

CLASSIFICATION SPECIFICATION

FLSA:	NEXP	Job Code:	ACV76881
Job Class Code:	640	Salary Schedule:	ASRRPLAN
EEO Category:	02	Grade:	19
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 II

HRIS TITLE: PLANNER II

CHARACTERISTICS OF THE CLASS: Under direction, is responsible for work of considerable difficulty in the collection, analysis and presentation of data and the formulation, modification, and implementation of plans and programming 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 II is distinguished from the Planner I by the independent performance of technical planning work having broad impact and scope. The Planner II possesses high level planning skills and comprehensive program knowledge. It is further distinguished from the Planner III which serves as a first line supervisor in a large planning operation or as a planning manager in a smaller, less diverse program.

EXAMPLES OF DUTIES: Analyzes planning needs and scope of the problem; collects, analyzes, interprets and presents a variety of data related to planning projects; prepares a variety of short range, long range and/or contingency plans; modifies existing planning or programming based on anticipated changes in economic, demographic or other phenomena; coordinates comprehensive planning efforts with State, regional and local planning groups; reviews and approves financial grant requests; provides technical assistance to planning bodies and others as required; develops community profiles and economic development plans; prepares a variety of technical reports and project summaries; attends seminars and conferences.

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.