



GENERAL DESCRIPTION OF CLASS

The PLANNER 3 leads studies and projects that define the use of land and physical facilities within local communities and regions of the state through integration of multiple interests and variables such as existing policies, available resources, changes in regulations, and differing community or regional needs. Employees develop and analyze alternative planning scenarios and gain consensus regarding differing goals to plan and implement studies with long-term implications. Employees frequently give technical planning advice to local jurisdictions and executive managers on the options for long-range plans, policies and planning programs. Employees develop technical guidance for the implementation of administrative regulations and statutes and refine policy, criteria and rules.

DISTINGUISHING FEATURES

This is the third and advanced journey level of a four-level professional series. Work at this level involves problems which occasionally lack applicable technical guides or standards; employees must adapt or develop standards and regulations. Projects may have impact on the planning programs in a metropolitan area or major region of the state.

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

The Planner 3 is distinguished from the Planner 4 by the absence of assignments to establish agency policy having a broad and strategic impact on the state or multiple regional areas.

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. Program Administration

Develop and maintain plans, strategies and studies of land use and facility needs and issues and proposed solutions; coordinate local jurisdictions adoption of standards within their planning programs. Plan and execute public involvement strategies to gain input of public groups on planning proposals. Prepare scripts, supporting exhibits and documentation for outreach meetings and public advisory committees. Develop and review draft plans, respond to case requests, and write overviews and analyses on reviewed plans. Manage and oversee intergovernmental agreements, contracts and grants. Approve the release of funding and payments in compliance with federal funding guidelines and standards. Coordinate review of planning programs with federal, state, regional and local jurisdictions. Evaluate program progress and compliance with policies and procedures.

Lead negotiations and settlement of planning conflicts that involve government staff, other state agencies, interest groups and the public. Represent and explain to the agency the interests, concerns and view points of local governments and regional partnerships, tribal governments and other organizations and groups.

2. Research and Analysis

Review planning proposals; decide whether impact to state interests or facilities is sufficient to warrant agency participation. Formulate goals, objectives and priorities for major research and planning studies. Develop project statement of work, consultant selection criteria, manage consultants and monitor performance based on contract. Review and analyze issues by evaluating statutes, court case rulings, rules and policies; apply facts and clarify issues. Write summaries and presentations on results of research and analysis. Identify, recommend or formulate strategies, proposed actions and plans based on analysis or study of issues. Develop and provide forecast economic, demographic and other related planning information including Census data, to advisory groups of stakeholders for planning policy and programming projects. Communicate results of studies to agency staff, the public, other public agency staff and advisory groups.

3. Technical Consultation

Interpret and explain agency policies, regulations and procedures. Interpret and explain court decisions to agency staff, local government officials, regional partnerships, other state agencies, interest groups, private consultants and the public. Recommend courses of action to managers and local government agencies on which models and plans to adopt and issues related to growth; give advice on the most feasible approach to implement plans. Coordinate solutions to planning related problems or projects with representatives from other agencies, local jurisdictions or with colleagues in other sections or divisions. Provide information to commissions and advisory committees to assist them in making decisions, develop goals and objectives, prioritize planning projects and develop criteria. Design and deliver training in area of planning expertise. Give guidance to local jurisdictions during periodic updates of plans. Provide advice to developers and local governments on the best development principles and practices.

4. Policy Analysis

Analyze the impact of policy decisions and legislation to planning strategies and projects. Develop position papers and instructions related to the planning aspects of agency programs. Analyze policy for compliance with state and federal planning regulations and guidelines. Review agency field programs for technical and programmatic effectiveness. Recommend improvements based on analysis. Develop legislative concepts and prepare content for legislative or other regulatory proposals. Represent the agency's policies and positions in privately initiated plan amendment processes and periodic review processes. Develop handbooks and implementation guidance for use by field staff, local jurisdictions, other public agency staff and consultants on how to implement state plans and align local plans with state plans and federal guidance.

5. Project Management

Develop scopes of work for various levels of plans, projects and guidance documents. Manage assigned projects. Determine project tasks, schedules, resource requirements and budgets. Lead teams doing analysis for negotiations with local governments, developers and stakeholders. Develop request for proposal and select contractors for planning and grant projects. Negotiate changes and updates grantees and with contractors. Identify high-risk area for projects, determine which risks are likely to affect the project and design mitigating strategies. Collaborate with stakeholders to develop options for projects. Meet with project applicants to discuss proposed projects, submitted materials and scopes of work. Develop, review and approve information for inclusion in planning projects. Organize and lead direct outreach activities needed to support planning project activities. Oversee local government and consultant projects and review for quality and timeliness; oversee adoption of planning proposals; approve reimbursement of project costs to local governments.

RELATIONSHIPS WITH OTHERS

The Planner 3 has frequent contact in person, by telephone and in writing with a wide variety of people within and outside the employing agency such as planners and officials from local government, the public, partner planning agencies, the federal government, stakeholders, advisory groups and community groups to explain policy and procedure, clarify information give technical advice, gain assistance, solve problems, exchange information and set priorities. Employees regularly contact local governments to guide and encourage the implementation of new planning guidance. They negotiate with members from outside groups to gain agreement on activities that have important implications to the overall planning program.

SUPERVISION RECEIVED

The Planner 3 works under minimal supervision. The supervisor provides objectives and expected results. The supervisor reviews work for achieved results.

The Employee works under general guidelines from the federal and state government to develop standards, laws and regulations. They frequently adapt or develop procedures when the standards lack sufficient guidance to solve planning problems.

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

Principles and practices of policy and planning related to the agency assignment.
Typical laws and regulations for local and state related to the agency assignment.
Principles and methods of planning research methods.
Principles and practices of public administration and the functioning of public organizations.
Engineering and architectural plans and blueprints.

General knowledge of:

Design techniques, tools, and principles involved in production of plans, blueprints, drawings, and models.
Materials, methods, and tools involved in the construction of structures, such as buildings, highways, and roads.
Principles of business management, strategic planning, resource allocation, production methods and coordination of people and resources.
Structure and content of the English language including the meaning and spelling of words, rules of composition and grammar.
Techniques and methods of group facilitation and leadership.
Methods of public grant administration and proposal writing.
Principles and practices of project management.
Negotiation and advance conflict resolution techniques.
Methods and practices of community outreach and involvement.
Collect, analyze information and communicate results of planning research studies.
Involve community members in the planning process, gather information and apply the information to planning projects.
Negotiate solutions to planning issues and bring agreement to conflicts in a mutually acceptable solution.
Interpret statutes, rules, regulations and policies 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.
Negotiate to gain agreement and solve conflicts between individuals and groups of people.
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.

Skill to:

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Involve community members in the planning process, gather information and apply the information to planning projects.
Negotiate solutions to planning issues and bring agreement to conflicts in a mutually acceptable solution.
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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