



Planner

J o b D e s c r i p t i o n

JOB INFORMATION

Approved Date:	8/2/2023 6:28:21 PM
Working Title:	Planner
Job Family:	Program
Classification:	Program Analyst

ORGANIZATION

Department:	Human Services
Cost Center/Program:	1645 - CDBG Entitlement Fund
Exemption Status:	Exempt
Union:	AFSCME 1308 - Courthouse

JOB SUMMARY

Positions in this classification serve as an expert technical resource or lead for work teams handling multi-disciplinary or technically challenging analytical or planning projects and programs. Incumbents are responsible for providing professional expertise and advice to County or community managers, directors, and officials within a program area of specialization including: planning, developing, administering and implementing program applications; analyzing program data and information; providing solutions and recommendations based on analysis of federal, State and local laws, regulations and codes; and development of operational procedures and processes.

A program is a specialized area with specific complex components and discrete tasks which distinguish it from the main body of an organization. A program is specific to a particular subject. The specialized tasks involve interpretation of policies, procedures and regulations, budget coordination/administration, independent functioning and typically, public contact. Duties are not of a general support nature transferable from one program to another. Performance of clerical duties is in support of incumbent's performance of specialized tasks.

Distinguishing Characteristics

This is the fourth level within a seven level Programs series. This classification is distinguished from the lower levels within the series in that Programs Analyst perform expert level work and may serve as a lead over program. Positions in this classification work under general direction and typically have organization-wide program responsibility. Incumbents assist higher-level staff by coordinating all aspects of program services, providing technical assistance and specialized, consultation to program participants, staff and outside entities, and recommending resolution for complex problems and issues related to the program. Incumbents assess program participants' needs and develop specialized services and training unique to the program and are responsive to the needs of participants. It is distinguished by responsibility for short and long-term planning, developing, and administering program service(s) and related processes and procedures; designing, developing, testing and implementing program applications; analyzing legislative action for program impact; and providing recommendations and solutions for program issues to County or community managers, directors and officials.

An employee in this position performs varied and responsible journey-level professional work in the development, administration and monitoring of Community Development Block Grant (CDBG) and Home Investment Partnership (HOME) programs. These programs are funded with federal funds from the U.S. Dept. of Housing and Urban Development. Work is performed with minimal supervision and employee has relative independence and latitude for exercising independent judgment and initiative within statutory requirements and established policy, guidelines and procedures. Work is reviewed by the supervisor for accuracy of professional judgment, timeliness of project completion and compliance with established goals, policies and codes and evaluated through conferences, reports and results obtained.

JOB FUNCTIONS

Essential Functions

Essential Function	% TIME
Prepare and execute sub-recipient agreements (contracts) with agencies awarded funding. Review sub-recipient quarterly reports and monitor compliance with contract scope of work. Complete environmental review of projects in accordance with the National Environmental Policy Act, conduct site inspections and compliance reviews of capital projects in accordance with Davis Bacon Federal Labor Standards and process reimbursement requests for grant funds.	45%
Conduct desk reviews and on-site monitoring of all sub-recipients with open contracts annually. Monitor capital housing projects for HUD affordability requirements and conduct Housing Quality Standards inspections of rental units to ensure compliance with regulations.	10%
Conduct annual Grant Application Cycle including preparation of on-line application, Notice of Funding Availability and Policy Plan; conduct Technical Assistance Session for prospective applicants; review and evaluate applications submitted; train and assist in staffing of grant recommendation committee; provide staff support at applicant interviews; assist in completion of Action Plan for submission to HUD.	25%
Interpret federal, state and local requirements and prepare internal policies to implement requirements; attend training as offered by HUD and review and revise policies and procedures as appropriate to maintain compliance.	10%
Prepare update of the Consolidated Plan every 5 years including completion of the Needs Assessment, Housing Market Analysis, Strategic Plan and Action Plan. Prepare updates to the Citizen Participation Plan as needed. Conduct research and collect data to be used in program planning, needs analysis and evaluation.	5%
Conduct environmental reviews as the HUD Responsible Entity in Kitsap County for other federal programs.	5%

Required for All Jobs

<ul style="list-style-type: none"> Performs other duties as assigned Complies with all policies and standards

This Job is Essential

QUALIFICATIONS

Education			
Education Level	Education Details	Required/Preferred	
Bachelor's Degree	in a field closely related to the program, from a college or university accredited by an agency recognized by the US Department of Education.	Required	and
Master's Degree	may be preferred or required in some programs.	Preferred	
Bachelor's Degree	in planning or closely related field	Required	

Work Experience

Experience	Experience Details	Required/Preferred	
3 years	Of progressively responsible experience related to the program assignment.	Required	
3 years	Experience with Community Development Block Grant and Home Investment Partnership funds	Preferred	

Licenses and Certifications

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/Preferred	
	Certified HOME program specialist		Preferred	

Equivalency

Relevant work experience demonstrating required knowledge, skills, and abilities may substitute for educational requirements. Work experience is essential and cannot be replaced by additional education.

