



**GENERAL DESCRIPTION OF CLASS**

The PLANNER 2 coordinates or monitors planning projects. Employees complete projects that may require division into subsections or components. They recommend solutions to planning problems related to a variety of issues that involve conflicting factors, economic growth, demographics, physical public facilities, and the affects on communities or the state.

**DISTINGUISHING FEATURES**

This is the second and journey level of a four-level professional series. At this level employees solve a variety of planning problems. Assignments require interpretation and application of policies and guidelines. Employees integrate standard techniques and procedures, or assist in the development of policies, plans, regulations or guidelines for the state, regions or local jurisdictions.

The Planner 2 is distinguished from the Planner 1 by the assignment to complete planning projects or large components of projects including coordination, monitoring and interpretation of policies and guidelines and by the exercise of independent judgment to solve problems.

The Planner 2 is distinguished from the Planner 3 by the lack of assignment to develop plans, policies, and regulations for other jurisdictions and organizations to follow without available precedents, guides or standards.

**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. Review and Study**

Prepare summaries and narrative statements from conclusions based on analyses of technical facts in project studies. Monitor projects for compliance with policies, statutes and local ordinances. Determine sources of and collect, analyze and report on demographic, economic, historic, legal and other data. Evaluate planning proposals submitted by local government jurisdictions; evaluate need for agency or state participation. Prepare written comments on planning proposals. Evaluate needs and resources for local land use permit applications. Lead internal and external meetings to gather information and explain planning processes. Review drafts of local plans for compliance with agency policies and regulations. Approve information for inclusion in planning documents. Assess proposed actions such as amendments, zone changes or conditional use that may have an impact on facilities or systems. Develop and recommend jurisdictional strategies compliant with agency policy.

**2. Planning Program Administration**

Formulate project plans to administer project funding. Develop and use criteria to evaluate planning projects under scope of program funding. Develop scopes of work, schedule and budget for proposals and planning projects. Coordinate contractor participation in projects. Recommend grant allocations and awards for jurisdictions or community organizations. Assist local agencies with plan development and processes to help them obtain grant or federal funding. Integrate program plans with other programs of the agency. Manage grant funds and consultant contracts to achieve program goals. Manage contracts for program outreach projects including work scope

approval and monitoring consultants. Evaluate work completed under a grant or contract for accuracy, adequacy, completeness and conformity with grant or contract requirements; suggest improvements to products. Initiate partnerships and cooperative outreach projects with advisory groups and local government. Coordinate project actions with other project managers to plan project adjustments in time lines. Decide proper point in project that needs management interface or decisions; coordinate the decisions. Identify high-risk areas for projects; determine which risks are likely to affect projects and develop possible mitigating strategies. Track and monitor project activities against project work plan.

### **3. Technical Assistance**

Give advice to local government staff on agency planning programs. Interpret agency policies and administrative rules for local government planning staff. Assist in the development and implementation strategies for solving problems when plans are not consistent with policies and regulations. Negotiate solutions to land use problems to avoid formal appeals and bring local plans into compliance. Work with local government to gain approval for agency planning projects and to incorporate agency study findings into local comprehensive plans. Serve as a resource to advisory committees by doing research and providing information. Assist advisory groups to plan and develop strategies or identify needed projects by giving advice and recommending strategies. Obtain or develop model standards for use by local jurisdictions and planning organizations. Participate on interagency committees to coordinate technical assistance to local jurisdictions. Research, write and edit program publications and displays for use by clients and other program staff.

## **RELATIONSHIPS WITH OTHERS**

Employees have regular contact with internal staff, members of other state agencies, and the public in person, through the telephone and in writing. Employees arrange and lead meetings with community groups, other public agencies, property owners and others concerned with the planning projects under their management. These contacts are made for the purpose of gathering information, recommending a course of action, resolving disputes and coordinating related interests.

## **SUPERVISION RECEIVED**

The Planner 2 works under general supervision. The employee independently decides the methods and daily activities to accomplish work. The supervisor reviews work for the soundness of obtained results, adequacy of concept, and conformance to agency policy. The Planner 2 interprets and applies standard professional practices, agency policy, and federal and state regulations to complete their work.

**KNOWLEDGE AND SKILLS (KS)**

**General knowledge of:**

Principles and practices of planning related to the agency assignment.
Typical laws and regulations for planning at local and state level related to the agency assignment.
Principles and methods of planning research methods.
Structure and content of the English language including the meaning and spelling of words, rules of composition and grammar.
Principles and practices of public administration and the functioning of public organizations.
Engineering and architectural plans and blueprints.

**Basic knowledge of:**

Design techniques, tools and principles involved in production of plans, blueprints, drawings and models.
Principles of business management, strategic planning, resource allocation, production methods and coordination of people and resources.
Principles and practices of project management.
Techniques and methods of group facilitation and leadership.
Materials, methods and tools involved in the construction of structures such as buildings, highways and roads.
Methods of public grant administration and proposal writing.
Negotiation and advance conflict resolution techniques.
Methods and practices of outreach and public involvement.

**Skill to:**

Collect, analyze and communicate comprehensive planning research studies.
Interpret statutes, rules and regulations related to the agency assignment.
Manage, organize and schedule planning projects typical to the work assignment.
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.
Consider the relative costs and benefits of potential action to choose the most appropriate one.
Identify complex 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.
Understand and interpret planning implications.

**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.

Adopted 12/2006

Revised

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