

Code: 2918
Health and Welfare Service
Medical and Social Service Group
Human Relations Series

CLASS TITLE: Chief Planning Analyst

CHARACTERISTICS OF THE CLASS: Under general supervision, the class supervises staff and participated in program planning and development activities; and performs related duties as required.

EXAMPLES OF DUTIES: Oversees the research and analysis of 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; monitor and evaluates the effectiveness of recommended programs and policies and recommends changes to improve effectiveness; supervises and participates in grants research and application functions; prepares requests for proposals inviting agencies to submit program proposals for funding; establishes evaluation criteria, coordinates the evaluation process and recommends the funding of programs whose proposals receive the highest evaluations; 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 drafts position papers on same; oversees program monitoring activities ensuring adherence to funding stipulations; and prepares reports on unit activities.

RELATED DUTIES: Serves as the liaison between other departments, government agencies and community groups on joint planning projects; and represents the department at community meetings regarding planning projects.

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 four years of progressively responsible planning experience.

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

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CLASS TITLE: **Chief Planning Analyst (Cont'd)**

Ability to develop planning strategies and proposals. Ability to supervise staff in the conduct of comprehensive planning studies and the preparation of related reports. Ability to evaluate program proposals, policies and procedures. Ability to interpret federal and state legislation impacting departmental programs and draft corresponding position papers.

Considerable skill in the application of research and planning methods and techniques. Considerable statistical and math skills. Considerable analytical skills. Good supervisory skills. Good skill in conducting research and planning studies. Good skill in preparing planning reports. Good skill in preparing grant applications. Good oral and written communications 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
(Minimum Qualifications Revised July, 2008)