



# Planner

CLASS TITLE	CLASS CODE	SALARY GROUP	SALARY RANGE
PLANNER I	0516	B18	\$42,521 - \$67,671
PLANNER II	0517	B20	\$48,158 - \$77,477
PLANNER III	0518	B22	\$54,614 - \$88,703
PLANNER IV	0519	B24	\$62,004 - \$101,556
PLANNER V	0520	B26	\$72,886 - \$123,267

## GENERAL DESCRIPTION

Performs planning and research work involving developing local, regional, or state zoning, urban, transportation, emergency management, or site plans and programs; preparing implementation plans; and assisting in the development of policies and procedures for plans and programs.

## EXAMPLES OF WORK PERFORMED

Collects, organizes, and analyzes data required in the development of plans or programs.

Reviews and evaluates planning material for contractual compliance.

Prepares reports and assists in making presentations.

Researches federal and state regulations.

Researches and analyzes local, state, and national trends; policy issues; and proposed legislation, regulations, or rules to determine impact; and makes recommendations.

Consults and communicates with other departments, agencies, and civic groups.

Conducts planning and research projects.

Conducts field and telephone surveys.

Conducts planning studies such as feasibility studies or master plans.

Participates in technical, policy, and interagency planning meetings.

Performs related work as assigned.

## DESCRIPTION OF LEVELS

*Examples of work and descriptions are meant to progress through the levels. For example, an employee at level V may also perform work listed within the previous levels.*

**Note:** *Factors that may distinguish between entry and journey levels include the level of independence in performing the work and the complexity of the work and may include the employee's years of related experience, education, and certifications. Employees at the journey levels may independently perform the full range of work listed in the examples or may assist others in that work.*

**PLANNER I:** Performs entry-level planning and research work. Works under close supervision, with minimal latitude for the use of initiative and independent judgment. Employees at this level may have limited experience or no experience and spend the majority of their time performing simple to routine work following standard procedures. Employees may also occasionally assist other staff in performing work of greater complexity

**PLANNER II:** Performs routine (journey-level) planning and research work. Works under moderate supervision, with limited latitude for the use of initiative and independent judgment. Employees at this level may rely on direction from others to solve problems that are not standard, may routinely assist other staff in performing work of greater complexity, and may:

- Review plans, proposals, and studies.
- Provide technical planning assistance to the public, developers, and contractors; and to local, regional, or state entities.
- Develop short-range and long-range local and statewide plans, projects, or programs.

**Note:** *Any senior-level employee (levels III-V) may serve in a lead or supervisory role; however, typically, supervisory responsibilities within this job classification series will be found at levels IV and V, depending on the structure and size of the program and/or workgroup.*

*Senior-level employees may perform the full range of work identified in the levels preceding their own and/or may oversee or coordinate that work for others. Factors that may distinguish between senior levels include the scope of responsibility and oversight, the complexity of the work performed, the scope and nature of the project, and the employee's related experience, education, and certifications.*

**PLANNER III:** Performs highly complex (senior-level) planning and research work. Works under limited supervision, with considerable latitude for the use of initiative and independent judgment. Employees at this level may:

- Develop policies and procedures for the implementation, administration, and evaluation of plans or programs; and measures progress.
- Develop methodologies and specifications for planning and research projects.
- Provide technical assistance for planning contracts and reports on planning projects.
- Prepare and monitors performance measures.
- Prepare reports and present findings to stakeholders.
- Review and evaluate planning material for contractual compliance.

- Analyze needs and construct and implement decision support-based applications.
- Identify, define, and research issues of strategic importance.
- Forecast and monitor program performance objectives.

**PLANNER IV:** Performs advanced (senior-level) planning and research work. Works under limited supervision, with considerable latitude for the use of initiative and independent judgment. Employees at this level may:

- Consult on the planning, design, and implementation phases of planning projects.
- Serve as a liaison among federal, state, and local agencies and regional groups in matters concerning the coordination of plans and services.

**PLANNER V:** Performs highly advanced (senior-level) planning and research work. Works under minimal supervision, with extensive latitude for the use of initiative and independent judgment. Employees at this level may be considered technical experts in the field and may work on multiple complex planning and research projects simultaneously. They may often provide strategic direction and oversight on highly complex planning projects and may:

- Oversee and/or prepare complex reports, presentations, and technical documents.
- Administer the development of complex plans or programs, assesses the feasibility of planning proposals, and initiates program strategy development.
- Lead and participate in technical, policy, and interagency planning meetings.
- Prepare materials in response to requests for information and reports.

## GENERAL QUALIFICATION GUIDELINES

### EXPERIENCE AND EDUCATION

Experience in planning and research work. Graduation from an accredited four-year college or university with major coursework in city or regional planning, economics, business or public administration, political science, or a related field is generally preferred. Experience and education may be substituted for one another.

### KNOWLEDGE, SKILLS, AND ABILITIES

#### For all levels

- Knowledge of government organization and administration; and principles, objectives, and procedures of governmental planning, programming, and research.
- Skill in the use of a computer and applicable software, in applying statistical tools to data, in preparing reports, and in collecting and analyzing demographics and statistics.
- Ability to evaluate planning material, to conduct research, and to communicate effectively.

**Additional for Planner III – V:**

- Ability to oversee and/or supervise the work of others.
- Skill in delivering presentations.

**Additional for Planner V level:**

- Skill in project management, budget management, and grant management.