

IOWA DEPARTMENT OF ADMINISTRATIVE SERVICES ▼  
HUMAN RESOURCES ENTERPRISE  
PROGRAM PLANNER 3

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**DEFINITION**

Performs advanced professional level program planning work of broad technical scope and depth in a comprehensive, statewide, or master plan area; may act as a lead worker; may perform 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**

Assists supervisor by performing duties such as instructing employees, answering questions, distributing and balancing the workload and checking work; may make suggestions on selection, promotions, and reassignments.

Provides advanced planning assistance to state and local planning councils in developing area program plans; guides groups in the preparation of program funding applications.

Develops and updates statistics on economic and sociological conditions on a municipality, county and/or statewide basis; designs research projects and conducts field investigations, surveys, and demographic studies.

Reports on specific planning projects and problems on municipal, county or state level; coordinates and administers federal grant-in-aid projects working with local planning units.

Inspects sites under consideration for acquisition; recommends action; supervises related program office work.

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

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

Assures conformance with standards 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/organizations, local and state government officials, and the public; performs planning research including legislation analysis.

Coordinates agency objectives and activities with local governments; makes public appearances to represent the agency program.

Develops environmental data used in the analysis of highway construction projects for the ultimate approval of state, federal, and local agencies.

**COMPETENCIES REQUIRED**

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

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

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

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

Ability to carry out major project activities.

Ability to interpret and apply agency policy.

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 plan, organize, and control the work of subordinates.

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, and 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**

The equivalent of seven years of full-time economic, environmental, social, health care or agricultural program experience (at the local, regional, statewide, or national level) requiring knowledge in the following: program content, related community resources, user problems, and program/treatment methods - demonstrated by one of these types of work; program counselor; program administrator; program trainer; technical assistant or program consultant;

OR

an equivalent combination of education and experience, substituting thirty semester hours of accredited college course work for one year of the required experience with a maximum substitution of four years;

OR

an equivalent combination of education and experience, substituting thirty semester hours of graduate course work in one of the below listed fields from an accredited college or university for one year of the required experience;

accounting  
agriculture  
architectural engineering  
business administration  
civil engineering  
computer science  
criminal justice  
ecology  
economics  
education  
finance  
geography

gerontology  
health  
history  
horticulture  
law  
marketing  
natural science  
nursing  
physical science  
political science  
psychology  
public administration  
regional planning

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sociology  
special education  
traffic engineering

transportation planning  
urban planning

OR

graduation from an accredited school of law;

OR

employees with current, continuous experience in the state executive branch that includes experience equal to nine months of full-time work as a Program Planner 2;

OR

employees with current, continuous experience in the state executive branch that includes experience equal to twenty-seven months of full-time work as a Program Planner 1.

Effective Date: 10/13 BR