

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	Supervisory & <b>Management</b>		

Job Level	Manager 1	Manager 2	Manager 3	Manager 4
Job Title	Planning Manager 1	Planning Manager 2	Planning Manager 3	Planning Manager 4
Job Code	0648	5922	0487	6585
Tracking Code	A0752	A0147	A0151	A1753
Per. Program	MSP	MSP	MSP	MSP
FLSA	Exempt	Exempt	Exempt	Exempt
Generic Scope	Spends the majority of time (50% or more) achieving organizational objectives through the coordinated achievements of subordinate staff. Establishes departmental goals and objectives, functions with autonomy. Manages the accountability and stewardship of human, financial, and often physical resources in compliance with departmental and organizational goals and objectives. Ensures subordinate supervisors and professionals adhere to defined internal controls. Manages systems and procedures to protect departmental assets.	Oversees through subordinate managers a large department or multiple smaller units, OR manages a highly specialized technical function / team. Has significant responsibility to achieve broadly stated goals through subordinate managers. Determines objectives, directs programs, develops strategies and policies, manages human, financial, and physical resources, and functions with a high degree of autonomy. Proactively assesses risk to establish systems and procedures to protect organizational assets. Determines strategies for a program with organization-wide impact.	Oversees through subordinate managers one or more large, complex departments or business units with multiple functional disciplines / occupations, OR manages a program, regardless of size, that has critical impact upon the organization as a whole, such as most or all of a campus, medical center, UCOP or the UC System. Has significant responsibility for formulating and administering policies and programs, manages significant human, financial, and physical resources, and functions with a very high degree of autonomy. Oversees through subordinate managers the accountability and stewardship of department resources and the development of systems and procedures to protect organizational assets.	Directs through subordinate managers multiple large and complex critical programs impacting broad constituencies across major portions of the organization. Identifies objectives, manages very significant human, financial, and physical resources, and functions with an extremely high degree of autonomy. Accountable for formulating and administering policies and programs for major functions. Operational or program results can affect overall organization-wide performance and reputation. Directs through subordinate managers the development of strategic goals and objectives to achieve accountability and stewardship of university resources in a manner consistent with systemwide objectives and initiatives.
Custom Scope	Receives assignments in the form of objectives and determines how to use resources to meet planning program schedules and goals. Responsible for managing a planning project or organizational unit. Establishes planning goals and monitors department and complex projects to ensure compliance with university and local standards. Provides guidance to subordinates to achieve goals in accordance with established policies. Develops plans and staffing / financial needs to complete them. Work is reviewed and measured based upon meeting objectives. Determines long-term and short-term strategic plans to achieve the objectives of the organization.	Manages full range of capital project planning activities and programs. Provides planning program policy development, direction, and administrative guidance to principal planners. Manages internal / external staff relations, provides leadership to support client / stakeholder relations, ensures quality of work, and oversees project budgets. Serves as primary liaison with external agencies / organizations, and defines appropriate coordination points within the principal planning group. Initiates, coordinates and completes complex planning program negotiations. Coordinates budget planning / development and develop administrative policies for planning programs. Represents senior leadership to internal / external advisory groups /	Oversees through subordinate managers, all physical and environmental planning activities for the organization. Manages and directs staff, and develops / implements operating budget. Advises / assists senior management on all planning and related project matters, exercising independent judgment and initiative with long-term quality of life impact. Represents organization on physical and environmental planning matters for location, at Office of the President, and regional, state, and federal officials, community groups and the general public.	Responsible for leading organization-wide long term physical and environmental site and master planning activities. Directs space planning, space analytics, and space management system. Develops and implements long-term capital improvement plans for individual projects and for entire organization. Represents organization on physical and environmental planning matters for location, at Office of the President, and regional, state, and federal officials, community groups and the general public. Functions with extremely high degree of autonomy.

