

## PLANNER II

NATURE OF WORK IN THIS CLASS:

This is moderately complex professional planning work.

Employees in this class perform moderately complex physical, social, economic, and urban (land use, zoning, transportation, health, education, community development, energy, manpower, environmental) planning professional work independently on an ongoing basis and participate in the full range of complex professional duties under closer supervision.

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).

Participates in coordinating or implementing a phase of a major planning research project.

Conducts surveys, observations and other fact finding techniques to assess planning problems under review.

Collects and analyzes data required in the development of comprehensive plans; performs basic statistical analysis, such as variance, correlation and regression analysis; prepares drafts, charts, maps showing arrangement of data obtained; prepares graphic and narrative reports on data obtained.

Conducts or participates in conducting planning studies, formulating elements of comprehensive plans and implementing those plans through appropriate regulations and procedures.

Reviews and prepares comments on legislations or grant applications affecting a particular planning program or projects.

Confers or cooperates with various public or private representatives in obtaining or providing information on a particular planning project.

Prepares 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.

Knowledge of research methodology.

Ability to present the results of research or analysis effectively in oral, written or graphic form.

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) One year of experience as a Planner in either physical, social, economic, or urban planning work and 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

  
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DAVID R. FLORES, Executive Director  
Civil Service Commission