

CLASSIFICATION SPECIFICATION

FLSA:	NEXP	Job Code:	ACV76880
Job Class Code:	640	Salary Schedule:	ASRRPLAN
EEO Category:	02	Grade:	17
Workers Comp Code:	9410		

Job Code Established:	Effective Date:
Job Code Revised:	Effective Date:

JOB CODE SERIES: Statistics, Statistical Research and Economics Series

JOB CODE TITLE: PLANNER I

HRIS TITLE: PLANNER I

CHARACTERISTICS OF THE CLASS: Under general supervision, is responsible for work of average difficulty in the collection, analysis and presentation of data and the formulation, modification, and implementation of plans in a variety of disciplines including transportation, law enforcement, criminal justice, natural resources management, land use, outdoor recreation, manpower, health, civil defense and community shelter planning; and performs related work as required.

The Planner I is distinguished from the Planner II by the greater degree of supervision received, performance of less complex, less technical work and the narrower scope and impact of the assignment. The Administrative Assistant I or Research and Statistical Analyst I is typically utilized when under filling this classification.

EXAMPLES OF DUTIES: Collects, analyzes, interprets and presents a variety of data related to planning projects; prepares or participates in the preparation of short range, long range and contingency plans; modifies existing planning or programming based on anticipated changes in economic, demographic or other phenomena; coordinates planning efforts with State, regional and local planning groups; participates in the review, preparation and approval of grant requests; participates in development of community profiles and economic development plans; advises local and regional planning agencies on various aspects and requirements of Federal planning assistance programs and grants; prepares a variety of reports and project summaries.

KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of: the principles and practices utilized in research and planning; local planning resources; government organization and procedures.

Ability to: collect, analyze and interpret data; develop effective plans; maintain effective relationships with those contacted in the course of work.

Skill in: oral and written communication.

SPECIAL SELECTION FACTORS: One year of professional experience appropriate to the area of assignment in which a significant portion involved the gathering, analysis and presentation of data and the development of project or program plans; OR Master's degree from an accredited college or university with a major in planning, resources management, economic development or related.