

PLANNER I

NATURE OF WORK IN THIS CLASS:

This is routine professional planning work.

Employees in this class perform routine professional, physical, social, economic, and urban (land use, zoning, transportation, health, education, community development, energy, manpower, environmental) planning duties independently after initial training and work under closer supervision on a variety of more complex developmental assignments.

ILLUSTRATIVE EXAMPLES OF WORK: (These examples do not list all the duties which may be assigned; any one position may not include all the duties listed).

Assists in the implementation of various phases of planning research and statistical activities in the collection, organization, and analysis of data; correlates results with applicable specifications.

Assists and participates in conducting research projects and planning studies necessary in the compilation and implementation of territorial-wide comprehensive plans.

Assists and participates in the preparation and revision of operating manuals on policies and procedures pertaining to a planning program.

Prepares charts, graphs, maps, statistics, and reports relating to specific planning assignments.

Provides planning information or assistance to requesting officials or the public.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of the principles, practices and objectives in either physical, economic, social or urban planning.

Knowledge of the techniques and procedures involved in the collection, validation, analysis, and projection of specific planning data.

Knowledge of statistical sampling and analysis methods.

Ability to learn and prepare charts, graphs, maps or drawings.

Ability to work effectively with the public and employees.

Ability to communicate effectively, orally and in writing.

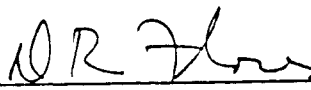
Ability to maintain records and prepare reports.

MINIMUM EXPERIENCE AND TRAINING:

(a) Graduation from a recognized college or university with a Bachelor's degree in social sciences, public or business administration, engineering (civil, electrical, environmental) urban planning, economics, or closely related field; or

(b) Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

ESTABLISHED: JULY, 1980



DAVID R. FLORES, Executive Director
Civil Service Commission