

IOWA DEPARTMENT OF ADMINISTRATIVE SERVICES ▼  
HUMAN RESOURCES ENTERPRISE  
PROGRAM PLANNER 1

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**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 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 of principles, techniques, current trends, laws, policies and programs concerning state, local, and community development.

Knowledge of the various methods of financing local and state services and related projects.

Knowledge of State or local budget, accounting, and auditing policies, rules and procedures.

Knowledge of the functions and organization of local and state government.

Knowledge of environmental, social, and other problems affecting development of local and state human and physical resources and projects.

Ability to interpret and apply agency policies.

Ability to learn agency program content, policies, and procedures.

Ability to plan work, think conceptually, observe and evaluate trends, analyze data, draw logical conclusions, and make sound decisions and recommendations.

Ability to express ideas clearly and concisely, both orally and in writing.

Ability to speak before public and private groups.

Ability to analyze financial and budgetary data.

Ability to develop and maintain effective working relationships with other people.

Ability to meet customer needs in a consistently helpful and courteous manner.

Ability to work cooperatively with others as part of a team.

Ability to apply personal work attitudes such as honesty, responsibility and trustworthiness required to be a productive employee.

Displays high standards of ethical conduct. Refrains from dishonest behavior.

Works and communicates with all clients and customers providing quality professional service.

Displays a high level of initiative, effort, attention to detail and commitment by completing assignments efficiently with minimal supervision.

Follows policy, cooperates with supervisors and aligns behavior with the goals of the organization.

Fosters and facilitates cooperation, pride, trust, group identity and team spirit throughout the organization.

Exchanges information with individuals or groups effectively by listening and responding appropriately.

### **EDUCATION, EXPERIENCE, AND SPECIAL REQUIREMENTS**

Graduation from an accredited college or university with a Bachelor's Degree;

OR

an equivalent combination of education, and experience equal to four years of economic, environmental, social, or health care program planning work (at the local, regional, state, or national level) requiring knowledge in the following: program content, related community resources, user problems, and program/treatment methods as demonstrated by one of these types of work: program counselor; program administrator; program trainer; technical assistant or program consultant;

OR

employees with current continuous experience in the state executive branch that includes the experience equal to eighteen months of full-time work as a Planning Aide.

Effective Date: 07/11BR