

**MICHIGAN CIVIL SERVICE COMMISSION**  
**JOB SPECIFICATION**  
**PLANNING MANAGER**

**JOB DESCRIPTION**

Employees in this job direct the work of Planning Analysts and other subordinate staff. The work requires knowledge of the policies, procedures, and regulations of professional departmental planning programs, and supervisory techniques, personnel policies, and procedures. The employee, under general supervision, works within general methods and procedures and exercises considerable independent judgment to adapt and apply the guidelines to specific situations, as needed.

There are three classifications in this job. The information provided under each position code title represents a general description of the classification concept. To determine the appropriate level of the manager position, application of the Professional Managerial Position Evaluation System is required.

**Position Code Title - Planning Manager-2**

Planning Manager 13

The employee functions as a first-line professional manager of professional positions in a standard work area, a first-line professional manager of a professional position in a complex work area, a first-line professional manager of nonprofessional positions in a complex work area, a first-line manager of a professional position in a standard work area receiving executive direction, or a first-line professional manager of non-professional positions in a standard work area receiving executive direction.

**Position Code Title - Planning Manager-3**

Planning Manager 14

The employee functions as a first-line professional manager of professional positions in a complex work area, a first-line professional manager of professional positions in a standard work area receiving executive direction, a second-line professional manager of professional positions in a standard work area, a first-line manager of a professional position in a complex work area receiving executive direction, or a first-line professional manager of nonprofessional positions in a complex work area receiving executive direction.

**Position Code Title - Planning Manager-4**

Planning Manager 15

The employee functions as a first-line professional manager of professional positions in a complex work area receiving executive direction, a second-line professional manager of professional positions in a complex work area, a second-line manager of professional positions in a standard work area receiving executive direction, or a third-line professional manager of professional positions in a standard work area.

**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.

Selects and assigns staff, ensuring equal employment opportunity in hiring and promotion.

Coordinates activities by scheduling work assignments, setting priorities, and directing the work of subordinate employees.

Evaluates and verifies employee performance through the review of completed work assignments and work techniques.

Identifies staff development and training needs and ensures that training is obtained.

Ensures proper labor relations and conditions of employment are maintained.

Maintains records, prepares reports, and composes correspondence relative to the work.

Establishes program framework and guidelines and determines study priorities and emphasis.

Develops procedures for the identification, study, and proposal of recommendations pertaining to state resource opportunities and problems.

Directs the collection of field data and information on local conditions for use in planning studies.

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

Studies more developed programs in other states to determine their applicability in Michigan.

Evaluates technical recommendations made by staff; formulates proposals for committee discussion; reports resulting recommendations to the planning director.

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

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

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

Represents the department on technical committees for comprehensive planning studies.

Participates in public meetings and hearings explaining the department's planning proposals and the socioeconomic and environmental effects on them.

May occasionally perform any task assigned to subordinate staff, consistent with any licensing or certification requirements.

Performs related work as assigned.

## **JOB QUALIFICATIONS**

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

Thorough knowledge of community organization.

Thorough knowledge of sources of planning data.

Thorough knowledge of community and regional planning techniques.

Thorough knowledge of socioeconomic problems.

Thorough knowledge of the principles and practices of research.

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

Thorough knowledge of the methods of presenting the results of studies.

Some knowledge of training and supervisory techniques.

Some knowledge of employee policies and procedures.  
 Some knowledge of equal employment opportunity practices.  
 Ability to instruct, direct, and evaluate employees.  
 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 maintain records, prepare reports, and compose correspondence related to the work.  
 Ability to maintain favorable public relations.  
 Ability to communicate effectively.

**Working Conditions**

*None*

**Physical Requirements**

*None*

**Education**

Possession of a bachelor’s degree with at least 21 semester (32 term) credits in one or a combination of the following: city planning, urban planning, recreational planning, natural resources planning, or regional planning.

**Experience**

Planning Manager 13 - 15

Four 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 two years equivalent to a Planning Analyst P11 or one year equivalent to a Planning Analyst 12.

**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**

PLANGMGR

**Job Code Description**

PLANNING MANAGER

**Position Title**

Planning Manager-2  
 Planning Manager-3  
 Planning Manager-4

**Position Code**

PLANMGR2  
 PLANMGR3  
 PLANMGR4

**Pay Schedule**

NERE-182  
 NERE-186  
 NERE-188

JZ

09/09/2018