Knowledge, Skills and Abilities

KSAs

Appear for scheduled work and complete assigned tasks within a reasonable period of time.

Establish and maintain effective working relationships with others using tact, courtesy and good judgment.

Maintain confidentiality and adhere to policy and procedures of the county and department.

Communicate effectively orally and in writing.

Utilize various computer applications specific to the department including databases, word processing, document imaging, spreadsheets, and web-based systems for entering, retrieving and researching data and records.

Physically perform assigned duties and essential functions of the position.

Knowledge of grant application process and procedures including grant and contract monitoring methods and techniques.

Technical aspects of research and analysis methodologies and techniques.

Community economics, geography, demography, community design, community organization, and public administration and related urban problems.

Proficiency working with Microsoft Office (Word, Excel).

Making effective public presentations of technical, complex and sometimes controversial information.

Work as part of a team and independently to prepare, research, and monitor grants based on survey and analysis of data, citizen participation and agency consultation.

Perform analytical and financial analysis.

Read and interpret plans, specifications, maps and engineering drawings.

Read, interpret, and apply work related codes, ordinances, legal property descriptions, and other regulations and guidelines applicable to area of assignment.

Establish and maintain effective working relationships with other staff, property owners, developers, sub-recipients, public officials, the general public, and representatives of other agencies.

Knowledge of research methods

Knowledge of relevant agencies and systems

Knowledge of County, State, and Federal laws and regulations pertaining to the program

Knowledge of contract management principles and techniques

Knowledge of rules of grammar, spelling and punctuation used in professional report writing

Knowledge of terminology, laws, rules, codes and regulations governing area of assignment

Knowledge of principles and methods associated with public information dissemination

Skill in coordinating work unit activities and handling multiple tasks

Skill in analysis and problem-solving

Skill in budget development and monitoring

Skill in gathering, manipulating and using data utilizing a computer and other tools

Skill in providing program advice and education to the public

Skill in program evaluation, advocacy and promotion

To apply judgment and discretion in resolving problems and interpreting policies and regulations.

To maintain a professional demeanor under heavy workload and stressful situations.

To maintain confidentiality and adhere to policy and procedures of the department.

To communicate effectively orally and in writing, and to execute such oral or written instructions and procedures.

To interpret and implement a variety of documents, policies and procedures.

To establish and maintain a variety of recordkeeping tasks quickly and accurately.

To accurately perform mathematical calculations.

To operate a computer, utilizing various computer applications specific to the department including databases, word processing, document imaging, spreadsheets, and web based systems for entering, retrieving and researching data and records.

To compile, prepare, and tabulate statistical data, reports, statements and summaries.

To schedule and prioritize workflow to complete tasks and meet deadlines.

To establish and maintain effective working relationships with others using tact, courtesy and good judgment.

Core Competencies

Demonstrates values-based competencies in line with the core values that are the foundation of all activities performed by employees in order to achieve the Mission of the Company:

Time Management	Uses their time effectively and efficiently; values time; concentrates their efforts on the more important priorities; gets more done in less time than others; can attend to a broader range of activities.
Drive for Results	Can be counted on to exceed goals successfully; is constantly and consistently one of the top performers; very bottom-line oriented; steadfastly pushes self and others for results.
Customer Focus	Is dedicated to meeting the expectations and requirements of internal and external customers; gets first-hand customer information and uses it for improvements in products and services; acts with customers in mind; establishes and maintains effective relationships with customers and gains their trust and respect.

Remote Employment

Remote Employment Type:

Remote Employment Text:

Weight Bearing Activities

Physical Activity Performed	Frequency/Percentage Time/Max Time	Examples of how activity is performed
Weight Bearing (Standing & Walking)		
Weight Bearing Standing		
Weight Bearing - Walking		
Walking on Uneven Terrain	Occasionally: 11-33% - Occurs 31 minutes to 2.5 hours per shift.	remote sites or field work
Running		
Jumping		
Climbing Ladder, stairs, stools	Seldom/Infrequent: 1-10% - May occur, but not on a daily basis or less than 30 minutes per shift.	may periodically climb stairs
Balancing	Seldom/Infrequent: 1-10% - May occur, but not on a daily basis or less than 30 minutes per shift.	to access low filing cabinets/shelves
Bending at the waist	Seldom/Infrequent: 1-10% - May occur, but not on a daily basis or less than 30 minutes per shift.	accessing files, office supplies, and equipment
Twisting at the waist	Seldom/Infrequent: 1-10% - May occur, but not on a daily basis or less than 30 minutes per shift.	to access low filing cabinets/shelves
Stooping Slight bend at knees		
Squatting		
	Continuously: 67%+ - Occurs more than 5.6 hours per shift.	

