

CLASS TITLE:

PLANNER

Class Code: 02706200

Pay Grade: 22A

EO: B

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To make standard technical planning studies in connection with community, regional and state planning activities or highway planning activities; to prepare reports thereon; and to do related work as required.

SUPERVISION RECEIVED: Works under the supervision of a superior; work is reviewed in process and/or upon completion.

SUPERVISION EXERCISED: Usually none.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To make standard technical planning studies and surveys by applying the planning process to physical, social, as economic concerns.

To make standard technical studies and surveys necessary to satisfy the planning requirements of federal legislation affecting the flow of federal funds to the state.

To assist in a program of continuing data collection to insure an accurate data bank of factors affecting long and short range planning decisions.

To assist in the making of special project surveys involving the organization, analysis and evaluation of data and the preparation of reports including recommended programs.

To prepare digests of reports, studies and other source material in the field of planning.

To perform simple and routine civil engineering functions relative to transportation planning such as: assisting a professional civil engineer or an engineering technician of a higher classification, in collecting and analyzing field and office data relative to highway characteristics and in preparing sketches for final drafting of maps; and to conduct, under supervision, origin and destination surveys.

To review proposals for compliance with statutes, policies and plans, and to make recommendations thereon.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A working knowledge of the methods and techniques involved in the collection and organization of physical, social, economic and other data used in community, regional and state planning; a familiarity with the principles and practices of community, regional and state planning; the ability to make technical planning studies and surveys in the fields of land use, recreation, industrial locations, traffic circulation, zoning and other allied fields; the ability to prepare digests of reports and studies; the ability to understand and carry out complex oral and written instructions; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: graduation from a college of recognized standing with specialization in Planning, Architecture, Landscape Architecture, Geography, Sociology, Economics, Political Science or a field closely related to planning; and

Experience: Such as may have been gained through: employment involving community, regional, highway planning or state planning technical activities.

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

Class Revised: December 13, 1992

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