

Job Family	Facilities Development and EHS	Job Summary	Involves providing strategic and long range planning for the programming, design, development and disposition of properties and facilities, including buildings, infrastructure and landscape projects; research, collect and analyze planning data to develop planning policies and procedures, project planning, design and program guidelines; compliance with environmental planning regulations and architectural design review.		
Job Function	Planning				
Category	Professional				

Job Level	Entry	Intermediate	Experienced	Advanced	Expert
Job Title		Planning Specialist 2	Planning Specialist 3	Planning Specialist 4	Planning Specialist 5
Job Code		7082	7083	0488	0489
Tracking Code		A0150	A0152	A0148	A0149
Per. Program	PSS	PSS	PSS	MSP	MSP
FLSA	Non-Exempt	Non-Exempt	Exempt	Exempt	Exempt
Generic Scope	Entry-level professional with limited prior experience; learns to use professional concepts to resolve problems of limited scope and complexity; works on assignments that are initially routine in nature, requiring limited judgment and decision making.	Professional who applies acquired job skills, policies, and procedures to complete substantive assignments / projects / tasks of moderate scope and complexity; exercises judgment within defined guidelines and practices to determine appropriate action.	Experienced professional who knows how to apply theory and put it into practice with in-depth understanding of the professional field; independently performs the full range of responsibilities within the function; possesses broad job knowledge; analyzes problems / issues of diverse scope and determines solutions.	Technical leader with a high degree of knowledge in the overall field and recognized expertise in specific areas; problem-solving frequently requires analysis of unique issues / problems without precedent and / or structure. May manage programs that include formulating strategies and administering policies, processes, and resources; functions with a high degree of autonomy.	Recognized organization-wide expert. Has significant impact and influence on organizational policy and program development. Regularly leads projects of critical importance to the organization; these projects carry substantial consequences of success or failure. May direct programs with organization-wide impact that include formulating strategies and administering policies, processes, and resources. Significant barriers to entry exist at this level.
Custom Scope		Uses planning concepts and professional knowledge of planning theory and practice, to work on problems of moderate scope where analysis of situation or data requires a review of a variety of factors. Assists higher level Planners in the conduct of planning studies and conducting planning surveys.	Uses skills as a seasoned, experienced planning professional with a full understanding of industry practices and organization policies and procedures and full range of planning skills and expertise; resolves a wide range of issues. Demonstrates good judgment in selecting methods and techniques for obtaining solutions. Operates with considerable independence in concept planning, project definition and feasibility phases of major construction projects.	Uses advanced planning concepts and objectives to resolve highly complex issues and provide high level expertise and assistance to senior management on all aspects of city planning, architecture and / or other related fields. Participates in the development of short and long range development plans, and proposes / recommends revisions and / or refinements, including identifying and proposing solutions to potential problem areas.	Provides expert level expertise, advice and counsel to senior management on the development, revision, refinement and / or amplification of the long range master plan. Represents the local and / or organization-wide administration in community and governmental relationships. Is considered a subject-matter expert within the organization and is often recognized as an expert externally in the industry.
Key Resp 01		Under general supervision of higher level Planners or Manager, provides assistance in local and community planning problems relating to the organization.	Provides staff planning services for major planning studies such as circulation and parking requirements, academic building locations, student housing requirements, and utility distribution systems.	Applies advanced planning concepts in planning, organizing, supervising and / or performs high level planning services to the Architect and location and / or University-wide administrative officers and planning staff engaged in physical,	Plans, organizes, supervises and / or performs the highest level planning services for the Architect and location and / or organization-wide administrative officers engaged in physical, environmental and community

