



CLASSIFICATION NO. 240
Established: 8/19
FLSA: Exempt
EEO: 2

PROGRAM PLANNER, SENIOR

CLASS CHARACTERISTICS

Under direction, to participate and provide leadership in the oversight, planning, development, monitoring, ongoing evaluation, and coordination of comprehensive and significant community programs and initiatives to serve clients' needs and meet departmental goals and objectives; to provide technical direction and final review regarding program obligations and services; to initiate, facilitate, analyze, evaluate, and recommend appropriate courses of action on program proposals based on a comprehensive 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, Senior is the advanced level classification in the series. Incumbents are considered a technical authority/knowledge leader within their program area and are distinguished from the journey-level classification in the series by demonstrated mastery of department's key policies and procedures, the level of responsibility and independence assumed, as well as leadership role. Program Planner, Seniors are the primary "drivers" of assigned grants/contracts. Incumbents work closely and have considerable interaction with senior level department and division management and staff in obtaining input on needs and program effectiveness and providing leadership in their areas of expertise. Incumbents also provide professional training and community presentations to further program goals and activities. Primary responsibilities include providing strategic analysis, technical direction, coordination, and monitoring of contract resources to evaluate and improve the quality and services provided to clients. Assignments are of a complex scope and difficulty with incumbents possessing knowledge in the appropriate discipline. Effective collaboration and communication are essential to the scope of the work within the classification series.

The Program Planner, Senior is distinguished from the Management Analyst series which provides analysis and assistance in administrative, fiscal, and operational matters rather than specific programmatic expertise, planning and evaluation functions in a particular discipline. The

Program Planner, Senior is further distinguished from the Program Planner as the latter is responsible for more operational/evaluation assignments and/or implementation, and is not considered the assigned “driver” of the program or grant. It is also distinguished from the Policy, Performance, and Research Analyst series which provides comprehensive professional analysis and research to support business operations and performs project management and guidance on complex studies.

TYPICAL TASKS

Duties may include but are not limited to:

1. Manages major, highly complex interdivisional and interagency strategic programs and projects involving multiple jurisdictions, multiple disciplines, and/or community groups that have distinct charters, missions, and goals.
2. Initiates, recommends, develops, and drafts complex program policies, strategies, and methods and advises senior management at highest levels.
3. Oversees the design of program descriptions, procedures, and systems; develops, recommends, and monitors budgets; finalizes and monitors operational details of program; implements, coordinates, and reviews program activities.
4. Oversees multiple separate programs or is the designated spokesperson/subject matter expert other than the program manager of a large program.
5. 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.
6. Oversees the preparation of specifications for procurement of services;
7. Draft the scope of work and performance measurements, approves budgets, negotiates and monitors all contracts for services approved by the department; monitors contract resources.
8. Plans, organizes, and conducts studies of program effectiveness to evaluate in service needs, and utilization of resources; develops measurable outcomes to track and measure program performance.
9. Makes recommendations to increase utilization and effectiveness of programs and service delivery methods and administration based upon preliminary planning studies, reviews of relevant literature, research, and policy.
10. Participates in improving, coordinating, promoting, and developing needed resources through the implementation of contract services with maximum utilization of existing community resources.
11. Promotes coordination and 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.

12. Recommends policy goals and objectives for program area, interprets policies, and develops operational procedures; assures compliance; monitors non-compliance and takes appropriate action.
13. Establishes and maintains relationships with similar personnel engaged with other local programs and agencies; uses connections with stakeholders from region to build upon program capacity and reach.
14. May perform advanced research activities, often involving abstract or subjective elements of program goals and management; and/or prepare highly complex sophisticated analytical reports and communications.
15. Leads special studies and work projects relating to departmental goals, objectives, and specific program performance; prepares reports and makes recommendations
16. Provides complex technical assistance and consultation to service providers, agencies, and County Staff; acts as liaison with contractors in the resolution of problems.
17. May lead the work of professional program staff.

REQUIRED KNOWLEDGE AND SKILLS

Working knowledge of: Principles, procedures, and techniques of research, program evaluation, and analysis of program design and administration; availability of community and contract resources; evidence based practice; 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; budget concepts, basic accounting and mathematical skills and techniques of monitoring expenditures.

Thorough knowledge of: Principles and practices of contract monitoring; applicable federal, State, and local laws, rules, regulations, and policies related to program scope and operations.

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 five (5) 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: 7/20