

PLANNER, PRINCIPAL - STATE

KIND OF WORK

Principal-level professional interdisciplinary planning and analysis work.

NATURE AND PURPOSE

Under administrative direction, an employee in this class establishes goals for new planning projects and/or for areas with little or no procedural precedent and/or long-range planning programs to provide management with a comprehensive view of problems and operations, alternative solutions and an assessment of the long-range impact of present decisions and the policy implications of those decisions; coordinates the activities of consultants, planning groups, and governmental agencies at all levels; performs quality-assurance functions by providing leadwork direction and review to high-level professional staff; serves as a technical and/or planning expert so that the department has a fully developed and integrated planning program; performs related work as required.

Job evaluation profile narrative (Hay method):

Know-How (specific, integrative and human relations) - Requires a thorough foundation in the principles and practices (i.e., both theoretical and applied) of a general field of knowledge sufficient to critique and evaluate the work of advanced professional staff to assure work quality and continually improve work processes with strong awareness of most immediate and sustained effects on customers. Activity or activities have specific objectives and content, but coordination of, and with, related activities is required. Ability to influence, persuade, understand and work collaboratively with others are important.

Problem-Solving (context and thinking challenge) - Acceptability of conclusions, improvements or solutions is guided/governed by clearly defined agency policies and principles from fields of science, commerce, public administration and academic disciplines; positions have latitude to consider whether new procedures may have to be developed, consistent with policies or existing principles, to achieve required end results; the "what" is clearly stated but the "how" is largely determined by the employee's own judgment. Work involves differing situations with moderate rates of substantive change which may have new or unusual elements, requiring intensive search for solutions/appropriate choices among defined options or within area of learned things.

Accountability (freedom to act/empowerment and impact on end results) - Practices and procedures are covered by historic examples, well-defined specific process considerations or necessary periodic review of results with supervisor or other team members; may deviate from established procedures and practices as long as end results meet standards of acceptability. Impact is contributory, providing supportive, interpretive or advisory services for use by others.

The “Series-at-a-Glance” Chart in the Planner-State Class Series Guidebook distinguishes Planner, Principal - State from the adjacent classes of Planner, Senior - State, Planning Supervisor - State, and Planning Director - State. When work activities overlap several adjacent job classes within this series, the importance, autonomy, and frequency/time spent on these activities impact the final classification decision.

EXAMPLES OF WORK (A position may not include all the work examples given, nor does the list include all that may be assigned.)

Assist management to develop planning proposals and projects with statewide scope or multiple issues, by determining objectives and analytical/methodological approaches; developing methodologies for the planning process (plans will have statewide impact and require complex analysis of multiple issues); and by identifying and clarifying issues to be addressed in the planning process.

Design improvements in the planning process and represent the interests of the agency/program in the planning process by organizing and participating in meetings with local citizens, interest groups, communities, counties, regional and state agencies to provide input and assistance and gain insight into their needs and issues to and facilitate consensus (issues will typically be controversial and there may be competition for limited resources); by chairing committees and organizing/attending public information workshops to encourage public participation in the planning process; by compiling documents and background information for hearings and community meetings and preparing presentations that explain the planning process to concerned parties; and by identifying problems raised during proceedings and assigning project team to research and prepare recommendations for their solution.

Provide work direction - in the role of a project leader - to professional planning project staff (e.g., prioritize, schedule, assign, direct, guide, evaluate and report on the work of the project team.

Direct team in the development of research instruments, and develop/coordinate/direct data collection activities and coordinate communication with clients.

Review/analyze the interrelationships of legislation, planning projects and plans. Build analytical models for projects and plans to identify interactions of variables, forecast trends and make projections. Positions require advanced-level knowledge of planning methodologies. Analyze and interpret data, draw conclusions and make recommendations. Critique analysis, interpretation, conclusions and recommendations of professional team members.

Design major reporting systems. As project leader, participate with project staff in preparation of final plans; review and edit plans drafted by project staff. Prepare and deliver key oral presentations on the objectives, methods and results of the plans; explain highly complex data.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Knowledge of:

State and federal program policies and related regulations and planning activities conducted by other agencies sufficient to evaluate and interpret impact; to incorporate them in the department's planning activities.

Planning principles, methods and techniques and applicable laws, rules and regulations sufficient to develop major statewide plans.

Principles and practices of research and analysis techniques sufficient to formulate study design and methodology and to coordinate and direct work of consultants and interdisciplinary task forces.

EDP principles sufficient to make use of computerized information systems and user data.

Departmental decision-making process and policies sufficient to expedite complex projects and to communicate with internal clients.

Ability to:

Review and evaluate technical reports and planning documents.

Identify and evaluate information/data and develop policy and program management recommendations and to conceptualize alternative solutions to complex issues and convey them to diverse audiences.

Write, edit and organize material from diverse sources to prepare comprehensive plans.

Prepare and make effective oral and written presentations for use within and outside the department.

Develop new techniques and procedures for accomplishing goals and objectives to design work plans for major studies and to direct their implementation.

Establish and maintain effective working relationships with public officials and planning groups so that relevant departmental goals and objectives are met and the planning process is facilitated.