

PLANNER, SENIOR - STATE

KIND OF WORK

Senior-level professional planning and analysis work.

NATURE AND PURPOSE

Under limited supervision/procedural control, an employee in this class determines the methodology and monitors the overall conduct of research for projects which have direct statewide or departmentwide impact and for which little or no existing informational resources are available; and independently develops, monitors, and prepares plans and alternatives to insure the future availability of adequate resources, facilities and services; performs related work as required.

Job evaluation profile narrative (Hay method):

Know-How (specific, integrative and human relations) - Requires a thorough foundation (both theoretical and applied) in the principles and practices of a general field of knowledge sufficient to critique and evaluate the work of lower-level professional staff to assure work quality 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. Ability to influence, persuade, understand and work collaboratively with others are important.

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 considerable 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 are covered by historic examples, well-defined specific process considerations or necessary periodic review of results with supervisor or other team members; may deviate from established procedures and practices 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, Senior - State from the adjacent classes of Planner, Intermediate and Planner, Principal - 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.)

Plan and execute planning projects with regional and/or statewide scope and single/limited issues (e.g., moderate complexity) to provide management with a comprehensive view of problems and operations by determining issues/objectives and analytical approach and methodologies; developing methodologies for the planning process (plans may have regional and/or statewide impact, requiring complex analysis); and identifying and clarifying issue(s) to be addressed in the planning process.

Lead and participate in meetings with local citizens, interest groups, communities, counties, regional and state agencies to provide input and assistance and gain insight into their needs and facilitate consensus. Issues may stir controversy and competition for limited resources. Compile documents and background information for hearings and community meetings. Prepare presentations that explain the planning process to concerned parties. Identify problems raised during proceedings and solve with project team. Chair and participate on committees and organize/attend public information workshops to encourage public participation in the planning process.

Provide work direction - in the role of a project leader - to professional planning project staff (e.g., prioritize, schedule, assign, direct, guide, evaluate and report on the work of the project team).

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

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 recommendations. Review/analyze the interrelationships of legislation, planning projects and plans.

Determine most effective graphic presentation of data/information. Write/edit drafts of plans and present proposed plans. Under general supervision, incorporate study results into Department planning and project development.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Knowledge of:

Planning principles, methods and techniques and applicable laws, rules and regulations sufficient to develop or assist in the development of statewide plans.

Principles and practices of research and analysis techniques sufficient to formulate study design and methodology.

EDP principles sufficient to make use of computerized information systems and user data.

Planning principles and practices sufficient to review and analyze legislation, evaluate policies and recommend alternatives.

Ability to:

Write in clear, concise and understandable manner.

Collect, analyze, evaluate and organize information and interpret for diverse groups.

Interpret government regulations and analyze government programs for effectiveness.

Prepare and make effective oral and written presentations for use within and outside the department.

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