

**STATE OF OHIO (DAS)**CLASSIFICATION  
SPECIFICATION**CLASSIFICATION SERIES:**

Planner

**SERIES NO.:**

8531

**MAJOR AGENCIES:**

All Agencies

**EFFECTIVE DATE:**

01/09/2005

**SERIES PURPOSE:**

The purpose of the planner occupation is to formulate and implement plans for scientific, technical or professional programs and/or projects.

At the first level, incumbents design and implement research studies, collect and analyze data and provide technical assistance to user groups for making planning and development decisions.

At the second level, incumbents act as project coordinator.

At the third level, incumbents act as principal liaison and project coordinator for planning effort in development, delivery, maintenance evaluation of planning projects, programs and/or services.

At the highest level, incumbents supervise assigned personnel and plan, manage and direct activities of planning office, section, bureau or division.

**CLASS TITLE**

Planner 1

**CLASS NUMBER**

85311

**PAY RANGE**

28

**EFFECTIVE**

12/17/2000

**CLASS CONCEPT:**

The full performance level class works under general supervision & requires considerable knowledge of planning in scientific, technical or professional field for development & implementation of research studies & data collection in order to provide technical assistance for making planning & development decisions.

**CLASS TITLE**

Planner 2

**CLASS NUMBER**

85312

**PAY RANGE**

30

**EFFECTIVE**

01/09/2005

**CLASS CONCEPT:**

The second full performance level class works under direction & requires thorough knowledge of planning & development in scientific, technical or professional field in order to design & act as project coordinator over projects.

**CLASS TITLE**

Planner 3

**CLASS NUMBER**

85313

**PAY RANGE**

32

**EFFECTIVE**

12/17/2000

**CLASS CONCEPT:**

The advanced level class works under direction & requires thorough knowledge of planning & development in scientific, technical or professional field in order to perform as principal liaison & project coordinator for planning effort in development, delivery, maintenance & evaluation of planning projects, programs &/or services.

**CLASS TITLE**

Planner Supervisor

**CLASS NUMBER**

85315

**PAY RANGE**

13

**EFFECTIVE**

06/22/1990

**CLASS CONCEPT:**

The supervisory level class works under general direction & requires extensive knowledge of planning principles in technical, scientific or professional field in order to supervise assigned personnel & administer activities of planning office, section, bureau or division.

<u>CLASS TITLE</u>	<u>CLASS NUMBER</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY RANGE</u>
Planner 1	85311	13	12/17/2000	28

**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.)**

Designs & implements research studies to include selecting appropriate data collection & analysis methods & techniques, collects & analyzes data & writes reports of findings & conclusions &/or recommendations.

Provides technical assistance within & outside of assigned agency, answers requests for specific information in written or oral form & represents office at meetings, workshops & seminars.

**MAJOR WORKER CHARACTERISTICS:**

Knowledge of operational, mathematical, analytical &/or statistical research techniques used in problem solving or decision making; assigned program area (e.g., physical, behavioral or social science, recreation, transportation, urban & community planning, natural resources, engineering, landscape architecture); public relations\*; budgeting\*. Ability to understand practical field of study; prepare meaningful, accurate & concise reports.

(\*)Developed after employment.

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:**

Completion of undergraduate core program or 18 mos. exp. in assigned program area (e.g., physical, behavioral or social science, transportation, urban & community planning, recreation, engineering, landscape architecture, natural resources); 9 mos. trg. or 9 mos. exp. in operational, mathematical, analytical &/or statistical research methods used in conducting & documenting research studies.

-Or equivalent of Minimum Class Qualifications For Employment noted above.

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

Not applicable.

**UNUSUAL WORKING CONDITIONS:**

Not applicable.

<u>CLASS TITLE</u>	<u>CLASS NUMBER</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY RANGE</u>
Planner 2	85312	13	01/09/2005	30

**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.)**

Designs & acts as project coordinator over projects & process development projects, analyzes, coordinates, monitors & evaluates state resource areas (e.g., state park master plans; Lake Erie access studies; recreation harbor evaluation; site facility improvements & dredge plans) using computer technology (e.g., GIMS; Arc View; CAD; data base programs).

