OHIO
**CLASSIFICATION SPECIFICATION**
*Developed for Equal Opportunity*

CLASS TITLE: Planner 2

AUG 0 2 1987

CODE: 85312C

MAJOR AGENCIES: County Offices, Universities

JURISDICTION: Cnty., Univ.

**FUNCTION:**

Under general supervision from administrative supervisor, gathers & analyzes data & plans or assists in planning delivery of services for targeted population or geographic area or statewide &/or monitors implemented programs to evaluate effectiveness & revises plans or makes recommendations accordingly, prepares reports detailing evaluations, findings &/or recommendations, coordinates program efforts with local &/or federal government, industry &/or other participants & provides same with technical assistance & prepares & delivers speeches & lectures &/or attends meetings; may act as team leader on assigned project or monitor work of contracted personnel for assigned project;

-PERFORMS RELATED DUTIES AS REQUIRE

| RANK | % OF TIME | JOB DUTIES | MAJOR WORKER CHARACTERISTICS |
|---|---|---|---|
| 1 | 48-68 | Gathers & analyzes data & plans or assists in planning delivery of services for targeted population or geographic area or statewide (e.g., comprehensive plans for protection of population during potential or actual nuclear attack & update of community shelter programs; drafts plans to respond to radiological emergencies at nuclear power stations in Ohio & response to associated hazards; formulates plans, public review & implementation of flood control with other government entities; prepares master plans for developing state resource areas; assists in formulating transportation for servicing elderly & handicapped; assesses rail lines for abandonment & assists in development of rail programs) &/or monitors implemented programs/services to determine effectiveness & revises plans or makes recommendations according (e.g., designs & develops audit methods & procedures for conducting energy audits on residential, commercial & public buildings & conducts audits; monitors five-year transportation improvement program to update plans annually & to aid in preparing department's biennium appropriation bill) & prepares report of evaluations, findings &/or recommendations. | Knowledge of (1) operational, mathematical, analytical &/or statistical research techniques used in problem solving or decision making, (2) engineering, geology & minerology, architecture, landscape architecture, radiological science, geography, urban or community planning; ability to (3) define problems, collect data, establish facts & draw valid conclusions, (4) calculate fractions, decimals & percentages &/or use statistical analysis, (5) gather, collate & classify information about data, people or things, (6) prepare meaningful, accurate & concise reports, (7) work alone or cooperate with co-workers on group projects. |

(12A)

123.1-7-17

*Developed after employment

**UNUSUAL WORKING CONDITIONS:**

May require travel.

**MINIMUM CLASS REQUIREMENTS:** *(including license, if any.)* Completion of undergraduate major program core coursework as required by university or college in one of following academic areas, engineering, architecture, landscape architecture, geology, radiological science, geography or urban or community planning or social science (e.g., economics, political science) (or 2 yrs. exp. in positions applying knowledge of identified academic areas) plus: 3 courses in operational, mathematical, statistical &/or analytical research

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FORM ADM-4134

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MAJOR AGENCIES: County Offices, Universities

JURISDICTION: Cnty., Univ.

| RANK | % OF TIME | JOB DUTIES | MAJOR WORKER CHARACTERISTICS |
|---|---|---|---|
| 2 | 11-31 | Prepares emergency public information documents for release by newspapers; serves as member of Nuclear Emergency Response team; acts as field representative in implementation of cooperative funding & development of projects with local agencies or participants; assists in preparing detail drawings for construction; assists in budget preparation for various projects; coordinates program/project efforts with federal &/or local governments &/or other participants (e.g., industry, consultants); prepares federal grant applications &/or contracts. | Knowledge of 1, 2, (8) public relations*, (9) budgeting*; ability to 3, 4, 5, 7, (10) handle sensitive & routine inquiries & contracts with goverment &/or industry officials &/or general public. |
| 3 | 16-26 | Provides technical assistance & guidance to local government agencies &/or other program participants; attends meetings; prepares & delivers speeches &/or lectures; answers inquiries & correspondence; conducts or arranges training for program participants; writes articles explaining programs; develops information system for exchange of information between various government entities, public &/or other participants. | Knowledge of 1, 2, 8*; ability to 3, 4, 5, 10, (11) prepare & deliver speeches or lectures &/or write articles for publication. |

(1219)

123/1-7-17

*Developed after employment

UNUSUAL WORKING CONDITIONS:

MINIMUM CLASS REQUIREMENTS: *(including license, if any.)*
methods used in decision making or problem solving (or 3 mos. exp. in conducting structured research); 1 course in technical writing (or 1 mo. exp. in writing research reports or contracts or articles for publication); or equivalent.

TRAINING & DEVELOPMENT:

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