



## PLANNER 1

1096

### GENERAL DESCRIPTION OF CLASS

The PLANNER 1 assists higher level planners in planning studies, including land use, and projects through the collection and analysis of data. Employees work on a variety of assignments selected to contribute to the professional development of the employee, and as an introduction to the employing agencies' policies, programs and procedures.

### DISTINGUISHING FEATURES

This is the first and entry level of a four-level professional series. Employees use standard methods and techniques. Assignments at this level typically do not involve significant deviations from established planning procedures. Employees collect, analyze and display data to fit the objectives of projects.

The Planner 1 is distinguished from the higher levels by the assignment of portions of projects AND the use of standard methods and techniques.

### DUTIES AND RESPONSIBILITIES

The duties listed are characteristic of the type and level of work associated with this classification. Individual positions may do all or some combination of the duties listed or other related duties.

#### 1. Data Collection and Analysis

Support projects by assisting in data collection and analysis; develop, review and verify information for project teams. Assist with review of development plans and analyze the potential impact on changes in local land use, transportation systems or facilities; recommend changes to plans. Decide sources and methods for collecting data. Review related statutes and regulations, published research documents from other public jurisdictions and periodicals. Write research reports, position papers or presentation materials based on analysis of research.

#### 2. Planning Support

Study the physical, social or economic factors characteristic of a project area. Organize and arrange advisory or community meetings. Assist with the preparation of presentation content and meeting materials and help present information to group. Gather information from participants at stakeholder meetings, evaluate and summarize gathered data; maintain public comment records.

### RELATIONSHIPS WITH OTHERS

Employees in this classification have regular contact with agency supervisors, plan managers, internal technical staff and staff from other jurisdictions in person, by telephone and in writing. Employees occasionally contact stakeholders and the public to lead or participate in public meetings. They usually contact others to obtain or furnish factual information.

### SUPERVISION RECEIVED

The Planner 1 works under close supervision. The supervisor or plan project manager outlines the scope and objective of assignments and the required general course of action. The supervisor or plan project

manager typically discusses the basic sources of data and alternative methods. Work is reviewed for progress, adequacy, completeness, and adherence to instructions or standards. Work is accomplished within well-defined statutes, rules, policy, and guidelines.

**KNOWLEDGE AND SKILLS (KS)****Basic knowledge of:**

Principles and practices of planning as it relates to fields such as land use, transportation, economics, political sciences, architecture, sociology and public administration.
Design techniques, tools and principles involved in production of plans, drawings and models.
Principles and methods of describing the features of land, sea and air masses, including their physical characteristics, locations and interrelationships.
Principles of business management, strategic planning, resource allocation, production methods and coordination of people and resources.
Principles and practices of project management.
Structure and content of the English language including the meaning and spelling of words, rules of composition and grammar.
Typical laws and regulations for local and state planning, including land use.

**Skill to:**

Communicate effectively in writing as appropriate for the needs of the audience.
Give full attention to what other people are saying, take time to understand the points being made and ask appropriate questions.
Use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
Talk to others to effectively convey information.
Collect, organize and prepare data and identify sources to contribute to the development of planning studies and reports.
Identify problems and review related information to develop and evaluate options, and implement solutions.
Apply general rules to specific problems to produce answers that make sense.

**NOTE:** The KNOWLEDGE and SKILLS are required for initial consideration. Some duties performed by positions in this class may require different KS's. No attempt is made to describe every KS required for **all** positions in this class. Additional KS requirements will be explained on the recruiting announcement.

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Revised

STATE OF OREGON  
 Dept. of Administrative Services  
 Human Resource Services Division