

ADMINISTRATIVE PLANNING DIRECTOR - STATE

KIND OF WORK

Administrative and supervisory 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, programs 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 one of several planning programs such as natural resources, 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 programs specialty. Supervisory responsibility includes, but is not limited to, assigning and controlling the work of subordinate professional and technical staff, training employees, effectively recommending hiring and disciplinary actions, and conducting performance evaluations.

Job evaluation profile narrative (Hay method):

Know-How (specific, integrative and human relations) - Requires a broad grasp of advanced principles and practices of at least one specialized field of knowledge sufficient to critique/ evaluate the work of advanced professional staff and assure work quality, and to establish, conduct, and continually improve work processes with strong awareness of immediate and sustained effects on customers. Activity or activities have specific objectives and content, but coordination of, and with, related activities is required. As an advanced-level supervisor, work involves supervising, controlling, reviewing the work of others, usually through the direction of other supervisory and leadwork project staff; human relations skills needed to understand, develop, persuade, motivate, collaborate with and lead others are essential.

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 variable situations with high rates of substantive change requiring analytical, interpretive, evaluative and/or constructive thinking to define options for choices; problems involve new circumstances, issues and facts and the jobholder must consider various possible decisions and assess their consequences before making decisions.

Accountability (freedom to act/empowerment and impact on end results) - Practices and procedures are covered by historical example, process considerations, requirements identified by directly comparing process results to expectations, or review of results with key customer representatives; while administrative direction establishes what results are expected, these positions determine how and when the results will be achieved. Impact is primary, providing direct authorization for important decisions.

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

Plan and administer a state program. Develop proposals for comprehensive, statewide plans. Plans may integrate all programs carried on in the state within a given program area.

Coordinate planning projects by agencies in state, local and federal government. Evaluate progress of local, state and federal planning projects and plans.

Determine objectives and analytical approach on complex planning projects and plans. Develop methodologies for the planning process.

Organize 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 may be controversial; there may be competition for limited resources.

Chair committees and organize/attend public information workshops to encourage public participation in the planning process. Identify and clarify issues raised during the planning process and assign project team to research and prepare recommendations for their solution.

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

Supervises staff and coordinates planning and programming. Determine Division’s overall policies, objectives, work priorities, organizational structure and job design. Plan, organize, prioritize/schedule, assign, control and evaluate (including establishing performance standards) the work of professional planners and researchers. Develop and control the Division budget; request, allocate and approve expenditures. Develop project workplans. Develop plans to implement project recommendations.

Supervise development of research instruments. Develop and direct data collection activities; coordinate and evaluate communication with clients.

Review/analyze the interrelationship of legislation, planning projects and plans. Build analytical models for projects and plans to identify interaction of variables, forecast trends and make projections. Critique analysis and interpretation of data made by professional staff, draw conclusions and make recommendations.

Direct the design of major report systems. As a supervisor, 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 subject matter.

Considerable knowledge of programs of intergovernmental relationships.

Thorough knowledge of interrelationships 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 supervise staff and administer budget.

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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TC:
Former Title(s):