkbox"/> Routine Report of Duties <input type="checkbox"/> Change in Existing Position <input type="checkbox"/> Review for Proper Allocation	Date Prepared 11/19/25
---	---------------------------

5. Location of office or place of work: 201 N. Figueroa Street Los Angeles, CA 90012	6. Name of Department <u>City Planning</u> Division <u>Zoning Review</u> Section _____
--	---

7. Name and title of the person from whom you ordinarily receive instructions and who supervises or reviews your work:

Name \_\_\_\_\_ Title Architect

8. Describe in detail the duties and work of this position, describing each duty in a separate paragraph. Begin with the duties that normally take most of your time and then describe the duties that are infrequent. Be certain to tell what is done, how it is done and what materials or equipment are used. Using percentages, show the distribution of the total working time. Also, if the duties and responsibilities of the position have changed, indicate how and when the changes occurred.

PERCENT OF TIME	DUTIES
65%	Performs difficult subprofessional engineering work; makes computations; reviews plans for completeness and compliance with Code requirements; records pertinent information regarding zoning, special moratoriums and other information.
25%	Supervises the maintenance of the computer log book; review computer files for data regarding plan checks; reviews maps and other technical material; makes area calculations off of plans.
10%	Gathers, compiles and processes technical engineering data and prepares special reports and routing correspondence as requested. Answers telephone calls from the public requesting information.

9. How long have the duties been substantially as described above? New position

10. List any machinery or equipment operated and any unusual or hazardous working conditions.  
 Personal computer, calculator, telephone.

11. Percent of time spent supervising (training and evaluating employees, assigning and reviewing work). 0%

12. Indicate the number of employees supervised by class titles.  
 N/A

13. I certify that the above statements are my own and to the best of my knowledge are accurate and complete.

Signature <u>Ana Lynn Rocio</u>	Digitally signed by Ana Lynn Rocio Date: 2025.11.20 18:30:39 -08'00'	Date _____	Phone No. _____
---------------------------------	---	------------	-----------------

**ITEMS TO BE FILLED IN BY THE IMMEDIATE SUPERVISOR**

14. Indicate in what respects if any the duties and responsibilities on the other side are not sufficiently or accurately described.

None.

15. SUPERVISION RECEIVED. Describe the nature, frequency, or closeness of supervision received by the employee, including the way that the employee's work is assigned and reviewed.

General supervision.

16. REQUIREMENTS. Indicate the minimum requirements to perform the duties of this position:

(a) Education (include specific matter).

Standard for classification.

(b) Experience (type and length; list appropriate city classes, if any).

Standard for classification.

17. PHYSICAL REQUIREMENTS. Check below all physical capabilities needed to do this job.

- Strength to: X Lift X Push X Pull  
 Average weight 10 Heaviest weight 30  
 Climbing (stairs, ladders, poles)  
 How far \_\_\_\_\_  
 Face severe work conditions  
 Outdoors \_\_\_\_\_ on/near water \_\_\_\_\_  
 Other/explain \_\_\_\_\_

SPECIAL NEED FOR:

- Vision, to read fine print/numbers  
 Hearing, for telephone/alarms  
 Balance, for working heights  
 Other/explain \_\_\_\_\_

EXTENSIVE USE OF:

- Legs, for walking/standing  
 Hands and fingers  
 Back, for strenuous labor  
 Other/explain \_\_\_\_\_

Hours per week  
20

40

(a) List any alternative methods or devices that can be used to aid in meeting the physical requirements checked above.

The decision to accommodate someone's limitations will be made on an individual basis and depends on the types of limitations and what the department can do to reasonably accommodate them.

18. RESPONSIBILITIES

(a) Policy and Methods: Describe the responsibility for the interpretation and enforcement of policy and methods; indicate the extent of participation in development, if any, and approval by higher authority required.

N/A

(b) Materials and Products: Describe the responsibility and opportunity for bringing about economies and/or preventing losses through effective handling, processing or storing of materials or products, or through planning or engineering in connection with same.

N/A

(c) Machinery and equipment: Describe the responsibility for the operation, use, repair or care of machinery, equipment, or facilities, or for planning or engineering in connection with the same; indicate the size and kind of such machinery and equipment; describe the opportunity for preventing losses or achieving economies.

N/A

(d) Money: Describe the responsibility for and access to cash, stamps or other negotiables, or the responsibility for authorizing the expenditure of funds; indicate the average value of negotiables handed each month, or the amounts which are authorized to be expended each month.

Is position bonded? No ; amount of bond \$ 0.00

(e) Personal Contacts: Describe the purpose and frequency of personal contact with others, both within and outside the organization; indicate the types of contacts, purpose thereof, and the importance of persons contacted.

Frequent contact with public.

(f) Records and Reports: Describe the records and reports, including the kind and value of records in descriptive terms, and the action employee takes in respect thereto

Prepares statistical reports to Department management.

Signature of the immediate supervisor \_\_\_\_\_ Date \_\_\_\_\_

Class Title \_\_\_\_\_ Phone No. \_\_\_\_\_

Signature of department head Ana Lynn Rocio Digitally signed by Ana Lynn Rocio Date: 2025.11.20 18:40:19 -08'00' Date \_\_\_\_\_