

PLANNER, INTERMEDIATE

KIND OF WORK

Intermediate-level professional planning and analysis work.

NATURE AND PURPOSE

Under limited supervision/procedural control, an employee in this class conducts research for clearly defined projects of limited scope and independently monitors existing plans and recommends alternatives to insure the future availability of adequate resources, facilities and services; and/or assists in the development of plans for major projects; performs related work as required.

Job evaluation profile narrative (Hay method):

Know-How (specific and integrative) - Requires a basic grasp of the foundation principles and practices of a general field of knowledge, to conduct and continually improve work processes with strong awareness of most immediate and sustained effects on customers. Activity or activities have specific objective and content, but coordination of, and with, related activities is required.

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 with moderate rates of substantive change which may have new or unusual elements, requiring intensive search for solutions/appropriate choices among defined options or within area of learned things.

Accountability (freedom to act/empowerment and impact on end results) - Practices and procedures covered by historic examples, well-defined specific process considerations or necessary periodic review of results with supervisor or other team members ("key customer representatives"); may deviate from established procedures and practices as long as long as end results meet standards of acceptability. 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 distinguishes Planner, Intermediate from the adjacent classes of Planner and Planner, Senior - State. 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, enhance and implement current plans to insure consistency with policies and regulations by leading and 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/issues; compiling documents and background information for hearings and community meetings and preparing presentations that explain the planning process to concerned parties; identifying problems raised during proceedings and report to project leader; and by chairing sub-committees and participating on committees and organize/attend public information workshops to encourage public participation in the planning process.

Identify data needed for projects, determine data sources and collection methods. Collect data from original and secondary sources (e.g., individual interviews; focus groups; community groups; social, economic, and environmental reports; maps) to prepare reports or plans. Identify data sources, retrieve and review materials, and extract and compile relevant information. Under general supervision, design and develop data collection forms, questionnaires, surveys, evaluation tools and associated rating measures/scales.

Compute statistics (using both descriptive and/or inferential statistical methods). Select/modify computer programs (e.g., using statistical analysis, spreadsheet, database, or presentation graphics software) to calculate statistics, analyze and display/report data. Analyze and interpret data/results, draw conclusions and make preliminary recommendations.

Determine most effective graphic presentation of data/information. Incorporate statistics into the planning process and write drafts of plans or sections of plans. Under general supervision, incorporate 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 analyze existing legislation/regulations and to develop recommended courses of action.

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.

Communicate effectively and assist in coordinating committee and task force meetings.

Present new ideas for solving planning problems and maintain cooperative working relationships with internal and external staff.

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T.C.:
Former Title(s):