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		committees. Leads the planning programs for principal planning group. Coordinates program planning with front-end and back-end stakeholders to ensure that planning content, project information and navigation towards deliverables is optimal to the successful completion of project work, on time and within authorized budgets. Continuously optimizes the customer / user interface for planning project development and coordination, including fostering relationships with key consultants / vendors.		
Key Resp 01	Directly manages short- and long-range planning and operations goals established by unit leadership.	Develops planning infrastructure and capacity towards long-range planning and operations goals established by senior leadership; assists senior leadership with implementing strategies to ensure effective participation of all levels of management in long-range planning and policy development.	Manages, directs, and coordinates all planning programs to ensure implementation of comprehensive planning program, including developing project schedules, estimates, and budgets, identifying funding, scheduling reviews / approvals, and preparing / processing documentation.	Directs development and revisions to long range development plan and policy and land use framework for future physical development. Directs development of alternative planning scenarios, academic program configurations, operational analyses and financing and implementation strategies.
Key Resp 02	Implements planning strategies to ensure effective participation of all levels of management in long-range planning and policy development.	Manages internal / external feasibility studies / surveys resulting in recommendations to senior management that give direction to and have a controlling impact on the nature / quality of planning programs.	Oversees preparation / administration of Planning operating budget.	Directs multi-year capital improvement planning activities, including identification of proposed projects and development of their scope, budget and funding plans.
Key Resp 03	Responsible for functional, operational and budget operations for team / unit.	Manages and / or negotiates terms / conditions of complex contract agreements.	Prepares long-term planning programs, including development strategies / plans and ensuring consistency with organizational planning goals.	Directs preparation and implementation of capital improvement planning, including identification of proposed projects, scope, and budget and funding plans.
Key Resp 04	Recommends and implements related organizational policy.	Develops functional area budget projections for operating costs.	Prepares variety of reports for senior management regarding planning and administrative activities for programs / project.	Oversees preparation and submission of all project planning documents to leadership, Office of the President, and other constituencies or planning partners.
Key Resp 05	Selects, develops, and evaluates personnel to ensure the effective and efficient operation of the function.	Establishes standards / benchmarks for the planning function in support of required multidisciplinary expertise for planning program.	Prepares variety of reports for faculty, staff, students and general public.	Leads development and implementation of new organization-wide space management system, used to improve utilization and productivity of space use. Oversees compliance with space governance policy and proposed space allocations, and makes recommendations to Chancellor for approval.

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Key Resp 06	Represents the department to the community.	Ensures professional planning expertise on alternative forms and technologies of planning and their economics.	Directs planning review activities with other governmental agencies and outside organizations.	Regularly interacts with senior leadership of relevant constituencies who may have an interest in planning and major master planning projects / activities. Negotiates extremely critical matters.
Key Resp 07	Manages negotiations of terms / conditions of contract agreements.	Ensures expertise / information on existing, proposed and potential capital improvement program funding sources including developing and presenting proposals and requests for funding.	Confers with all relevant constituencies who may have an interest or potential interest in planning programs / activities, including off-site entities, community groups, etc. regarding planning and major master planning projects.	Directs correct application of planning policies, procedures and governmental regulations, including California Environmental Quality Act (CEQA) and related regulatory compliance. Directs all analyses in order to meet state environmental impact compliance requirements for major projects involving new construction, major renovations or acquisition of property.
Key Resp 08		Hires, trains and evaluates professional planners, including establishing performance standards / expectations, coaching / counseling staff, and establishing core competencies.	Oversees correct application of planning policies, procedures and governmental regulations, including California Environmental Quality Act (CEQA) and related regulatory compliance and represents organization in legal challenges.	Directs activities of large, complex organization spanning multiple functional areas. Develops visionary direction with input from executives. Provides direction to management team to implement vision by establishing long term objectives and strategic plans.
Key Resp 09		Plans, prioritizes, assigns, supervises and reviews work of principal planners responsible for implementing the approved planning projects under various funding sources based upon their functional specialty.	Directs / manages professional staff including selection, training, setting performance standards, evaluating, and as required taking corrective action.	Directs / manages managerial and professional staff including selection, training, setting performance standards, evaluating, and as required taking corrective action.
Key Resp 10			Represents senior management as required including attending meetings, responding to informational requests and assisting in emergency response planning / training.	Represents senior management as required including attending meetings, responding to informational requests and assists in emergency response planning / training.
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 and / or equivalent experience / training in architecture, engineering, urban design, city planning or landscape architecture.	Bachelor's degree and / or equivalent experience / training in architecture, engineering, urban design, city planning or landscape architecture.
Education 2				Master's degree and / or equivalent experience preferred.

