

PLANNING DIRECTOR STATE

KIND OF WORK

Administrative and consultative professional planning and analysis work.

NATURE AND PURPOSE

Under administrative direction, an employee in this class has general responsibility for developing, in conjunction with various state administrative agencies and local units of government, a program of coordinated and integrated planning for use in the state's overall comprehensive policy plan. Responsibility involves coordination and development of statewide, long-range plans for natural resources, governmental needs, transportation and social resources. Work includes responsibility for coordinating planning efforts among the various agency programs and for relating and integrating all planning programs carried on in the state within the given program specialty.

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 primary, providing direct authorization for important decisions.

The “Series-at-a-Glance” Chart in the Planner-State Class Series Guidebook distinguishes Planning Director - State from the adjacent classes of Administrative Planning Director - State, Planning Supervisor - State, and Planner, Principal - 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.)

Develop proposals for comprehensive, statewide plans by determining objectives and analytical approach on complex planning projects and plans; developing methodologies for the planning process; and by identifying and clarifying issues raised during the planning process and assigning project team to research and prepare recommendations for the resolution.

Coordinate planning projects by agencies in state, local and federal government. Evaluates progress of local, state and federal planning projects and makes appropriate recommendations.

Lead and participate in meetings with local citizens, interest groups, communities, counties, regional and state agencies, the legislature, and governor’s office to provide input and assistance, gain insight into their needs and issues to facilitate consensus. Issues will be controversial, there may be competition for limited resources. Chair committees and organized/attend public information workshops to encourage public participation in the planning process. Direct planning project staff to prepare presentations that explain the planning purpose, process and outcomes to concerned parties.

Design improvements in the planning process; represent the interest of the state as a participant in the planning process.

Provide work direction - as an ongoing leadworker or as a project leader - to advanced professional planners and researchers (e.g., prioritize, schedule, assign, direct, guide, evaluated and report on the work of assigned ongoing staff and/or project staff).

Direct the development of research instruments. Develop and coordinate/direct data collection activities; coordinate and evaluate 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. Critique analysis and interpretation of data made by professional planning and research staff; draw conclusions and make recommendations.

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

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Knowledge of:

Extensive advanced-level knowledge of planning methodologies and program subject matter.

Considerable knowledge of programs of inter-governmental relationships.

Thorough knowledge of inter-relationships between various planning specialties.

Ability to:

Ability to work with a number of state agencies in the development of coordinating programs for long-range planning.

Ability to establish and maintain effective working relations with public officials and planning groups.

Ability to develop ideas and present recommendations effectively.

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Former Title(s): Planning Director
(Government Resources)