

CLASS TITLE: **Planning Analyst**

CHARACTERISTICS OF THE CLASS: Under immediate supervision, the class performs entry level professional planning functions for the development of programs and initiatives; and performs related duties as required.

ESSENTIAL DUTIES: Participates in researching and analyzing data, trends, standards and programs related to departmental operations; assists in organizing and compiling data from studies and surveys into planning reports; assists in evaluating the effectiveness of programs and policies; researches and assists in applying for grants to fund new or expand existing programs; participates in evaluating program proposals submitted by organizations seeking funding support; provides technical assistance to agencies on program funding requirements, departmental criteria, work plans and budgets; and monitors programs for adherence to funding stipulations.

RELATED DUTIES: Monitors pending state and federal legislation that could impact the department's programs and assists in drafting position papers; maintains and updates program records and statistics and prepares program status reports.

MINIMUM QUALIFICATIONS:

Training and Experience. Graduation from an accredited college or university with a Master's degree in Urban Studies, the Social Sciences or related degree, or an equivalent combination of training and experience, provided the minimum degree requirement is met.

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

Ability to prepare planning reports. Ability to conduct studies and surveys. Ability to gather, analyze and summarize research data.

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

Code: 2920
Health and Welfare Service
Medical and Social Service Group
Human Relations Series

CLASS TITLE: **Planning Analyst (cont'd)**

Working Conditions. General office environment.

Equipment. Standard office equipment including personal computers and calculators.

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