

**CLASSIFICATION:** PROGRAM PLANNER I

**Class Code:** 7113-19

**Date Established:** 06-23-75

**Occupational Code:** 7-1-6

**Date of Last Revision:** 7-17-15

**Exempt Status:** Non-Exempt

**BASIC PURPOSE:** To plan and monitor service delivery programs with emphasis on compiling information necessary for program implementation.

**CHARACTERISTIC DUTIES AND RESPONSIBILITIES:**

- Collects and prepares information for a variety of programs for use by the public.
- Coordinates community networks to promote the delivery of services for a designated population.
- Distributes information regarding state and federal policies and procedures to individuals, groups, and agencies.
- Assists agencies in developing proposals for grants-in-aid.
- Reviews and revises materials and manuals used in training programs.
- Reviews agency records to determine eligibility of clients receiving services under purchase agreements.

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**DISTINGUISHING FACTORS:**

**Skill:** Requires skill in developing formats and procedures for special applications OR in investigating and reviewing the use of equipment and data for a specialized function.

**Knowledge:** Requires logical or scientific understanding to analyze problems of a specialized or professional nature in a particular field.

**Impact:** Requires responsibility for contributing to immediate, ongoing agency objectives by facilitating the direct provision of services to the public or other state agencies. Errors at this level result in inaccurate reports or invalid test results and require significant investment of time and resources to detect.

**Supervision:** Requires partial supervision of other employees doing work which is related or similar to the supervisor, including assigning job duties, providing training, giving instructions and checking work.

**Working Conditions:** Requires performing regular job functions under good conditions in a safe working environment.

**Physical Demands:** Requires light work, including continuous walking or operating simple equipment for extended periods of time as well as occasional strenuous activities such as reaching or bending.

**Communication:** Requires summarizing data, preparing reports and making recommendations based on findings which contribute to solving problems and achieving work objectives. This level also requires presenting information for use by administrative-level managers in making decisions.

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**Complexity:** Requires a combination of job functions to establish facts, to draw daily operational conclusions, or to solve practical problems. This level also requires providing a variety of alternative solutions where only limited standardization exists.

**Independent Action:** Requires objective assessment in analyzing and developing new work methods and procedures subject to periodic review and in making decisions according to established technical, professional or administrative standards.

### MINIMUM QUALIFICATIONS:

**Education:** Bachelor's degree from a recognized college or university with major study in a field relevant to the program area in which the position is assigned. Each additional year of approved formal education may be substituted for one year of required work experience.

**Experience:** Two years' experience in a field or occupation relevant to program area in which position is assigned, with responsibility for program planning, monitoring and evaluation. Each additional year of approved work experience may be substituted for one year of required formal education.

**License/Certification:** Valid New Hampshire driver's license.

### SPECIAL REQUIREMENTS:

1. Specific degree and experience requirements must be tailored to meet documented recruitment needs of the agency or department. All specific minimum qualifications must be stated on the supplemental job description and approved by the Division of Personnel prior to posting at the agency level.

**RECOMMENDED WORK TRAITS:** Knowledge of the policies and regulations relevant to the program area in which assigned. Knowledge of grant proposal writing. Knowledge of training, planning, budgeting and programming within specialized program area. Working knowledge of research and planning methods and planning techniques. General knowledge of current social and economic problems. Ability to detect and define problem areas and causes and to create and develop effective solutions, including the exercise of sound judgment in evaluating situations, planning action, making decisions and setting priorities. Ability to work independently to develop new or alternative approaches to meet changing and variable conditions. Ability to communicate effectively orally and in writing. Ability to establish and maintain effective working relationships with various levels of government and the general public. Must be willing to maintain appearance appropriate to assigned duties and responsibilities as determined by the agency appointing authority.

**DISCLAIMER STATEMENT:** This class specification is descriptive of general duties and is not intended to list every specific function of this class title.