NEW AUG 0 2 1997

OHIO CLASSIFICATION SPECIFICATION *Developed for Equal Opportunity*	CLASS TITLE: Planning Engineer 1	CODE: 85411C
	MAJOR AGENCIES: County Offices, Universities	JURISDICTION: County, Univ.

FUNCTION: Under supervision of chief engineer &/or administrator, plans projects to anticipate needs of state, region &/or community; supervises personnel involved in planning or evaluations of plans; directs & implements studies to generate planning data; develops procedures & minor administrative techniques;

- PERFORMS RELATED DUTIES AS REQUIRED

RANK	% OF TIME	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
1	23-43	Develops plans, programs & policies; gives directives & promulgates programs; directs special planning programs; supervises personnel involved in planning or evaluations of plans (includes assisting supervisor, etc.).	Knowledge of (1) budgeting, (2) management*, (3) supervisory techniques, (4) public relations, (5) office management, (6) government structure, (7) civil engineering; ability to (8) understand a practical field of study, (9) use statistical analysis, (10) write articles for technical journals.
2	21-31	Implements studies to generate data for planning purposes; monitors studies in progress; develops review procedures & instructs subordinates (includes system analysis, development of computer integration & other functions supportive to actual planning); provides technical assistance to officials or engineers.	Knowledge of 2*, 3, 4, 5, 6, 7, (11) employee training & development; ability to 8, 9, 10, (12) gather & collate data.
3	31-51	Visits new installations or districts for meetings; meets with other department heads; holds conferences as necessary; maintains communications, acts as liaison between district & central office (includes speaking engagements); writes reports on study results, progress reports on on-going projects, prepares graphs & charts for same; maintains records & files.	Knowledge of 1, 3, 4, 5, 6, 7; ability to 8, 9, 10, 12, (13) establish friendly work atmosphere.

(1224)

123.1.7.17

*Developed after employment

UNUSUAL WORKING CONDITIONS:	MINIMUM CLASS REQUIREMENTS: *(including license, if any.)*	TRAINING & DEVELOPMENT:

FORM ADM-4134

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Planning Engineer 1	85411C