

STATE OF OHIO (DAS)
CLASSIFICATION
SPECIFICATION

CLASSIFICATION SERIES:

Planning Engineer

SERIES NO.:

8541

MAJOR AGENCIES:

Administrative Services, Mental Retardation &
Developmental Disabilities, Transportation, Public Safety

EFFECTIVE DATE:

02/26/2012

SERIES PURPOSE:

The purpose of the planning engineer occupation is to develop or aid in development of policies, programs & procedures to include implementation of engineering programs & evaluation of program results.

CLASS TITLE:

Planning Engineer 1

CLASS NUMBER:

85411

EFFECTIVE DATE:

06/22/1987

CLASS CONCEPT:

The full performance level class works under general supervision & requires considerable knowledge of engineering in order to assist in developing plans, programs & policies to anticipate needs of state, region &/or community, monitor activities of personnel involved in planning or evaluations of plans & direct & implement studies to generate planning data.

<u>CLASS TITLE:</u> Planning Engineer 1	<u>CLASS NUMBER:</u> 85411	<u>BARGAINING UNIT:</u> 13
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EFFECTIVE DATE:
06/22/1987

JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Assists in developing plans, programs & policies, transmits directives & promulgates programs, coordinates special planning programs & monitors activities of personnel involved in planning or evaluations of plans.

Implements studies to generate data for planning purposes; monitors studies in progress; develops review procedures & instructs subordinates (e.g., in system analysis, development of computer integration & other functions supportive to actual planning); provides technical assistance to officials or engineers.

Visits new installations or districts for meetings; meets with other department heads; holds conferences as necessary; maintains communications; acts as liaison between districts & central office; handles speaking engagements; writes reports on study results, progress reports on on-going projects & prepares graphs & charts; maintains records & files.

MAJOR WORKER CHARACTERISTICS:

Knowledge of employee training & development; budgeting; management*; supervision; public relations; office management; government structure*; engineering. Ability to understand practical field of study; use statistical analysis; write articles for technical journals; establish friendly work atmosphere.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Certificate of registration as professional engineer issued by Ohio Board of Registration for Professional Engineers & Surveyors; 3 yrs. exp. as registered, professional engineer, 6 months of which was as lead worker or supervisor or in administrative capacity.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:

N.A.

UNUSUAL WORKING CONDITIONS:

N.A.