NEW AUG 0 ? 1987

OHIO CLASSIFICATION SPECIFICATION *Developed for Equal Opportunity*	CLASS TITLE: Planning Engineer 2	CODE: 85412C
	MAJOR AGENCIES: County Offices, Universities	JURISDICTION: County, Univ.

FUNCTION: Under general direction of deputy director or director, supervises planning activities on bureau level; develops & initiates policies, programs, & procedures; administers budget & personnel; coordinates bureau's activities with those of other bureaus; acts as departmental representative;

PERFORMS RELATED DUTIES AS REQUIRED

RANK	% OF TIME	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
1	32-52	Develops or aids in development of bureau policies & procedures; directs activities on bureau level including implementation of ongoing planning program, plan development & evaluation (e.g., socio-economic & demographic forecasting for multi-modal transportation planning).	Knowledge of (1) management, (2) supervision, (3) government structure*, (4) civil engineering; ability to (5) understand practical field of study, (6) use statistical analysis, (7) write technical instructions, (8) establish friendly atmosphere as bureau chief.
2	18-28	Coordinates parallel or contingent programs between bureaus & other agencies; supervises the work of subordinates.	Knowledge of 1, 2, 3*, 4; ability to 5, 6, 7.
3	9-19	Develops & administers budget on bureau level (e.g., finds funding; approves extraordinary expenditures); develops &/or revises long-term plans or programs; writes reports on progress of completed work.	Knowledge of 1, 2, 3*, 4; ability to 5, 6, 7.
4	11-31	Attends meetings & assists supervisor when necessary; provides information to agencies, legislature, local officials, private industry, &/or citizenry to resolve problems, promote or explain projects & programs; provides technical assistance where & when requested.	Knowledge of 1, 2. 3*, 4; ability to 5, 6, 7.

(1225)

123.1-7-17

*Developed after employment

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

FORM ADM-4134

CLASS TITLE	CODE:
Planning Engineer 2	85412C