OHIO
CLASSIFICATION
SPECIFICATION
Developed for Equal Opportunity

CLASS TITLE:	CODE:
Planner 3	85313C
MAJOR AGENCIES: County Offices, Universities	**JURISDICTION:** Cnty., Univ.

FUNCTION: Under general supervision from deputy director, planning engineer or administrator, natural resources coordinator or public health program administrator, acts as principal liaison with departmental personnel & other governmental agencies to coordinate planning effort, or acts as project coordinator for designated area of interest to include acting as lead worker over assigned personnel or project participants, or performs research, design & development of annual report to state legislature concerning Statewide Health Coordinating Council, or assists immediate supervisor in developing work programs to collect, assemble & analyzes data & directly supervises assigned staff, prepares reports, descriptions, permits, agreements, surveys instruments &/or exhibits &/or administers special projects for test purposes;

-PERFORMS RELATED DUTIES AS REQUIRE

RANK	% OF TIME	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
1	60-80	Acts as principal liaison for assigned transportation district to coordinate planning effort of district (i.e., in areas of planning, design, maintenance, traffic & construction) with department's central office & other state, federal & local government agencies (e.g., reviews & responds land use change requests submitted by local agencies; presents programs & provides advice concerning state & federal requirements; conducts &/or attends meetings; prepares written responses as directed; assists local officials in utilization of available funds for transportation development; assists in processing reimbursement claims for approved project expenditures; monitors projects to prevent possible loss of funding; reviews work of Metropolitan Planning Organizations in areas of systems planning, program design or implementation), or acts as project coordinator for designated area of interest statewide (e.g., statewide Computerized Geographic Information System & assisting local governmental units to utilize generated maps & data; flood plain planning; state medical facilities planning; statewide inventory of state, county, township & municipal highway systems; energy conservation demonstration projects; assessment of rail branch lines proposed for abandonment, development of State Rail Plan & assists in administering state & federal rail programs; planning activities on behalf of Developmental Disabilities Planning Council; organizes & coordinates design, development & review of short & long range	Knowledge of (1) operational, mathematical, analytical &/or statistical research techniques used in problem solving or decision making, (2) engineering, geology & minerology, architecture, landscape architecture, business administration, mental health technology, special education or rehabilitation, (3) management*, (4) supervision & employee training & development*, (5) budgeting, (6) public relations; ability to (7) define problems, collect data, establish facts & draw valid conclusions, (8) calculate fractions, decimals & percentages &/or use statistical analysis &/or use geometry & trignometry, (9) establish friendly atmosphere as project coordinator/supervisor &/or handle routine & sensitive contacts with government officials.

(1220)

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 fields: engineering, geology & minerology, landscape architecture, architecture, business administration, mental health technology, special education or rehabilitation (or 2 yrs. exp. in position applying knowledge of identified academic field) plus: 600 hrs. training in budgeting/finance (or 6 mos. exp.); 3 courses in operational, mathematical, analytical

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Planner 3

MAJOR AGENCIES: County Offices, Universities

CODE: 85313C

JURISDICTION: Cnty., Univ.

RANK	% OF TIME	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
		comprehensive services in area of education, vocational rehabilitation, public & medical assistance, health & mental health referenced by Federal Development Disabilities legislation) & acts as lead worker over assigned staff &/or assists & monitors work by project participants (e.g., County 169 Boards), or researches & prepares all administrative documents, reports & budgets for Statewide Health Planning & Development Council to include annual report to state legislature & application for designation & funding by federal government, or acts as assistant supervisor by coordinating activities of subordinate planners & other assigned staff (e.g., engineering & environmental technicians), reviews plans & documents prepared by persons outside agency, acts as liaison between supervisor & other departmental personnel & assumes responsibility in absence of supervisor.	
2	20-40	Administers special projects for test purposes; prepares descriptions &/or exhibits for public meetings &/or public hearings; prepares drafts of special permits & agreements & assists in preparing final copies of same; prepares required reports regarding project status, funding, real estate, construction &/or other topics; reviews plans for program facilities & does onsite reviews of existing & proposed facilities to recommend changes; monitors project activities; maintains official road & street inventory log & map files; prepares & delivers presentations; attends meetings; prepares &/or reviews other required documents.	Knowledge of 1, 2, (10) technical writing &/or business communication; ability to 7, 8, (11) prepare &/or review & edit administrative reports, documents &/or instruments.

(122)

123.1-7-17

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UNUSUAL WORKING CONDITIONS:

MINIMUM CLASS REQUIREMENTS: *(including license, if any.)* &/or statistical methods used in decision making or problem solving (or 3 mos. exp.); 1 course in public relations (or 1 mo. exp.); 1 course in technical writing or written business communication (or 1 mo. exp. in writing research reports, contracts or articles for publication); or equivalent. Plus 9 mos. exp. in planning project or program services for targeted population or geographic area.

FORM ADM-4134

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