

## PLANNER

### KIND OF WORK

Entry-level professional planning and analysis work.

### NATURE AND PURPOSE

Under general supervision/procedural control, an employee in this class contributes to the preparation of reports, research studies or projects for clearly defined areas of limited scope which identify and evaluate the social, economic, political, cultural and environmental impact of recreational, health, urban, transportation, community and/or land use proposals; performs related work as required.

Job evaluation profile narrative (Hay method):

*Know-How* (specific and integrative) - Requires specialized knowledge/skills to conduct and continually improve a work process with awareness of many immediate effects on customers. Activity or activities have specific objective and content, and require appropriate awareness of related activities.

*Problem-Solving* (context and thinking challenge) - Acceptability of conclusions, improvements or solutions is guided/governed by substantially diversified procedures, specialized standards, and historical examples; positions have latitude to consider which among many procedures should be followed and in what sequence to achieve the required results. Work involves differing situations, requiring search for solutions/appropriate choices among defined options or within area of learned things.

*Accountability* (freedom to act/empowerment and impact on end results) - Standardized practices and procedures, general work instructions from supervisor; or consultation on progress and results with other team members. Impact is contributory, providing supportive, interpretive or advisory services for use by others.

The "Series at a Glance" Chart in the Planner-State Class Series Guidebook differentiates Planner from the adjacent class of Planner, Intermediate. When work activities overlap several adjacent job classes within this series, the importance, autonomy, and frequency/time spent on these activities impact the final classification decision.

EXAMPLES OF WORK (A position may not include all the work examples given, nor does the list include all that may be assigned.)

Review, update and implement current plans by participating in meetings with local citizens, interest groups, communities, counties, regional and state agencies to provide input and assistance and gain insight into their needs; by compiling documents and background information for hearings and community meetings; by preparing presentations that explain the planning process to concerned parties; by participating on committees and attend/organize public information workshops to encourage public participation in the planning process; and by identifying problems raised during proceedings and reporting to project leader.

Collect data from original and secondary sources (e.g., individual interviews; focus groups; community groups; social, economic, and environmental reports; maps) to assist in the preparation of reports by identifying data sources, retrieving and reviewing materials; and extracting and compiling relevant information. Under close supervision/procedural control, design and develop data collection forms, questionnaires, surveys, evaluation tools and associated rating measures/scales.

Analyze and interpret data/results to provide information to requesting individuals or organizations and condense source data for reports by computing statistics (using both descriptive and/or inferential statistical methods) and using computer programs (e.g., using statistical analysis, spreadsheet, database or presentation graphics software) to calculate statistics and analyze data.

Assist in the preparation of plan/report by recommending/determining most effective graphic presentation of data/information; writing drafts of sections of plans to present and explain/display/interpret data in an understandable manner; and, under close supervision, incorporating study results into department planning and project development.

### KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED

Knowledge of:

Basic descriptive and inferential statistical methods, their applications and limitations, sufficient to use procedures appropriate to the problem and to interpret end results.

Tabulation and data processing equipment used for storing information sufficient to apply procedures for editing, reviewing, processing and disseminating information.

Planning practices and procedures sufficient to identify findings and issues and prepare draft plans.

Ability to:

Write clear, concise and understandable narrative summaries of findings.

Construct tables, charts and graphs which appropriately and correctly depict data.

Interpret and explain statistical data in an understandable manner.

Read and comprehend information necessary for report preparation.

Est.:  
Merged: 5/79  
Rev.: 4/84; 8/99

T.C.: 12/81  
Former Title(s): Planner 1