

CLASSIFICATION SPECIFICATION

FLSA:	EXP	Job Code:	ACV76883
Job Class Code:	640	Salary Schedule:	ASRRPLAN
EEO Category:	02	Grade:	22
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 IV

HRIS TITLE: PLANNER IV

CHARACTERISTICS OF THE CLASS: Under administrative direction, is responsible for work of considerable difficulty in the management, through subordinate supervisors, of a planning section having broad scope, complexity and impact; and performs related work as required. The Planner IV is distinguished from the Planning Program Manager I by responsibility for a less diverse, less complex operation not requiring substantial scientific or engineering expertise.

EXAMPLES OF DUTIES: Plans, organizes and directs the activities of professional and technical personnel engaged in the compilation, analysis and interpretation of data and the design and modification of plans; provides technical guidance to staff; determines plan or project objectives and goals; develops planning models, research design and analyses techniques; coordinates the work of staff throughout the planning stages and oversees the written and graphic presentation of findings; provides planning assistance to and stimulates interest and action among local planning groups; coordinates multi-jurisdictional planning efforts; coordinates interest and action among local planning groups; coordinates multi-jurisdictional planning efforts; prepares comprehensive reports; 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: plan, supervise and evaluate the work of planners; maintain effective relationships with those contacted in the course of work.

Skill in: oral and written communication.