Iowa Department of Administrative Services – Human Resources Enterprise
Classification Series Guidelines

Program Planner Series

Classes in the Series

Class Code	Class Title
04020	Program Planner 1
04022	Program Planner 2
94022	Program Planner 2
04023/94023	Program Planner 3

Series Concept

This series includes positions which perform professional work in developing, planning, advising on, or coordinating plans, programs, and/or regulations. Basic to all planners is the process in which they must engage in order to formulate conclusions. This planning process consists of fact-finding, analysis, and interpretation of basic information and trends concerning the political, social, environmental, and economic aspects of the subject area; consideration of alternatives and cost effectiveness for recommendations to meet present and future needs; and the projection of these facts into comprehensive plans.

Exclusions

The following are excluded from classification within this series:

1. Positions requiring specialized knowledge of management theory and principles and having primary concern for the manner in which program objectives are accomplished through effective utilization of staff, budget, and materials resources. Such positions are classified within the Management Analyst series.
2. Positions involving analytical or evaluative work which has as its paramount qualification requirement competence in a specialized or subject-matter field. Positions involving work of this kind should be classified in the series appropriate for the specialized or subject-matter field, i.e., Budget Analyst, Statistical Research Analyst.
3. Positions involved in the planning of transportation activities in the State of Iowa with responsibilities for researching and evaluating current conditions and making proposals related to the appropriate course of action to achieve program goals and objectives should be classified in the Transportation Planner Series.

Class Distinctions

Program Planner 1

This is the trainee level for the series. Position incumbents spend a minimum of 18 months at this level learning and preparing to be eligible for advancement to the journey level for the series. Work is performed under close supervision and is typically characterized by learning assignments.

Incumbents perform entry-level professional program planning work of limited technical scope and depth using principles, methods, and practices which are well established in the planning profession. Incumbents function in a learning capacity to develop project plans involving a limited number of work processes and work at the direction of the supervisor or higher level program planner. Responsibilities

assigned are limited to a specific program area and the results of work impact only on the organizational unit assigned.

The incumbents are assigned tasks to obtain training, experience, and technical competence in applying basic theories, techniques, and methodology to a variety of situations. Problems addressed require solutions which result from clearly applicable theories, techniques, and methods.

Program Planner 2 (04022)

This is the experienced/full performance, journey-level class in the series and differs from the first level in that work is performed under general supervision and no longer in a training or learning capacity. The incumbents perform journey-level professional project, operational, or specialized planning of moderate technical scope and depth using a variety of principles, methods, and practices established in the planning profession.

Assignments given will involve greater variety and difficulty with less need for immediate supervision than at the first level. Problem resolution at this level requires a broad knowledge of theories, principles, and techniques used to gather, analyze, and evaluate essential information to be able to present findings to management, planning groups, etc. in a form that will be understandable and most effectively utilized.

Incumbents are expected, when confronted with unusual problems, to provide compliance with general instructions and policies, demonstrating adequacy and soundness of conclusions and recommendations.

Program Planner 2 (94022)

This class code is used for positions that are exempt from collective bargaining coverage. This class is to be used for both trainee- and journey-level bargaining-exempt positions. As such, the class has an extended pay range that is considered equal to the contract-covered Program Planner 1 and 2 classes. Position incumbents in this class perform trainee- to journey-level professional project, operational, or specialized planning of moderate technical scope and depth using a variety of principles, methods, and practices established in the planning profession.

Program Planner 3

Position incumbents in this class are responsible for a statewide program and/or provide lead worker duties over other program planners.

Incumbents perform advanced professional level program planning work of broad technical scope and depth in a comprehensive, or master plan area. At this level the incumbents are responsible for functions which have a significant impact and strongly influence the operations of one or more programs within an agency. At this level the incumbents have full responsibility for a major comprehensive statewide program area and are held accountable for the accomplishment of program objectives and the adherence to program guidelines. Incumbents at this level are expected to resolve interpretations of program guidelines and objectives, and furnish assistance and advice to management and planning groups in analyzing problem areas. Incumbents receive only broad and general directions as to the scope and objectives of assignments and are expected to utilize resourcefulness and creative thinking in applying practices, theories, techniques, and methodology to problems that are encountered.

Incumbents may assist a supervisor by overseeing staff by instructing employees, answering questions, distributing and balancing the workload, and checking work.

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