

PLANNING ANALYST II

GRADE: 12

GENERAL DESCRIPTION

Performs routine (journey-level) planning and research work; Work involves developing local, regional, or state plans or programs, developing procedures for implementing plans or programs, and developing procedures for measuring progress made on operational plans or programs; May train others; Works under moderate supervision, with limited latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED

Collects, organizes, and analyzes data required in the development of plans or programs

Participates in technical, policy, and interagency planning meetings

Reviews and evaluates planning material for contractual compliance

Prepares reports

Researches federal and state regulations

Consults and communicates with other departments, agencies, and civic groups

Conducts field and telephone surveys

Assists in developing procedures for implementing plans or programs and for measuring progress

Assists with preparing and monitoring performance measures

May train others

Performs related work as assigned

GENERAL QUALIFICATION GUIDELINES

Experience and Education

Three to four (3-4) years experience in planning and research work; Graduation from an accredited four-year college or university with major course work in city or regional planning, economics, business or public administration, political science, or a related field is generally preferred; Experience and education may be substituted for one another.

Knowledge, Skills, and Abilities

Knowledge of government organization and administration

Knowledge of principles, objectives, and procedures of governmental planning and programming

Ability to communicate effectively, and to train others

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand. The employee is occasionally required to walk; sit; use hands to find, handle, or feel objects, tools or controls; reach with hands and arms; climb or balance; stoop and kneel.

The employee must occasionally lift and/or move over 25 pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounter while performing the essential functions of this job.

The noise level in the work environment is usually moderate.

SAFETY REQUIREMENTS:

Maintain physical conditions appropriate to the performance of assigned duties and responsibilities which may include the following:

- sitting for extended periods of time
- standing for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

- making sound decisions and using good judgment
- demonstrating intellectual capabilities

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communication with others
- required to follow the Hidalgo County Accident Prevention Plan and department's safety regulations