Provides technical assistance to other divisions & state & local agencies reviewing land use, facility, site & construction plans; administers capital grant funds to local project sponsors.

Reviews real estate work requests, ROW (i.e., right of way) requests & nature work project planning; provides technical assistance to & answers inquiries from local government agencies & general public; prepares & delivers presentations for agency & public meetings; prepares status & final reports for planning projects & acts as liaison between agencies & participants; administers capital improvement grants.

**MAJOR WORKER CHARACTERISTICS:**

Knowledge of operational, mathematical, analytical &/or statistical research techniques used in problem solving & decision making; assigned program area (e.g., engineering, geology, natural resources, transportation, physical, behavioral & social science, landscape architecture, business administration, mental health technology, rehabilitation, radiological science, urban & community planning); public relations; supervisory principles/techniques\*; budgeting. Skill in operation of personal computer; GIMS software\*; data base software\*. Ability to define problems, collect data, establish facts & draw valid conclusions; write meaningful, concise & accurate reports; write complex reports & position papers; use research methods in gathering data; use statistical analysis; prepare meaningful, concise & accurate reports.

(\*)Developed after employment.

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:**

Completion of undergraduate core program or 24 mos. exp. in assigned program area (e.g., engineering, landscape architecture, rehabilitation, mental health technology, transportation, physical, behavioral & social science, urban or community planning, natural resources, business or public administration); 6 mos. trg. or 6 mos. exp. in operational, mathematical, analytical or statistical research methods used in conducting & documenting research studies; 1 course or 3 mos. exp. in public relations; 1 course or 3 mos. exp. in budgeting; 1 course or 3 mos. exp. in technical writing or business communication.

-Or 6 mos. exp. as Planner 1, 85311, in assigned program area.

-Or equivalent of Minimum Class Qualifications For Employment noted above.

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

Not applicable.

**UNUSUAL WORKING CONDITIONS:**

Not applicable.

<u>CLASS TITLE</u>	<u>CLASS NUMBER</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY RANGE</u>
Planner 3	85313	13	12/17/2000	32

**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.)**

Acts as project leader &/or principal liaison to assist in planning, coordinating, monitoring & evaluating scientific, technical or professional programs &/or projects for targeted population or geographical area or designated area of interest or statewide services (e.g., protection of population during potential or actual nuclear attack & update of community shelter programs; response to radiological emergencies at nuclear power stations in Ohio & response to associated hazards; regional water &/or flood control plans; rail development programs; master plans for development of state resource areas & land use; transportation assistance to elderly & handicapped; transportation planning of district with central office & other agencies in areas of design, maintenance, traffic & construction; utilization of available local funds for transportation development & reimbursement claims processing for approved project expenditures; short & long range comprehensive services in areas of highway safety, education, vocational rehabilitation, public & medical assistance, health & mental health), reviews plans & documents prepared by others & prepares federal grant applications &/or contracts.

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 & evaluates project activities; maintains official road & street inventory log & map files; answers inquiries & correspondence; conducts or arranges training for program participants; monitors workshops; prepares & delivers speeches &/or presentations; attends meetings, conferences & special events; represents agency & its programs on state & federal level & with general public).

**MAJOR WORKER CHARACTERISTICS:**

Knowledge of operational, mathematical, analytical &/or statistical research techniques used in problem solving & decision making; assigned program area (e.g., engineering, geology, natural resources, transportation, physical, behavioral & social science, landscape architecture, business administration, mental health technology, rehabilitation, radiological science, urban & community planning); public relations; supervisory principles/techniques\*; budgeting. Ability to define problems, collect data, establish facts & draw valid conclusions; write meaningful, concise & accurate reports; write complex reports & position papers.

(\*)Developed after employment.

