



**NORTH DAKOTA  
CLASS DESCRIPTION**

ND Human Resource Management Services

Phone: (701) 328-3290

Class Codes: 2101  
2102  
2103  
2104

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**PLANNER**

**SCOPE OF WORK:**

Individuals in positions assigned a classification within this series are responsible for conducting studies, preparing reports, and advising administrators on feasibility, cost-effectiveness, and regulatory conformance of proposals for on-going programs or special projects in fields such as transportation, conservation, health care, etc.

**DUTIES PERFORMED AT ALL LEVELS:**

- Review and evaluate materials provided with proposals for programs or projects, such as environmental impact statements, construction specifications, or budget and staffing estimates.
- Conduct field investigations, economic or public opinion surveys, demographic studies, or other research to gather required information.
- Organize and analyze data using statistical tests and processes to ensure validity of materials.
- Evaluate information to determine feasibility of proposals or to identify factors requiring amendment.
- Develop alternative plans and recommendations for programs or projects to be reviewed by officials.
- Maintain collection of socioeconomic, environmental, and regulatory data for use by planning and administrative personnel

**NOTE:** The duties listed are not intended to be all-inclusive. Duties assigned any individual employee are at the discretion of the appointing authority.

**PLANNER I  
GRADE H**

2101

**ADDITIONAL DUTIES PERFORMED AT THIS LEVEL:**

- Provide research assistance to higher level planners engaged in the development of planning programs.

**MINIMUM QUALIFICATIONS:**

Requires a bachelor's degree with a major in planning, economics, business or public administration, or a field related to the specialization of the agency and position to be filled.

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**PLANNER II**  
GRADE K

2102

**ADDITIONAL DUTIES PERFORMED AT THIS LEVEL:**

- Develop specific planning programs related to an area of specialization.
- Monitor and review on-going programs to determine effectiveness; prepare recommendations for possible changes.
- Provide technical assistance to local jurisdictions in the design and implementation of programs and projects.

**MINIMUM QUALIFICATIONS:**

The appointing authority shall establish a specific additional type and amount of experience required when recruiting at this level.

**PLANNER III**  
GRADE L

2103

**ADDITIONAL DUTIES PERFORMED AT THIS LEVEL:**

- Consult with administrators or planning councils to determine overall intent of programs or projects.
- Determine broad guidelines for studies, utilizing knowledge of subject area, research techniques and regulatory limitations.
- Review plans and proposals submitted by other governmental planning commissions or private organizations to assist in formulation of plans.
- Coordinate planning projects with local, state and federal agencies.
- Design and implement comprehensive statewide programs.
- Monitor compliance of programs or projects to assure receipt of federal funds.

**MINIMUM QUALIFICATIONS:**

The appointing authority shall establish a specific additional type and amount of experience required when recruiting at this level.

**PLANNER IV**  
GRADE M

2104

**ADDITIONAL DUTIES PERFORMED AT THIS LEVEL:**

- Direct the preparation of annual work plans, project budgets, and program status and evaluation reports.
- Direct the enforcement of policies and procedures to assure compliance with requirements for federal assistance.

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- Perform or assist the division or agency director in performing planning, developing, directing, and coordinating functions.

MINIMUM QUALIFICATIONS:

The appointing authority shall establish a specific additional type and amount of experience required when recruiting at this level

Eff. Date: 07/77 – Replaced Public Health Planner I, II, III, and Land Use Planner  
Rev: 04/92 – Rewritten, Administrative project  
Rev: 12/96 – Rewritten in current format  
Rev: 07/12 – Conversion to Hay System