

CONFIDENTIAL STRATEGY PLANNER (BUILDINGS)

General Statement of Duties and Responsibilities

This class of positions encompasses professional and responsible consultative and/or administrative work. Under administrative direction of an agency executive, with wide latitude for the exercise of independent initiative and judgment, researches, creates, plans and implements new and innovative agency initiatives, policies, strategic plans and goals. All personnel perform related work. Oversees and coordinates the work for assigned projects, such as the following:

Examples of Typical Tasks

Prepares materials for the Deputy Commissioner or Assistant Commissioner to translate agency policies and creates programs to achieve the agency's strategic goals.

Defines, coordinates, plans and implements agency initiatives. Sets goals and milestones for implementation of assigned projects.

Provides leadership, coordination and oversight to agency personnel and advisers in planning, coordinating and executing projects.

Participates in conferences, meetings, seminars, etc., on the planning and development of strategic projects. Writes up proposals and timelines.

Recommends new procedures and/or revises current ones; proposes and substantiates the need for new and revised agency standards and guidelines related to key agency initiatives.

Uses computers to track projects and to perform complex quantitative analysis necessary for recommendations and monitoring of agency performance. Prepares summary reports comparing Agency performance to stated goals and objectives.

Establishes and maintains cooperative relationships with agency executive personnel.

CONFIDENTIAL STRATEGY PLANNER (BUILDINGS) (continued)

Qualification Requirements

A baccalaureate degree from an accredited college and two years of satisfactory, full-time experience related to the projects and policies to be studied in the particular position.

Line of Promotion

None: This class of positions is classified in the Non-Competitive Class.