



## **Planning Analyst**

**Category:** Classified  
**Pay Grade:** C21  
**Job Code:** 06130

*To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.*

### **JOB SUMMARY**

Performs entry-level professional planning work assisting professional planners in the research and compilation of various components in planning projects; compiles data on assigned subjects and applies appropriate analytical methods to data; may offer assistance in the plan development step of a program or project.

### **ESSENTIAL JOB FUNCTIONS (examples, not all inclusive)**

- Conducts research and gathers data in selected subject areas of planning work, transportation, and other subject matter areas;
- Coordinates work with outside agencies, consultants, and firms;
- Represents the department in meetings with federal, state, municipal, agencies, and organizations;
- Assists a professional planner in the development of a plan, program, or project;
- Applies analytical methods to data gathered to form recommendations;
- Prepares preliminary drafts on work that is assigned and finalizes documentation after review and approval;
- Provides support and information to the Metropolitan Planning Organization;
- Serves on various committees to monitor community plans and programs and recommend changes or improvements in programs;
- Maintains involvement with Bike/Walk Tampa Bay and Traffic Incident Management;
- May perform data processing related duties including using available statistical packages or programs, encoding data, data entry and retrieval, and routine computer terminal operations and programming/reprogramming;
- Performs other related job duties as assigned.

### **QUALIFICATIONS**

#### **Education and Experience:**

Five (5) years of experience in statistics, quantitative methods, civil engineering, urban planning, or economics; or a Bachelor's degree with primary course work in any of the above disciplines or a related field plus one (1) year of experience as described; or an equivalent combination of education, training, and/or experience.

#### **Special Qualifications (May be required depending on area of assignment):**

- Florida Driver's License or Florida Commercial Driver's License and endorsement, if any.
- Assignment to work a variety of work schedules including compulsory work periods in special, emergency, and/or disaster situations.
- Other knowledge, skills, abilities, and credentials required for a specific position.

**Knowledge, Skills and Abilities:**

- Knowledge of planning principles and practices;
- Knowledge of statistics and quantitative methods of collecting, analyzing, and reporting relevant information.
- Ability to document assignments with text, tables, and graphics and with a special emphasis on writing abilities;
- Ability to function as a member of an assigned team all working on the same program or project;
- Ability to organize and carry out studies or projects;
- Ability to make oral presentations;
- Ability to use small office equipment, computers, and highly technical computer applications;
- Ability to use or repair small and medium equipment and machinery.

**PHYSICAL/MENTAL DEMANDS**

The work is light work which requires exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force to move objects. Additionally, the following physical abilities are required:

- Handling: Picking, holding, or otherwise working, primarily with the whole hand.
- Lifting: Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. Occurs to a considerable degree and requires substantial use of upper extremities and back muscles.
- Reaching: Extending hand(s) and arm(s) in any direction.
- Visual ability: sufficient to effectively operate office equipment including copier, computer, etc.; and to read and write reports, correspondence, instructions, etc.
- Hearing ability: sufficient to hold a conversation with other individuals both in person and over a telephone; and to hear recording on transcription device.
- Speaking ability: sufficient to communicate effectively with other individuals in person and over a telephone.
- Mental Acuity: Ability to make rational decisions through sound logic and deductive processes.
- Talking: Expressing or exchanging ideas by means of the spoken word including those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
- Standing: Particularly for sustained periods of time.
- Walking: Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.

**WORKING CONDITIONS**

Work is performed in a dynamic environment that requires sensitivity to change and responsiveness to changing goals, priorities, and needs.