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				environmental and community planning projects.	planning functions, such as comprehensive review / comment on proposed future development projects as well as projects currently included in the short and long range development plan.
Key Resp 02		Assists in the conduct of planning studies.	Provides staff planning services for development and continuance of the organization's long-range development plan, including responsibility for collection, analysis, and evaluation of planning data and for preparation and presentation of statistical and graphic supporting material.	Resolves difficult or complex problems / situations related to professional work in the development, revision, refinement and / or amplification of long range development plans.	Serves as a technical expert in planning and community planning problems at either the location or organization-wide levels of administration.
Key Resp 03		Assists in the design and conduct of planning surveys, collecting and maintaining basic data, and preparing reports, drawings and displays relating to current and proposed development.	Participates in planning for long range and precinct plans, facility master plans, transportation plans and in the concept, project definition and feasibility phases of building and infrastructure projects.	Serves as technical specialist and provides expertise in planning and community planning programs relating to the organization's strategic plans.	Performs the most difficult professional work in the development, revision, refinement and / or amplification of long range development plans.
Key Resp 04		Assists in reviewing proposals and changes in officially proposed or adopted environmental plans.			Assignments typically include resolving complex issues / problems requiring specialized knowledge and incumbent is widely recognized and consulted by organization staff for their expert knowledge of the organization and community planning.
Key Resp 05					Represents the location and / or organization-wide administration in community and governmental relationships.
Key Resp 06					Represents the organization to local, regional, and area governing bodies and planning commissions or boards.
Key Resp 07					May oversee work of lower level professional positions.
Key Resp 08					
Key Resp 09					

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Key Resp 10					
Key Resp 11					
Key Resp 12					
Key Resp 13					
Key Resp 14					
Key Resp 15					
Education 1		Bachelor's degree in related area and / or equivalent experience / training.	Bachelor's degree in related area and / or equivalent experience / training.	Bachelor's degree in related area and / or equivalent experience / training.	Bachelor's degree in related area and / or equivalent experience / training.
Education 2				Master's degree in Architecture, Landscape Architecture, City Planning or other planning or environmental related field preferred.	Master's degree in Architecture, Landscape Architecture, City Planning or other planning or environmental related field preferred.
Education 3					
Education 4					
License 1					
License 2					
License 3					
License 4					
Cert 1					
Cert 2					
Cert 3					
Cert 4					
Spec Cond 1					
Spec Cond 2					
Spec Cond 3					
Spec Cond 4					
KSA 01		Knowledge / skill in basic city planning, architecture, landscape architecture, or other planning-related fields.	Thorough working knowledge / skill in city planning, architecture, or other planning-related fields.	Advanced knowledge / skills in city planning, architecture, or other planning-related fields.	Expert knowledge / skills in all aspects of city planning, architecture, other planning-related fields, including knowledge / skills in large-scale site planning.
KSA 02		Written, verbal and interpersonal communication skills.	Strong analytical skills.	Advanced written, verbal, and interpersonal communication skills,	Expert written, verbal, and interpersonal communication skills,

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				including advanced political acumen.	including expert level political acumen and negotiation skills.
KSA 03		Organizational skills.	Strong written, verbal and interpersonal communication skills, including political acumen.	Advanced analytical and project management skills.	Expert skills in building, maintaining and nurturing strong professional relationships to achieve short and long range organizational development goals.
KSA 04			Strong organizational skills.	Advanced knowledge of the organization, including its architectural history, short and long range development plans, infrastructure and current, on-going and future design and construction plans.	Expert analytical and project management skills.
KSA 05			Thorough knowledge of the organization, including its architectural history, short and long range development plans, infrastructure and current, on-going and proposed design and construction plans.		Expert knowledge of the organization, including its architectural history, short and long range development plans, infrastructure and current, on-going and future design and construction plans.
KSA 06					
KSA 07					
KSA 08					
KSA 09					
KSA 10					
KSA 11					
KSA 12					
KSA 13					
KSA 14					
KSA 15					
Environment		Campus, medical center or other university setting and various external venues.	Campus, medical center or other university setting and various external venues.	Campus, medical center or other university setting and various external venues.	Campus, medical center or other university setting and various external venues.
Career Path 1		Planning Spec 3	Planning Spec 4	Planning Spec 5	Planning Mgr 2
Career Path 2				Planning Supv 2	
Career Path 3					

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Career Path 4					
Career Path 5					
Career Path 6					