

Iowa Department of Administrative Services – Human Resources Enterprise
Job Classification Description

Program Planner 1

Definition

Performs trainee-level professional program planning work of limited technical scope and depth using principles, methods, and practices which are well established in the planning profession; performs related work as required.

The work examples and competencies listed below are for illustrative purposes only and not intended to be the primary basis for position classification decisions.

Work Examples

Develops tentative plans for a project of limited scope; conducts required studies of the physical, social, and/or economic factors which must be considered in a project or operating plan.

Learns agency programs, policies, and operating procedures.

Prepares graphs, charts, and other types of data utilized in specific projects.

Researches files, technical literature, reports, etc., for material pertinent to program area assigned.

Gathers, analyzes, and presents factual information.

Reviews material prepared by other agencies for study purposes.

Correlates, adjusts, and corrects statistical data.

Analyzes financial records and related documents and provides fiscal management of federal and state funding programs.

Prepares data summaries and basic drafts of supporting material for inclusion in specific project reports.

Carries out the basic aspects of review and evaluation of project proposals submitted by agencies requesting technical or financial assistance under established programs.

Evaluates, organizes, and formulates program information and statistical data into factual reports.

Applies specific knowledge of agency programs to standardized practices and procedures utilized in the planning profession.

Applies general knowledge of geography, economics, public health, political science, engineering, sociology, or public administration to task assignments in the planning process.

Learns to recognize prominent trends and patterns in the program areas assigned.

Competencies Required

Knowledge:

- Law and Government – Laws, legal codes, court procedures, precedents, government regulations, executive orders, agency rules, and the democratic political process.

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- Administration and Management – Business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership technique, production methods, and coordination of people and resources.
 - English Language – Structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
 - Basic Arithmetic – Addition, subtraction, multiplication, and division.

Abilities:

- Oral Comprehension – Listen to and understand information and ideas presented through spoken words and sentences.
- Oral Expression – Communicate information and ideas in speaking so others will understand.
- Documenting/Recording Information – Entering, transcribing, recording, storing, or maintaining information in written or electronic/magnetic form.
- Written Expression – Communicate information and ideas in writing so others will understand.
- Written Comprehension – Read and understand information and ideas presented in writing.
- Deductive Reasoning – Apply general rules to specific problems to produce answers that make sense.
- Inductive Reasoning – Combine pieces of information to form general rules or conclusions.
- Problem Sensitivity – Tell when something is wrong or is likely to go wrong. It does not involve solving the problem, only recognizing there is a problem.

Skills:

- Active Listening – Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- Critical Thinking – Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- Reading Comprehension – Understanding written sentences and paragraphs in work related documents.
- Active Learning – Understanding the implications of new information for both current and future problem-solving and decision-making.
- Judgment and Decision Making – Considering the relative costs and benefits of potential actions to choose the most appropriate one.
- Complex Problem Solving – Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.

Minimum Qualification Requirements

Applicants must meet at least one of the following minimum requirements to qualify for positions in this job classification:

- 1) Graduation from an accredited four-year college or university with a bachelor's degree in any field.

- 2) A total of four years of education and/or full-time experience, where one year of full-time experience in the administration or operation/execution (i.e., providing consultation and/or technical assistance to stakeholders, research and analysis, or enforcement of program guidelines/policies/procedures) of a program (i.e., the provision of a service or an administrative oversight/enforcement responsibility) equals thirty semester hours of accredited college or university course work in any field.
- 3) Current, continuous experience in the state executive branch that includes eighteen months of full-time work as a Planning Aide.

Effective date: 11/19 SA