

**MICHIGAN CIVIL SERVICE COMMISSION  
JOB SPECIFICATION**

**PLANNING ANALYST**

**JOB DESCRIPTION**

Employees in this job complete or oversee a variety of professional assignments to provide data through the systematic planning and development of projects and studies in such areas as community development, emergency preparedness, urbanization, and land development.

There are four classifications in this job.

**Position Code Title – Planning Analyst-E**

Planning Analyst 9

This is the entry level. As a trainee, the employee carries out a range of professional planning analyst assignments while learning the methods of the work.

Planning Analyst 10

This is the intermediate level. The employee performs an expanding range of professional planning analyst assignments in a developing capacity.

Planning Analyst P11

This is the experienced level. The employee performs a full range of professional assignments in a full-functioning capacity. Considerable independent judgement is used to make decisions in carrying out assignments that have significant impact on services or programs. Guidelines may be available, but require adaptation or interpretation to determine appropriate courses of action.

**Position Code Title – Planning Analyst-A**

Planning Analyst 12

This is the advanced level. The employee may function as a lead worker or senior worker. At this level, employees are responsible for overseeing the work assignments of other professionals or have regular assignments which have been recognized by Civil Service as having significantly greater complexity than those assigned at the experienced level.

**NOTE:** Employees generally progress through this series to the experienced level based on satisfactory performance and possession of the required experience.

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### JOB DUTIES

**NOTE:** The job duties listed are typical examples of the work performed by positions in this job classification. Not all duties assigned to every position are included, nor is it expected that all positions will be assigned every duty.

Develops procedures for the identification, study, and proposal of recommendations pertaining to utilization of state resources and related issues.

Meets with government officials to describe study techniques and analyze the implications of planning programs and proposals.

Cooperates with local governmental officials in developing and explaining area planning and/or problem study projects.

Conducts study projects in such areas as community development, natural resources, urbanization and land development, community disasters and emergency resources, and population and economic base.

Attends meetings and project conferences to discuss department operations, proposals and techniques for the resolution of problems, and to carry out coordinate programs to fulfill federal and state legislative requirements.

Analyzes and evaluates survey data, prepares reports, and makes specific recommendations concerning the development of planning proposals.

Encourages the exchange of information with local, county, regional, and metropolitan agencies; and private organizations and universities engaged in programs related to the comprehensive plan.

Represents the department on technical committees for comprehensive planning studies.

Oversees the collecting of field data and information on local conditions for use in planning studies.

Studies similar programs in other states to determine their applicability in Michigan.

Participates in public meetings and hearings explaining the department's planning proposals and the socio-economic and environmental effects of them.

Utilizes economic, population, land use, and traffic projections to substantiate recommendations for planning in rural, regional, recreational, or urban areas.

Maintains records and prepares reports and correspondence related to the work.

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Performs related work as assigned.

**Additional Job Duties**

**Planning Analyst 12 (Lead Worker)**

Oversees the work of professional staff by making and reviewing work assignments, establishing priorities, coordinating activities, and resolving related work problems.

**Planning Analyst 12 (Senior Worker)**

Performs on a regular basis professional planning analyst assignments which are recognized by Civil Service as more complex than those assigned at the experienced level.

**JOB QUALIFICATIONS**

**Knowledge, Skills, and Abilities**

**NOTE:** Some knowledge in the area listed is required at the entry level, developing knowledge is required at the intermediate level, considerable knowledge is required at the experienced level, and thorough knowledge is required at the advanced level.

Knowledge of community organization.

Knowledge of sources of planning data.

Knowledge of community and regional planning techniques.

Knowledge of socio-economic problems.

Knowledge of the principles and practices of research.

Knowledge of techniques involved in the collection and organization of physical, social, economic, fiscal, legal, and other data used in community and regional planning.

Knowledge of methods of presenting the results of studies.

Ability to design, organize, and conduct a planning study.

Ability to use tabular and statistical data.

Ability to prepare graphic and narrative materials.

Ability to participate in planning and meetings with state, city, and other public and private officials.

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Ability to use tact and similar qualities necessary in meeting and communicating effectively with others.

Ability to maintain records and prepare reports and correspondence related to the work.

Ability to maintain favorable public relations.

### **Additional Knowledge, Skills, and Abilities**

#### **Planning Analyst 12 (Lead Worker)**

Ability to organize and coordinate the work of others.

Ability to set priorities and assign work to other professionals.

### **Working Conditions**

None.

### **Physical Requirements**

None.

### **Education**

Possession of a bachelor's degree with at least 21 semester (32 term) credits in city, urban, recreational, natural resources, or regional planning.

### **Experience**

#### **Planning Analyst 9**

No specific type or amount is required.

#### **Planning Analyst 10**

One year of professional experience providing data through the systematic planning and development of projects and studies in such areas as community development, natural resources, recreational sites, urbanization, emergency preparedness, or land development equivalent to a Planning Analyst 9.

#### **Planning Analyst P11**

Two years of professional experience providing data through the systematic planning and development of projects and studies in such areas as community development, natural resources, recreational sites, urbanization, emergency preparedness, or land development equivalent to a Planning Analyst, including one year equivalent to a Planning Analyst 10.

#### **Planning Analyst 12**

Three years of professional experience providing data through the systematic planning and development of projects and studies in such areas as community development, natural resources, recreational sites, urbanization, emergency preparedness, or land

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development equivalent to a Planning Analyst, including one year equivalent to a Planning Analyst P11.

**Special Requirements, Licenses, and Certifications**

None.

**NOTE:** Equivalent combinations of education and experience that provide the required knowledge, skills, and abilities will be evaluated on an individual basis.

**JOB CODE, POSITION TITLES AND CODES, AND COMPENSATION INFORMATION**

**Job Code**

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**Job Code Description**

Planning Analyst

**Position Title**

Planning Analyst-E

Planning Analyst-A

**Position Code**

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PLANALTA

**Pay Schedule**

NERE-174

NERE-180

ECP Group 2  
Revised 6/1/06  
TeamLeaders