

<b>Job Class Code: 2230</b>	<b>FLSA Status: Exempt</b>
<b>Pay Basis: Salary (Annual)</b>	<b>EEO Category: 2</b>

**GENERAL DESCRIPTION OF CLASS**

The purpose of the class is to research, analyze, and summarize data to support planning staff. The class is responsible for collecting and analyzing data, preparing reports and other documentation, maintaining charts and files, and assisting with planning inquiries. The class works within a general outline of work to be performed; develops work methods and sequences under general supervision.

<b>TYPICAL TASKS</b>	
<ul style="list-style-type: none"> <li>• Researches available resources in order to complete planning assignments, ensure compliance with regulations, and make recommendations.</li> <li>• Collects data and analyzes facts to summarize and report information, derive conclusions, and develop projections.</li> <li>• Prepares reports, correspondence, and other documentation to provide planning support for specific projects or assignments.</li> <li>• Coordinates and may supervise the planning and technical activities of project team or staff.</li> <li>• Reviews and maintains charts, files, site plans, subdivision data, and/or related planning documents.</li> <li>• Assists staff, other departments, and the general public with planning tasks, inquiries, or concerns.</li> <li>• Attends or conducts staff meetings to exchange information; attends in-service training and classes, seminars, or conferences to improve professional skills.</li> <li>• Performs related tasks as necessary such as conducting field inspections and participating on committees.</li> <li>• Performs other related duties as assigned.</li> </ul>	

<b>GENERAL STANDARDS</b>	
<b>Data Involvement</b>	Coordinates or determines time, place or sequence of operations or activities based on analysis of data or information and may implement and report on operations and activities.
<b>Interpersonal/People Involvement</b>	Gives information, guidance, or assistance to people to directly facilitate task accomplishment; may give instructions or assignments to helpers or assistants.
<b>Reasoning Requirements</b>	Performs supervisory work involving policy and guidelines, solving both people and work related problems.
<b>Mathematical Requirements</b>	Uses basic algebra involving variables and formulas, basic geometry involving plane and solid figures, circumferences, areas, and volumes; computes ratios, rates, and/or percents.
<b>Language Requirements</b>	Reads journals, manuals, and professional publications; speaks informally to groups of coworkers, staff in other organizational agencies, the general public, and people in other organizations; composes original reports, training or other written materials using proper language, punctuation, grammar, and style; may present training programs.
<b>Mental Requirements</b>	Performs professional level work requiring the application of principles and practices of a wide range of administrative, technical, or managerial methods in the solution of administrative or technical problems; applies general understanding of operating policies and procedures to solve complex administrative problems; requires continuous, close attention for accurate results or frequent exposure to unusual pressure.
<b>Decisions/Supervisory Control</b>	Directs actions of others, making decisions almost constantly, affecting coworkers, clients, and others in the general public.

<b>EDUCATION, EXPERIENCE AND SPECIAL REQUIREMENTS</b>	
<b>Vocational/Educational Requirement</b>	Requires any combination of education and experience equivalent to a bachelor's degree in planning or a closely related field.

<b>Experience</b>	In addition to satisfying the vocational/education standards, this class requires a minimum of one year of full-time equivalent experience.
<b>Special Certifications and Licenses</b>	Depending on operational needs, may require a valid driver's license and a driving record in compliance with the City's Driving Standards.
<b>Special Requirements</b>	Employees may be expected to work hours in excess of their normally scheduled hours in response to short-term department needs and/or City-wide emergencies. Emergency operations support work and work locations may be outside of normal job duties.

**AMERICANS WITH DISABILITIES ACT (ADA) REQUIREMENTS**

The City of Chesapeake is an Equal Opportunity Employer. ADA requires the City to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.

*This is a class specification and not an individual position description. A class specification defines the general character and scope of duties and responsibilities of all positions in a job classification, but is not intended to describe and does not necessarily list the essential job functions for a given position in a classification.*

Revised 07/24/2020