



CLASSIFICATION NO. 703

Established: 2/79

Revised: 4/15, 8/19

FLSA: Exempt

EEO: 2

PROGRAM PLANNER

CLASS CHARACTERISTICS

Under general direction, to assist in the planning, development, monitoring, ongoing evaluation, and coordination of comprehensive community programs and initiatives to serve clients' needs and meet departmental goals and objectives; to facilitate, analyze, evaluate, and recommend appropriate courses of action on program proposals based on a thorough understanding of appropriate departmental focus and priorities; and to do other work as required.

DISTINGUISHING CHARACTERISTICS

The Program Planner series is designed to serve the needs of County departments in both evaluating and improving existing programs, policies, and procedures and countywide systems, as well as planning, developing, coordinating and implementing new programs. Work involves extensive coordination and collaboration between the program and community organizations, contractors, other County departments, and other public agencies at both the state and federal level.

A program is a specialized area with distinct but integrated client services, operations, and activities governed by its own policies, procedures, goals, objectives, budget, and funding. Programs typically serve external clients and community programs providing externally-focused services.

The Program Planner classification is the journey-level classification in the series. Program Planners assist departments in designing and conducting necessary research to develop recommendations for program modifications as appropriate. Incumbents work closely with management and staff in obtaining input on needs and program effectiveness. Incumbents also provide professional training and community presentations to further program goals and activities. Primary responsibilities include coordination and monitoring of contract resources to evaluate and improve the quality and services provided to clients. Assignments are of moderate scope and difficulty with incumbents possessing knowledge in the appropriate discipline. Assignments are performed without close supervision, although initial direction and final review of findings and recommendations are provided.

Program Planners are distinguished from the Human Services Coordinator series which has the responsibility for coordinating the activities and personnel of a specific human service, community program or project and may provide direct services to clients. Program Planner is further distinguished from the Management Analyst series which provides analysis and assistance in administrative, fiscal, and operational matters, rather than specific systems and/or programmatic planning and evaluation functions in a particular discipline. Program Planner is also distinguished from the Program Planner, Senior as the Senior is viewed as the knowledge leader in their area of assignment and as the primary "driver" of the assigned grants/contracts, may provide lead responsibility, and has significant decision making authority.

TYPICAL TASKS

Duties may include but are not limited to the following:

1. Designs program descriptions, policies, procedures, and systems; recommends, develops and monitors budgets; monitors operational details of program; implements and coordinates program activities.
2. Plans, organizes, and conducts studies of program effectiveness to evaluate service needs and utilization of resources; develops measurable outcomes to track and measure program performance.
3. Makes recommendations to increase utilization and effectiveness of programs and methods of treatment and administration based upon preliminary planning studies, reviews of relevant literature, research and policy.
4. Facilitates, provides staff support, and participates in advisory groups, meetings, and conferences; coordinates and collaborates with community partners through outreach and education; develops and implements community outreach plans; makes presentations to citizen groups and funding sources.
5. Assists in improving, coordinating, promoting, and developing needed resources through the implementation of referral and contract services with maximum utilization of existing community resources.
6. Coordinates access to a variety of systems and/programs; ensures systems coordinate to reach a common goal; researches and works toward resolution of system problems; works to eliminate barriers to system access.
7. Establishes and maintains relationships with similar personnel engaged with other local programs and agencies; builds relationships with stakeholders from region.
8. Prepares and maintains current research information and data trends regarding specific program area, as well as funding and grant sources.
9. With guidance, prepares specifications, negotiates, and monitors all contracts for services approved by the department; monitors contract resources.
10. Coordinates and conducts special studies and work projects relating to departmental goals, objectives, and specific program performance; prepares reports and makes recommendations.
11. Provides technical assistance and consultation to service providers, agencies, and County staff; acts as liaison with contractors in the resolution of problems.
12. May coordinate the work of temporary employees or interns.

REQUIRED KNOWLEDGE AND SKILLS

Working knowledge of: Principles, procedures, and techniques of research, program evaluation, and analysis of program design and administration; principles and practices of contract monitoring; availability of community and contract resources; facilitation; departmental policies and procedures as they relate to stated goals and objectives; concepts and principles of human behavior, behavioral or personality adjustment problems as they relate to the client group and respective program emphasis of a specific department; office practices and procedures; evidence based practice; budget concepts, basic accounting and mathematical skills and techniques of monitoring expenditures.

Skill to: Assess and present need for service, compose and negotiate contracts, and establish procedures for effective program appraisal; analyze and evaluate situations accurately and recommend effective courses of action; present comprehensive information in either oral or written form; effectively organize and prioritize; communicate effectively in public; interpret professional material to lay individuals; conduct staff training in utilizing available programs and assess their effectiveness with departmental personnel and the public; establish and maintain effective working relationships.

MINIMUM QUALIFICATIONS

Minimum qualifications are used as a guide for establishing the minimum experience, education, licensure, and/or certifications required for employment in the classification. The following minimum qualifications are established for this classification. Additional minimum qualifications and special conditions may apply to a specific position within this classification and will be stated on the job announcement.

Experience: A minimum of four (4) years of related experience that would provide the required knowledge and skills to perform the responsibilities of this position.

Licenses/Certifications:

The following licensure/certifications are required at the time of hire.

- Some positions may require professional certification to meet qualification for grant funding sources as mandated by Oregon Administrative Rules.

PRE-EMPLOYMENT REQUIREMENTS

Some positions must successfully pass a criminal history check which may include national or state fingerprint records check.

Some positions must pass pre-employment drug test.

Driving may be necessary for County business. For position(s) with occasional/incidental driving, incumbents must possess a valid driver's license. Accommodation requests for an acceptable alternative method of transportation will be reviewed on an individual basis in compliance with State and Federal legislation. For position(s) with regular driving, incumbent(s) must also possess and maintain an acceptable driving record throughout the course of employment.

Edited: 7/12