

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

## Program Planner 2

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### Definition

Performs 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; 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

Provides planning assistance to state and local planning councils in developing area program plans; guides groups in the preparation of program funding applications; maintains files and planning kits or literature.

Develops and updates statistics on economic and sociological conditions by county and state area; designs research projects and conducts field investigations, surveys, and demographic studies to guide planning of program services.

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

Conducts studies and reports on specific planning projects and problems at the county, municipal, or state level, and coordinates and administers federal grant-in-aid projects working through local planning units.

Develops resource data and assembles background information for urban and regional planning; coordinates, reviews, and provides technical assistance to local governments, schools, special districts, and community organizations on planning needs and requirements of the planning assistance program.

Recommends policies and procedures for carrying out a planning program; provides assistance to local governmental units on policy and technical determinations.

Assures conformance with standards of technical adequacy in plans developed by other state departments, regional and local planning officials, and/or consultants.

Prepares technical reports and public informational materials for other professional planners, government officials, and the public; performs planning research including legislation analysis.

Travels extensively within the state to coordinate agency objectives and activities with local governments and agency field office; makes public appearances to represent agency programs.

### Competencies Required

Knowledge:

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

- 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.

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*