

## PLANNING ANALYST II

**Abolished Effective February 10, 2006**

BASIC FUNCTION

Design and direct specialized and complex interdisciplinary marketing and strategic or long-range planning projects and studies, including coordinating or conducting such projects and studies. Direct the work of others performing analytical activities for planning and budgeting.

DISTINGUISHING CHARACTERISTICS

Under general direction, conduct independent research for services or departments having campus-wide impact including study design, data collection and analysis, and report preparation in support of planning projects and studies.

TYPICAL WORK

Conduct various statistical analyses, such as multiple regression analysis, involving data on a variety of issues;

Manage proposal development process;

Prepare reports presenting the results of planning studies or program plans;

Participate in the design, development, implementation, maintenance and modification of formal planning processes including baseline and critical path analyses;

Implement baseline plans; perform resource loading and leveling;

Assist management with organizational development and policy and procedure development;

Interface and coordinate activities of the organization with other operational units;

Participate on various committees and task forces to contribute to the group's objectives;  
Coordinate interdisciplinary activities for projects ;

Consult with clients to develop statements of objectives;

Integrate and align activities with organizational direction/mission;

Consult with and provide technical assistance to the organization's staff;

Collect customer feedback to analyze, evaluate and support organization efforts;

Perform the work of Planning Analyst I;

Direct the work of others;

Perform related duties as required.

MINIMUM QUALIFICATIONS

A Master's Degree in business , health administration, or public health or a related field AND two years of experience in marketing or strategic planning with emphasis in data analysis and report writing

OR

equivalent education/experience.

New Class: 5-17-73

Revise Class: 5-13-94