

HIGHER EDUCATION PERSONNEL

Specification for Class

Class Code:2041

PLANNING ANALYST I

Abolished Effective February 10, 2006

CLASS SERIES CONCEPT

Develop strategies, research and coordinate implementation of strategic and long-range planning activities.

BASIC FUNCTION

Perform planning research, analyses, and report preparation in support of institutional departmental program planning and research.

DISTINGUISHING CHARACTERISTICS

Under general direction, conduct research, analysis and/or evaluation such as resource allocation and resource loading and leveling to support the development or modification of intermediate and long-range plans. Conduct research, analysis and/or evaluation for the development of planning processes including systems design and implementation in support of institutional program strategic planning.

TYPICAL WORK

Determine resource allocation and resource loading and leveling by developing baseline plans and schedules, tracking progress, assessing status, and forecasting probable outcomes of variances;

Organize and develop a study plan from a general problem statement or statement of objectives;

Determine project requirements, identify and research data sources, develop or revise survey questionnaires to obtain data;

Perform analysis of data including development of statistical and computer simulation models;

Coordinate work activities with others;

Provide staff assistance for and attend various administrative committee meetings to review planning problems/developments;

Assist in the development of proposals; collect, analyze, and incorporate feedback on plan drafts;

Develop planning activities, processes, and parameters including the development of concepts and measurement of activities;

Analyze and evaluate planning reports and their impact;

Direct the work of others;

Perform related duties as required.

MINIMUM QUALIFICATIONS

A Master's Degree in business, health administration, public health or a related field

OR

equivalent education/experience.

New Class: 5-17-73

Revise MQ: 7-2-90

Revise Class: 5-13-94