

HUMAN RESOURCES PLANNING SUPERVISOR II

This is consultative, administrative, and supervisory work in providing staff assistance in planning human service programs. Work involves directing the implementation of DHR planning systems and assisting management in developing agency and program-specific planning systems in a large, complex agency; or supervising a staff of planners performing a specific function within the health planning and resource development agency.

I. DIFFICULTY OF WORK:

Complexity of Work - Work is complex, with emphasis on the supervision of staff planners engaged in assisting managers identify needs, objectives, and strategies for programs in a broad human service area. Work requires the analysis of considerable amounts of program-related information from a large number of sources, and the integration of this information into cohesive program plans. Consults with and advises agency management on all aspects of planning activities, and provides input for development of DHR planning systems.

Nature of Guidelines - Works with wide range of federal and state regulations concerning planning requirements within assigned area, and a large number of related management policy directives. Frequently researches, develops, and implements new techniques and methods to meet changing, legislative requirements and programmatic needs.

II. RESPONSIBILITY:

Impact of Work - Direct impact on quality, timeliness, and completeness of DHR planning documents prepared within agency. Some contributions to development and implementation of DHR planning systems. Indirect impact on the quality of management planning in regional and local agencies.

Work Controls and Supervision Received - Regularly assigned work performed independently within objectives and deadlines established by agency management; more direction received during completion of special projects. Work is reviewed in terms of objectives met, and the timeliness and quality of completed assignments. Work related to implementation of DHR planning systems reviewed by DHR planning staff for compliance with established framework and timetables.

III. PERSONAL RELATIONSHIPS:

Frequent contact with agency/program management, DHR planning staff, and own staff to establish planning needs and priorities. Periodic contacts with federal and regional planners, and local program managers to explain planning requirements and coordinate planning activities.

IV. JOB REQUIREMENTS:

Knowledges, Skills and Abilities - Ability to assign work and supervise subordinates in completing complex planning assignments; to exercise judgment and discretion in interpreting and applying management directives in regard to planning requirements; to think analytically; and to meet and deal effectively with superiors, agency/program management, federal and regional planners, and local program managers.

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Thorough knowledge of human service area addressed by agency's programs. Thorough knowledge of basic planning principles and practices used in managing human service programs; thorough knowledge of applicable statutory requirements; thorough knowledge of agency objectives.

Minimum Education and Experience - A master's degree in public or human services administration, or a human services programmatic field, preferably with coursework in human service planning, and four years' experience with human service programs, three of which must have been in program planning and/or evaluation; or graduation from a four-year college or university and six years of progressive administrative or consultative experience in a human service program, three of which must have been in program planning and/or evaluation; or an equivalent combination of education and experience.