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Education 3				
Education 4				
License 1				
License 2				
License 3				
License 4				
Cert 1			Certificate to practice in at least one of the following professions: architecture, engineering, urban design, city planning or landscape architecture.	Certificate to practice in at least one of the following professions: architecture, engineering, urban design, city planning or landscape architecture.
Cert 2				
Cert 3				
Cert 4				
Spec Cond 1				
Spec Cond 2				
Spec Cond 3				
Spec Cond 4				
KSA 01	Broad knowledge / skill in comprehensive complex planning operations management.	Thorough knowledge / skill in comprehensive complex planning operations management.	Advanced knowledge / skill in all aspects of managing complex planning operations.	Expert knowledge / skill in all aspects of managing complex planning operations.
KSA 02	Broad knowledge of architecture, urban design, city planning or landscape architecture, including advanced knowledge of building design or planning in a large-scale public or institutional setting.	Thorough knowledge of architecture, urban design, city planning or landscape architecture, including advanced knowledge of building design or planning in a large-scale public or institutional setting.	Advanced knowledge of architecture, urban design, city planning or landscape architecture, including in-depth knowledge of building design or planning in a large-scale public or institutional setting.	Expert knowledge of architecture, urban design, city planning or landscape architecture, including in-depth knowledge of building design or planning in a large-scale public or institutional setting.
KSA 03	Broad knowledge of planning, design, construction, environmental issues, legal issues, federal, state and local laws, regulations and practices governing planning, and state / federal legislative processes.	Thorough knowledge of planning, design, construction, environmental issues, legal issues, federal, state and local laws, regulations and practices governing planning, and state / federal legislative processes.	Advanced knowledge of planning, design, construction, environmental issues, legal issues, federal, state and local laws, regulations and practices governing planning, and state / federal legislative processes.	Expert knowledge of planning, design, construction, environmental issues, legal issues, federal, state and local laws, regulations and practices governing planning, and state / federal legislative processes.
KSA 04	Broad knowledge / skills in human and fiscal resources administration, including strong leadership and problem recognition / avoidance / resolution skills.	Thorough knowledge / skills in human and fiscal resources administration, including strong leadership and problem recognition / avoidance / resolution skills.	Advanced knowledge / skill in financial / personnel administration, including strong leadership and problem recognition / avoidance / resolution skills.	Expert knowledge / skill in financial / personnel administration, including strong leadership and problem recognition / avoidance / resolution skills.
KSA 05	Demonstrated organizational, analytical, written and interpersonal communication skills, including	Excellent organizational, analytical, written and interpersonal communication skills, including	Advanced organizational, analytical, written and interpersonal communication skills, including	Highly sophisticated organizational, analytical, written and interpersonal communication skills,

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	strong negotiating skills and highly developed political acumen.	strong negotiating skills and highly developed political acumen.	strong negotiating skills and highly developed political acumen.	including strong negotiating skills and highly developed political acumen.
KSA 06				
KSA 07				
KSA 08				
KSA 09				
KSA 10				
KSA 11				
KSA 12				
KSA 13				
KSA 14				
KSA 15				
Environment	Office settings 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 Mgr 2	Planning Mgr 3	Planning Mgr 4	Career Path open
Career Path 2				
Career Path 3				
Career Path 4				
Career Path 5				
Career Path 6				