Other - Non-Weight Bearing

Physical Activity Performed	Frequency/Percentage Time/Max Time	Examples of how activity is performed
Sitting	Continuously: 67%+ - Occurs more than 5.6 hours per shift.	
Kneeling One or both knees		
Crawling On hands and knees		
Lying Down Back, side or stomach		

Lifting/Carry/Push/Pull

Lifting

Physical Activity Performed	Frequency/Percentage Time/Max Time	Examples of how activity is performed
Lifting 0-10 lbs	Occasionally: 11-33% - Occurs 31 minutes to 2.5 hours per shift.	Office supplies, paperwork and files
Lifting 11-20 lbs	Seldom/Infrequent: 1-10% - May occur, but not on a daily basis or less than 30 minutes per shift.	Office supplies, paperwork and files
Lifting 21-35 lbs	Seldom/Infrequent: 1-10% - May occur, but not on a daily basis or less than 30 minutes per shift.	Office supplies, paperwork and files
Lifting 36-50 lbs	Never: 0% - Does not occur ever, or may not ever occur for some incumbent.	
Lifting 50 + lbs	Never: 0% - Does not occur ever, or may not ever occur for some incumbent.	

Carry

Physical Activity Performed	Frequency/Percentage Time/Max Time	Examples of how activity is performed
Carry 0-10 lbs	Occasionally: 11-33% - Occurs 31 minutes to 2.5 hours per shift.	Office supplies, paperwork and files
Carry 11-20 lbs	Seldom/Infrequent: 1-10% - May occur, but not on a daily basis or less than 30 minutes per shift.	Office supplies, paperwork and files
Carry 21-35 lbs	Seldom/Infrequent: 1-10% - May occur, but not on a daily basis or less than 30 minutes per shift.	Office supplies, paperwork and files
Carry 36-50 lbs	Never: 0% - Does not occur ever, or may not ever occur for some incumbent.	
	Never: 0% - Does not occur ever, or may not ever occur for some incumbent.	

Pushing

Physical Activity Performed	Frequency/Percentage Time/Max Time	Examples of how activity is performed
Pushing 0-10 lbs	Seldom/Infrequent: 1-10% - May occur, but not on a daily basis or less than 30 minutes per shift.	file drawers, office equipment, files
Pushing 11-20 lbs	Seldom/Infrequent: 1-10% - May occur, but not on a daily basis or less than 30 minutes per shift.	file drawers, office equipment, files
Pushing 21-35 lbs	Never: 0% - Does not occur ever, or may not ever occur for some incumbent.	
Pushing 36-50 lbs	Never: 0% - Does not occur ever, or may not ever occur for some incumbent.	
	Never: 0% - Does not occur ever, or may not ever occur for some incumbent.	

Pulling

Physical Activity Performed	Frequency/Percentage Time/Max Time	Examples of how activity is performed
Pulling 0-10 lbs	Seldom/Infrequent: 1-10% - May occur, but not on a daily basis or less than 30 minutes per shift.	file drawers, office equipment, files
Pulling 11-20 lbs	Seldom/Infrequent: 1-10% - May occur, but not on a daily basis or less than 30 minutes per shift.	file drawers, office equipment, files
Pulling 21-35 lbs	Never: 0% - Does not occur ever, or may not ever occur for some incumbent.	
Pulling 36-50 lbs	Never: 0% - Does not occur ever, or may not ever occur for some incumbent.	
	Never: 0% - Does not occur ever, or may not ever occur for some incumbent.	

Upper Extremity/Arm Movement

	Dominant Arm - Frequency/Percentage Time/Max Time	Non-Dominant Arm - Frequency/Percentage Time/Max Time	Examples of how activity is performed
Reaching Above shoulder level	Seldom/Infrequent: 1-10% - May occur, but not on a daily basis or less than 30 minutes per shift.	Seldom/Infrequent: 1-10% - May occur, but not on a daily basis or less than 30 minutes per shift.	accessing files, office supplies, and equipment
Reaching at shoulder level	Seldom/Infrequent: 1-10% - May occur, but not on a daily basis or less than 30 minutes per shift.	Seldom/Infrequent: 1-10% - May occur, but not on a daily basis or less than 30 minutes per shift.	accessing files, office supplies, and equipment
Reaching below shoulder level	Seldom/Infrequent: 1-10% - May occur, but not on a daily basis or less than 30 minutes per shift.	Seldom/Infrequent: 1-10% - May occur, but not on a daily basis or less than 30 minutes per shift.	accessing files, office supplies, and equipment

Upper Extremity/Arm Movement

	Dominant Arm - Frequency/Percentage Time/ Max Time	Non-Dominant Arm - Frequency/Percentage Time/ Max Time	Examples of how activity is performed
Steering Equipment, Vehicles			

