

CLASS TITLE:

PROGRAM PLANNER

Class Code: 02708200

Pay Grade: 25A

EO: B

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To be responsible for developing plans and programs in the fields of Health or Education or Welfare, on a statewide or community basis, for the purpose of providing new or improved services for the people in the state or community; and to do related work as required.

SUPERVISION RECEIVED: Works under the general supervision of a superior with considerable latitude for exercising initiative and independent judgement; assignments are made in outline form and reviewed in process by consultation and upon completion for effectiveness, adequacy and conformance to established state and federal policies.

SUPERVISION EXERCISED: As assigned, may supervise the work of such research and clerical personnel as may be required.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To be responsible for developing plans and programs in a statewide or community basis, for the purpose of providing new or improved Health or Education of Welfare services for the people in the state or community.

To develop or improve current or proposed programs or services, evaluating program effectiveness and efficiency.

To assist in the development, coordination and promotion of comprehensive plans for a wide variety of federally sponsored or federal-state sponsored programs, participating in comprehensive surveys and in-depth analyses of the needs of the state and its communities for these programs.

To establish the scope and detail the operation of such proposed plans and programs, including the requirements for personnel, equipment and space, and the availability of existing state or federal funds to finance such programs; to document the need for such programs and/or services and to indicate the relative importance of such programs as they relate to existing and/or proposed programs.

To review and evaluate state and federal laws, rules and regulations in these fields to ensure compliance with the provisions of these laws, rules and regulations in the plans and proposals in these fields.

To establish a working rapport with such community and/or voluntary agencies in these fields for the purpose of assisting a superior to coordinate the efforts of such groups in the development and execution of such programs.

To plan, organize and direct research or feasibility studies of moderate complexity or under the direction of a superior to participate in complex research or feasibility studies analyzing and evaluating the results, drawing conclusions therefrom and writing detailed reports, plans or programs based upon such studies, suggesting possible alternatives where indicated and forecasting probable costs and detailing the requirements for federal participation.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A thorough knowledge of the principles, practices and techniques of program planning as it relates to the development of community based or statewide programs and the ability to apply such knowledge; a working knowledge of the standard principles, practices and techniques of research as it applies to program planning and the ability to analyze data,

draw conclusions and develop plans and programs based upon such data; a working knowledge of the federal and state laws relating to such health, education or welfare programs and of the availability of federal funds for such programs; the ability to forecast the need for such programs and the requirements of the programs for personnel, equipment and space; the ability to establish and maintain effective working relationships with a superior, departmental officials, professional medical-psychiatric and social worker personnel, voluntary agencies, community representatives and the general public; 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 Liberal Arts; and

Experience: Such as may have been gained through: employment in a private or public agency involving the participation in program planning, research, management analysis or program development activities.

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

Class Created: January 28, 1968

Editorial Review: 3-15-2003