

**CLASSIFICATION:** PROGRAM PLANNER III

**Class Code:** 7115-25

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

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

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

**Exempt Status:** Exempt

**BASIC PURPOSE:** To plan and evaluate activities concerned with the implementation of service delivery programs within the community.

**CHARACTERISTIC DUTIES AND RESPONSIBILITIES:**

- Evaluates planning activities to ensure coordination of program services.
- Supervises program planners engaged in developing plans for a variety of program services.
- Makes recommendations to program administrators concerning the implementation of new procedures or operational changes.
- Evaluates materials to improve or expand community services and programs operations.
- Reviews research and analysis summaries and reports prepared by technical and professional program staff.
- Monitors grant-in-aid agreements to ensure compliance to government regulations.
- Tracks movement of rule drafts through legislative rulemaking process to ensure compliance with rulemaking requirements.

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**DISTINGUISHING FACTORS:**

**Skill:** Requires skill in analyzing and interpreting data, policy and procedures OR in using equipment in order to arrive at logical conclusions or recommendations.

**Knowledge:** Requires logical or scientific expertise to resolve problems of a specialized or professional nature in a wide range of applications.

**Impact:** Requires responsibility for achieving direct service objectives by assessing agency service needs and making preliminary recommendations for the development of alternative short-term program policies or procedures. Errors at this level result in incomplete assessments or misleading recommendations causing a disruption of agency programs or policies.

**Supervision:** Requires direct supervision of other employees doing work which is related or similar to the supervisor, including scheduling work, recommending leave, reviewing work for accuracy, performance appraisal, or interviewing applicants for position vacancies.

**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 reviewing summaries and reports and making management level decisions to solve problems or to achieve work objectives as well as articulating and expressing those solutions and goals. This level also requires formal presentations of solutions and goals to employees and the general public to increase the responsiveness of the agency toward the demands of its client system.

**Complexity:** Requires evaluating a combination of wide-ranging job functions to determine work procedures, to solve problems, and to reach conclusions by applying analytical, technical, or scientific thinking. This level also requires planning policies and long-term strategies, drawing conclusions based on available criteria, and evaluating the effectiveness of program objectives.

**Independent Action:** Requires independent judgment in planning and evaluating work procedures and in supervising the development of professional, technical and managerial standards under administrative direction and according to broad departmental guidelines.

**MINIMUM QUALIFICATIONS:**

**Education:** Master'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:** Four years' experience in a field or occupation relevant to the program area in which the 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 the methods of planning, research and design, budgeting and programming. Knowledge of statistical theory and methods. Skill in the application of planning techniques. Skill in mathematics in order to work with statistics. Ability to prepare program budgets including the processing and review of technical budget transactions. Ability to create new program concepts. Ability to detect and define problem areas, objectives to justify research endeavors. 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 other employees, local and state officials, representatives of various organizations and the 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.