

Code: 2919
Health and Welfare Service
Medical and Social Service Group
Human Relations Series

CLASS TITLE: Senior Planning Analyst

CHARACTERISTICS OF THE CLASS: Under supervision, the class performs at the fully functional level, performing specialized planning functions for the development of programs and initiatives; and performs related duties as required.

ESSENTIAL DUTIES: Researches and analyzes data, trends, standards and programs related to departmental operations; compiles data from studies and surveys and integrates into comprehensive planning reports; proposes new or revised policies, programs and services based on research data; recommends new or revised policies, programs and services based on research data; monitors and evaluates the effectiveness of programs and policies and recommends changes to improve effectiveness; researches and applies for grants to fund new or expand existing programs; evaluates program proposals submitted by organizations seeking funding support; provides technical assistance to agencies on program funding requirements, departmental criteria, work plans and budgets; reviews and interprets pending state and federal legislation that could impact the department's programs and assists in drafting position papers; and monitors programs for adherence to funding stipulations.

RELATED DUTIES: Acts as a liaison between other departments, governmental agencies and community groups on joint planning projects; maintains and updates program records and statistics and prepares program status reports; and makes presentations regarding planning projects at meetings, conferences and other speaking engagements.

MINIMUM QUALIFICATIONS:

Training and Experience. Graduation from an accredited college or university with a Master's degree in Urban Studies, the Social Sciences or a related field, supplemented by two years of progressively responsible planning experience, or an equivalent combination of training and experience, provided that the minimum degree requirement is met.

Knowledge, Abilities and Skill. Good knowledge of research methods, analysis and techniques. Good knowledge of report writing principles. Good knowledge of governmental grant programs and departmental funding requirements

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CLASS TITLE: Senior Planning Analyst (Cont'd)
Ability to prepare comprehensive planning reports. Ability to develop and conduct research studies and surveys. Ability to analyze and interpret research data. Ability to prepare grant applications.

Good skill in the application of research and planning methods and techniques. Good statistical and math skills. Good analytical skills. Good oral and written communication skills.

Working Conditions. General office environment.

Equipment. Standard office equipment including personal computers.

NOTE: While the list of essential duties is intended to be as inclusive as possible, there may be other duties which are essential to particular positions within the class.

May, 2002
City of Chicago
Department of Personnel