

CLASSIFICATION SPECIFICATION

FLSA:		Job Code:	ACV76882
Job Class Code:	640	Salary Schedule:	ASRRPLAN
EEO Category:	02	Grade:	21
Workers Comp Code:	9410		

Job Code Established:	09/28/92	Effective Date:	
Job Code Revised:		Effective Date:	

JOB CODE SERIES: Statistics, Statistical Research, and Economics Series

JOB CODE TITLE: PLANNER III

HRIS TITLE: PLANNER III

CHARACTERISTICS OF THE CLASS: Works under the general direction of a Section Supervisor/ Program Manager. Has the authority to define objectives and make decisions for assigned planning projects; to supervise assigned staff. Performs work of considerable difficulty in the supervision of a unit of professional planners. The Planner III is a supervisory classification responsible for a unit of personnel in a large diversified planning section or may serve as the project leader for planning projects in a smaller, more specialized operation. The Planner III is distinguished from the IV which is responsible for the management, through subordinate supervisors, of a major planning section. Work product consists of written reports, studies, memoranda, correspondence; programmatic recommendations; program representation; information provided to outside agencies/community. Responsible for supervising and organizing the activities of professional and technical planning staff; for soundness of planning judgment used in all work; for timely and accurate completion of work assignments; for scheduling, prioritizing and reviewing the work of subordinates.

EXAMPLES OF DUTIES: Plans, organizes, and supervises the activities of professional and technical personnel involved in the gathering/compiling, analysis and interpretation of data and the design and modification of plans. Determines project objectives and goals. Develops planning models, research design, and analysis techniques. Coordinates the work of subordinate staff throughout the planning stages and oversees the written and graphic presentation of findings. Prepares comprehensive reports. Coordinates multi-jurisdictional planning efforts. Provides planning assistance to a stimulus interest and action among local planning groups. Attends seminars and conferences.

WORK CONDITIONS: No unusual working conditions.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of: Principles and practices utilized in research and planning; supervisory practices; local planning resources; government organization and procedures; computer applications in planning; data collection, analysis and interpretation.

Skill in: Planning principles and techniques utilized in planning studies and/or projects; supervisory and work leadership techniques; interacting with other agency staff, local governments, and the public; establishing and maintaining productive working relationships; expressing ideas clearly and concisely in oral, written and graphic formats.

Experience and Education: Typical ways to obtain the KSAs would be:

- Two years of experience as a Planner II in Arizona State Service appropriate to area of assignment; OR
- three years of professional planning experience appropriate to area of assignment.
- Any combination of training and experience that meet the knowledge, skills, and abilities (KSAs) may be substituted.