



Code: 2901

Family: Planning and Urban Development
Service: Health and Welfare
Group: Medical and Social Service
Series: Human Relations

CLASS TITLE: DIRECTOR OF PLANNING, RESEARCH AND DEVELOPMENT

CHARACTERISTICS OF THE CLASS

Under direction, the class is managerial in nature, overseeing the operations of a division or section and directing professional staff engaged in researching and planning programmatic and fiscal operations, and performs related duties as required

ESSENTIAL DUTIES

- Establishes goals, objectives and parameters for research and planning studies
- Prioritizes and assigns work, establishes time lines and monitors the progress of data collection activities
- Reviews data analysis ensuring completeness and integrity
- Directs the preparation of programmatic and fiscal reports, plans, procedures and protocols based on the analysis of data collected
- Reviews and evaluates proposed federal and state legislation impacting on departmental programs and funding and prepares reports on the city's position and recommended policy changes
- Directs the identification of potential new funding sources and the completion of applications to obtain same
- Provides testimony to legislative and other governmental task forces and committees involved in identifying and developing solutions to social, public health, economic or environmental concerns
- Works with supervisors in establishing operating policies and procedures for the section
- Participates in the preparation of the section's budget
- Trains and coordinates the training of professional staff
- Develops and implements work standards and objectives and evaluates staff performance
- Prepares management reports on section's work accomplishments

NOTE: *The list of essential duties is not intended to be inclusive; there may be other duties that are essential to particular positions within the class.*

MINIMUM QUALIFICATIONS

Education, Training, and Experience

- Graduation from an accredited college or university with a Master's degree in Planning, the Social Sciences, Public Health, Public Administration or a directly related field, plus four years of supervisory experience in the planning, development, and implementation of a social service or public health program; or an equivalent combination of education, training and experience

Licensure, Certification, or Other Qualifications

- None

WORKING CONDITIONS

- General office environment

EQUIPMENT

- Standard office equipment (e.g., telephone, printer, photocopier, fax machine, calculator, etc.)
- Computers and peripheral equipment (e.g., personal computer, computer terminals, hand-held computer, etc.)

PHYSICAL REQUIREMENTS

- No specific requirements

KNOWLEDGE, SKILLS, ABILITIES, AND OTHER WORK REQUIREMENTS**Knowledge**

Comprehensive knowledge of:

- *applicable federal, state, local laws, regulations and guidelines
- *development of comprehensive planning programs and studies
- *research methods and techniques
- *data analysis and report preparation
- *specialty program planning, development, and implementation

Considerable knowledge of:

- *management and supervisory methods, practices, and procedures
- *legislative procedures
- *applicable computer software packages and applications

Moderate knowledge of:

- *grant management, writing and administration principles and practices

Knowledge of applicable City and department policies, procedures, rules, and regulations

Skills

- *ACTIVE LEARNING - Understand the implications of new information for both current and future problem-solving and decision-making
- *ACTIVE LISTENING - Give full attention to what other people are saying, taking time to understand the points being made, ask questions as appropriate, and not interrupt at inappropriate times
- *CRITICAL THINKING - Use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems
- *MONITORING - Monitor and assess performance of one's self, other individuals, or organizations to make improvements or take corrective action
- *MANAGEMENT OF PERSONNEL RESOURCES - Motivate, develop, and direct people as they work and identify the best people for the job
- *TIME MANAGEMENT - Manage one's own time and the time of others
- *COMPLEX PROBLEM SOLVING – Identify complex problems and review related information to develop and evaluate options and implement solutions
- *JUDGEMENT AND DECISION MAKING – Consider the relative costs and benefits of potential actions to choose the most appropriate one

- *INSTRUCTING – Teach others how to do something

Abilities

- COMPREHEND ORAL INFORMATION - Listen to and understand information and ideas presented through spoken words and sentences
- SPEAK - Communicate information and ideas in speaking so others will understand
- COMPREHEND WRITTEN INFORMATION - Read and understand information and ideas presented in writing
- WRITE - Communicate information and ideas in writing so others will understand
- RECOGNIZE PROBLEMS - Tell when something is wrong or is likely to go wrong
- REASON TO SOLVE PROBLEMS - Apply general rules to specific problems to produce answers that make sense
- MAKE SENSE OF INFORMATION - Quickly make sense of, combine, and organize information into meaningful patterns
- REACH CONCLUSIONS - Combine pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events)

Other Work Requirements

- PERSISTENCE - Persist in the face of obstacles on the job
- INITIATIVE - Demonstrate willingness to take on job challenges
- LEADERSHIP - Demonstrate willingness to lead, take charge, and offer opinions and direction
- ADAPTABILITY/FLEXIBILITY - Be open to change (positive or negative) and to considerable variety in the workplace
- DEPENDABILITY - Demonstrate reliability, responsibility, and dependability and fulfill obligations
- ATTENTION TO DETAIL - Pay careful attention to detail and thoroughness in completing work tasks
- INDEPENDENCE - Develop own ways of doing things, guide oneself with little or no supervision, and depend mainly on oneself to get things done
- INNOVATION - Think creatively about alternatives to come up with new ideas for and answers to work-related problems
- ANALYTICAL THINKING - Analyze information and using logic to address work or job issues and problems

All employees of the City of Chicago must demonstrate commitment to and compliance with applicable state and federal laws, and City ordinances and rules; the City's Ethics standards; and other City policies and procedures.

The City of Chicago will consider equivalent foreign degrees, accreditations, and credentials in evaluating qualifications.

* May be required at entry.

City of Chicago
Department of Human Resources
vMarch, 2013
March, 2015 (equivalency statement added)