Cervical Spine/Neck Movement

Physical Activity Performed	Frequency/Percentage Time/Max Time	Examples of how activity is performed

Upper Extremity/Hand Activities

	Dominant Arm - Frequency/Percentage Time/ Max Time	Non-Dominant Arm - Frequency/Percentage Time/ Max Time	Examples of how activity is performed
Fine Manipulation			
Keyboarding/Typing			
Simple Grasp	Seldom/Infrequent: 1- 10% - May occur, but not on a daily basis or less than 30 minutes per shift.	Seldom/Infrequent: 1- 10% - May occur, but not on a daily basis or less than 30 minutes per shift.	office supplies, equipment, phone
Up & Down Flexion of Wrist			
Side to Side Motion of Wrist			
Turning/Rotation of wrist/hand			
Gross Manipulation			
Powerful Grasp/Tight Grasp	Seldom/Infrequent: 1- 10% - May occur, but not on a daily basis or less than 30 minutes per shift.	Seldom/Infrequent: 1- 10% - May occur, but not on a daily basis or less than 30 minutes per shift.	office supplies, equipment, phone
Hand Controls			
Repetitive Motion			

Sensory Functions (See, Hear, Smell)

Physical Activity Performed	Frequency/Percentage Time/Max Time	Examples of how activity is performed
Sight: Distinguish objects, depth perception, field of vision, color identification, near and far acuity necessary to operate equipment, machinery, etc.	Continuously: 67%+ - Occurs more than 5.6 hours per shift.	documents computer screen, files may be color coded
Hearing: Comprehend oral language and sounds and react appropriately. Follow oral directions.	Continuously: 67%+ - Occurs more than 5.6 hours per shift.	

Sensory Functions (See, Hear, Smell)

Physical Activity Performed	Frequency/Percentage Time/Max Time	Examples of how activity is performed
Speaking: Orally communicate information and ideas with comprehension	Continuously: 67%+ - Occurs more than 5.6 hours per shift.	
Reading: Comprehend and retain the written word.	Continuously: 67%+ - Occurs more than 5.6 hours per shift.	documents computer screen
Writing: Composing communications in writing		
Math: Compute a series of numeric variables, measurements		

Working Conditions

Physical Activity Performed	Frequency/Percentage Time/Max Time	Examples of how activity is performed
Uneven Ground	Never: 0% - Does not occur ever, or may not ever occur for some incumbent.	
Exposure to Bloodborne Pathogens		
Work Outside	Never: 0% - Does not occur ever, or may not ever occur for some incumbent.	
Customer/Public Contact		
Work Inside	Continuously: 67%+ - Occurs more than 5.6 hours per shift.	office environment
High Elevations	Never: 0% - Does not occur ever, or may not ever occur for some incumbent.	
Moving Objects	Never: 0% - Does not occur ever, or may not ever occur for some incumbent.	
Slippery Surface	Never: 0% - Does not occur ever, or may not ever occur for some incumbent.	
Wetness	Never: 0% - Does not occur ever, or may not ever occur for some incumbent.	
Temp.Humid/ Extremes	Never: 0% - Does not occur ever, or may not ever occur for some incumbent.	
Temp. Cold Temp	Never: 0% - Does not occur ever, or may not ever occur for some incumbent.	
Confined Spaces	Never: 0% - Does not occur ever, or may not ever occur for some incumbent.	
Special Clothing	Continuously: 67%+ - Occurs more than 5.6 hours per shift.	semi-professional attire
Vibration	Never: 0% - Does not occur ever, or may not ever occur for some incumbent.	

Working Conditions

Physical Activity Performed	Frequency/Percentage Time/Max Time	Examples of how activity is performed
Use of Solvents	Never: 0% - Does not occur ever, or may not ever occur for some incumbent.	
Use of Detergent	Never: 0% - Does not occur ever, or may not ever occur for some incumbent.	
Chemical Contact	Never: 0% - Does not occur ever, or may not ever occur for some incumbent.	
Chemical Vapors	Never: 0% - Does not occur ever, or may not ever occur for some incumbent.	
Dust or Particles	Seldom/Infrequent: 1-10% - May occur, but not on a daily basis or less than 30 minutes per shift.	
Toxic Substances		
Explosives		
Radiation		
Electricity		
Noise intensity		

Mental/Psychological Demands

Mental/Psychological Demands	Required Yes/No (Blank)	Examples

Operational Equipment

Physical Activity Performed	Frequency/Percentage Time/Max Time	Examples of how activity is performed

Other Requirements

PRE-EMPLOYMENT EXAMS

POST-EMPLOYMENT

COMPENSATION

Annual Max:	\$107,796.26
Annual Min:	\$84,260.39
Hourly Max:	\$0.00
Hourly Min:	\$0.00