



# Planner I

Salary Group: B17

Class Code: 0516

<u>CLASS TITLE</u>	<u>CLASS CODE</u>	<u>SALARY GROUP</u>	<u>SALARY RANGE</u>
PLANNER I	0516	B17	\$36,976 - \$58,399
PLANNER II	0517	B19	\$42,244 - \$68,960
PLANNER III	0518	B21	\$48,278 - \$78,953
PLANNER IV	0519	B23	\$55,184 - \$90,393
PLANNER V	0520	B25	\$63,104 - \$103,491

## GENERAL DESCRIPTION

Performs entry-level planning and research work. Work involves developing local, regional, or state zoning, urban, transportation, emergency management, or site plans and programs; preparing implementation plans; and assisting in the development of policies and procedures for plans and programs. Works under close supervision, with minimal latitude for the use of initiative and independent judgment.

## EXAMPLES OF WORK PERFORMED

Collects, organizes, and analyzes data required in the development of plans or programs.

Reviews and evaluates planning material for contractual compliance.

Prepares reports and assists in making presentations.

Researches federal and state regulations.

Researches and analyzes local, state, and national trends; policy issues; and proposed legislation, regulations, or rules to determine impact; and makes recommendations.

Consults and communicates with other departments, agencies, and civic groups.

Conducts field and telephone surveys.

Conducts planning studies such as feasibility studies or master plans.

Participates in technical, policy, and interagency planning meetings.

Assists in providing technical planning assistance to the public, developers, and contractors; and to local, regional, or state entities.

Assists in reviewing plans, proposals, and studies.

Assists in developing policies and procedures for implementing plans or programs and measuring progress.

Assists in developing short-range and long-range local and statewide plans, projects, or programs.

May assist in preparing and monitoring performance measures.

Performs related work as assigned.

## **GENERAL QUALIFICATION GUIDELINES**

### **EXPERIENCE AND EDUCATION**

Experience in planning and research work. Graduation from an accredited four-year college or university with major coursework in city or regional planning, economics, business or public administration, political science, or a related field is generally preferred. Experience and education may be substituted for one another.

### **KNOWLEDGE, SKILLS, AND ABILITIES**

Knowledge of government organization and administration; and of principles, objectives, and procedures of governmental planning, programming, and research.

Skill in the use of a computer and applicable software, in applying statistical tools to data, in preparing reports, and in collecting and analyzing demographics and statistics.

Ability to evaluate planning material, to conduct research, and to communicate effectively.