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:**

Completion of undergraduate core program or 24 mos. exp. in assigned program area (e.g., engineering, landscape architecture, rehabilitation, mental health technology, transportation, physical, behavioral & social science, urban or community planning, natural resources, business or public administration); 9 mos. trg. or 9 mos. exp. in operational, mathematical, analytical or statistical research methods used in conducting & documenting research studies; 1 course or 3 mos. exp. in public relations; 1 course or 3 mos. exp. in budgeting; 1 course or 3 mos. exp. in technical writing or business communication.

-Or 6 mos. exp. as Planner 2, 85312, in assigned program area.

-Or equivalent of Minimum Class Qualifications For Employment noted above.

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

Not applicable.

**UNUSUAL WORKING CONDITIONS:**

Not applicable.

<u>CLASS TITLE</u>	<u>CLASS NUMBER</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY RANGE</u>
Planner Supervisor	85315	EX	06/22/1990	13

**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.)**

Supervises assigned personnel & plans, manages & directs activities of planning office, section, bureau or division (e.g., reviews consultant's proposals; prepares budget & approves expenditures; assists in developing or develops policies, procedures & objectives; establishes priorities; formulates administrative controls & approaches to problems; responds to problems arising regarding planning activities; assigns & schedules projects & monitors to completion; ensures that design of all programs meets current & changing needs & relates to programs of other agencies).

Coordinates planning activities with & provides technical assistance to departmental personnel & other federal, state, or local governmental jurisdictions in planning & evaluating projects; reviews & analyzes legislation for potential impact on assigned activities; represents office, section, bureau, division or agency in meetings in or out of state with public officials, private agencies, general public, realtors, architects, contractors or labor unions regarding proposed or current projects.

Prepares proposals &/or speeches as assigned; writes & submits reports & technical evaluations; reads, reviews & studies current articles, periodicals & journals in the assigned program area; reviews & prepares comments on procedural manuals & studies; updates specifications; researches information & prepares correspondence in response to inquiries & requests for information; uses research findings to direct on-going modification of projects & programs; prepares documents & presents testimony to state controlling board for release of appropriate program funds.

**MAJOR WORKER CHARACTERISTICS:**

Knowledge of operational, mathematical, analytical or statistical research techniques used in problem solving & decision making; assigned program area (e.g., engineering, geology & mineralogy, natural resources, transportation, physical behavioral & social science, landscape architecture, business administration, mental health technology, rehabilitation, urban & community planning); supervisory principles/techniques; public relations; budgeting. Ability to interpret extensive variety of technical material in books, journals & manuals; write complex reports & position papers; write instructions, specifications & technical documentation related to planning activities.

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:**

Completion of graduate core program or 36 mos. exp. in assigned program area (e.g., engineering, landscape architecture, natural resources, business or public administration, physical, behavioral & social science, transportation, rehabilitation, urban or community planning); 9 mos. trg. or 9 mos. exp. in operational, mathematical, analytical or statistical research methods used in conducting & documenting research studies; 3 courses or 9 mos. exp. in budgeting; 9 mos. trg. or 9 mos. exp. in public relations; 9 mos. trg. or 9 mos. exp. in technical writing or business communication; 3 mos. trg. or 3 mos. exp. in employee training & development; 12 mos. exp. in planning projects or program services for targeted population or geographic area.

-Or completion of undergraduate core program plus 12 mos. exp. or 36 mos. exp. in assigned program area (e.g., engineering, landscape, architecture, natural resources, business or public administration, physical, behavioral & social science, transportation, rehabilitation, urban or community planning); 9 mos. trg. or 9 mos. exp. in operational, mathematical, analytical or statistical research methods used in conducting & documenting research studies; 3 courses or 9 mos. exp. in budgeting; 9 mos. trg. or 9 mos. exp. in public relations; 9 mos. trg. or 9 mos. exp. in technical writing or business communication; 3 mos. trg. or 3 mos. exp. in employee training & development; 12 mos. exp. in planning projects or program services for targeted population or geographic area.

-Or 6 mos. exp. as Planner 3, 85313, in assigned program area.

-Or equivalent of Minimum Class Qualifications For Employment noted above.

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

Not applicable.

**UNUSUAL WORKING CONDITIONS:**

Not applicable.