

CLASS TITLE: ASSISTANT CHIEF OF PLANNING

Class Code: 02707000
Pay Grade: 37A
EO Code: A

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To assist the Chief of a major planning office in planning, supervising, directing and coordinating the work of a staff engaged in statewide or strategic planning functions as they relate to planning services for agencies of the state government; to direct the work of the office in the absence of the Chief; and to do related work as required.

SUPERVISION RECEIVED: Works under the general supervision of a Chief of a major planning office from whom general and specific work assignments are received; work is subject to review for conformance to policies and professional standards.

SUPERVISION EXERCISED: Plans, directs, assigns and reviews the work of professional, technical, and clerical staff members; confers with and advises them on difficult problems.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To assist the Chief in planning, supervising, directing and coordinating the work of a staff engaged in planning by detailing and scheduling work programs concerning studies and plans as they relate to planning services for agencies of the state government.

To prepare detailed descriptions for all work performed by the planning staff, including identification of staff skills required and cost and time estimates.

To develop technical procedures involving methods of data collection, interpretation, analysis or formulation of proposals.

To set technical standards for all activities.

To maintain a continuous review of all scheduled activities in order to assure their completeness within time and cost limitations.

To review continuously all state guide plan elements in light of changing requirements, and recommend additional studies when deemed appropriate.

To supervise the operation of the area-wide planning review function, selecting agencies to be contacted, determining information to be obtained for each project application, and making final recommendations on each application for review by a superior.

To compile relevant materials into an annual plan suitable for use by the Governor, Department and agency heads, with explanatory and supplementary material.

To design and carry out monitoring programs, and evaluate the results achieved by a plan, as well as make recommendations for modifications as required.

To appear on behalf of the agency before agencies, boards, commissions and the public to describe the agency's role, plans or policies.

To coordinate staff operations to insure effective assignments and utilization of professional and technical personnel, and to supervise the work of drafting, administrative and clerical personnel engaged in supporting functions.

To supervise administrative activities including maintenance of personnel records, allocation of program costs to participating agencies, preparation of financial reports and the purchasing and/or requisitioning of supplies and equipment.

When required, to review completed work for adherence to professional standards and technical accuracy prior to submission to committees, agencies, the general public and/or to a superior.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A thorough knowledge of the principles, methods, techniques and practices of planning; the abilities to apply effectively the foregoing knowledge in detailing and scheduling work programs concerning studies and guide plans as they relate to planning; the ability to plan, organize and execute complex multi-disciplinary projects; the ability to plan, supervise and review the work of an assigned planning staff; the ability to act on behalf of the chief in his/her absence; the ability to establish and maintain effective working relationships with superiors, associates, the general public and other officials regarding all areas of planning; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: possession of a master's degree in planning, public or business administration, political or social science, a design profession, or a degree in law; and

Experience: Such as may have been gained through: considerable employment in a responsible supervisory capacity involving planning or policy development.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

Class Revised: December 29, 2002

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