

HIGHER EDUCATION PERSONNEL BOARD

Specification for Class

Class Code: 4670

PLANNER I

Abolished 9/15/06

CLASS SERIES CONCEPT

Perform and/or coordinate planning activities in support of institutional development and construction programs. Planning assignments include environmental impact statements, site studies for new facilities or major modifications to existing facilities, urban design studies, transportation studies, preparation of facility and site design criteria, and/or assisting with long-range institutional planning.

BASIC FUNCTION

Perform technical support and record maintenance tasks relating to institutional planning activities.

DISTINGUISHING CHARACTERISTICS

Under general supervision, assist higher level staff with planning support tasks such as gathering and compiling data, reviewing and maintaining records to comply with procedural and regulatory requirements, and preparing preliminary drawings for site evaluation studies.

TYPICAL WORK

Obtain data on land and facilities use and develop preliminary summaries; perform calculations relating to land and facility usage such as population density, ground coverage and floor area ratios;

Assist in field surveys to determine land use, parking and traffic flow;

Maintain planning data and information to comply with regulatory requirements;

Prepare drawings and charts in support of planning site studies; maintain campus base maps to reflect current conditions;

Assist in the review of development proposals to maintain compliance with general development plans, planning policies and design criteria;

Assist in planning report preparation and distribution;

Perform related duties as required.

MINIMUM QUALIFICATIONS

A Bachelor's Degree in planning, architecture, or related field, or equivalent.

Equivalent education/experience will substitute for all minimum qualifications except when there are legal requirements, such as a license/certification/registration.

New Class: 1-3-73

Revise Class: 2-23-87

Revise MQ: 7-2-90