



STATE OF COLORADO

CLASS SERIES DESCRIPTION

July 1, 1999

PROJECT PLANNER

D9E1TX TO D9E2XX

DESCRIPTION OF OCCUPATIONAL WORK

This class series uses two levels in the Labor, Trades, and Crafts Occupational Group and describes technical maintenance planning, cost estimating, and/or contract planning/estimating work involving the alteration, modification, maintenance, and repair of state owned buildings. Positions act as a liaison between the users of a facility, supervisory physical plant personnel, trades people, construction contractors, or subcontractors to gather information, provide technical construction advice and assistance, or effect mutual accord on construction plans, specifications, scheduling, and possibly contracts. Knowledge of several trades areas and their interaction is of primary importance.

Positions whose primary focus is on major construction project management work are not included in this class series, but placed in other appropriate series, typically in the Physical Science and Engineering group.

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PROJECT PLANNER I

D9E1TX

CONCEPT OF CLASS

This class describes the fully-operating project planner. The work may also include new minor construction work as well as renovation projects. The work is performed under general supervision of a higher-level trades supervisor, manager, or project planner and is evaluated on the basis of results achieved, accuracy of estimates, and demonstration of good judgment in resolving planning and estimating problems. The work includes determining practical solutions to maintenance or repair problems and projects, and such positions serve as a resource to others. Some assignments do not move beyond this level.

CLASS SERIES DESCRIPTION (Cont'd.)

PROJECT PLANNER

July 1, 1999

FACTORS

Allocation must be based on meeting all of the four factors as described below.

Decision Making -- The decisions regularly made are at the operational level, as described here. Within limits set by the specific process, choices involve deciding what operation is required to carry out the process. This includes determining how the operation will be completed. By nature, data needed to make decisions are numerous and variable so reasoning is needed to develop the practical course of action within the established process. Choices are within a range of specified, acceptable standards, alternatives, and technical practices. For example, positions examine the particular problem or assignment determine the extent of damage, estimate the time and cost to construct or to restore it, and, based on the information and data available, schedule the project or decide to seek help before proceeding.

Complexity -- The nature of, and need for, analysis and judgment is patterned, as described here. Positions study available information such as equipment manufacturers' manuals, service bulletins, layout sketches, blueprints, appropriate state and local government codes, trade-specific manuals and practices, and agency guidelines and determine how the fixture or equipment should perform and how the various parts relate to the specific assignment in order to reach a practical solution for repairing the problem. Guidelines in the form of written manuals exist for most situations. Additionally, verbal instructions are given from supervisory personnel. Judgment is needed in locating and selecting the most appropriate of these guidelines which may change for varying circumstances as the task is repeated. This selection and interpretation of guidelines involves choosing from alternatives where most may be correct but one is better than another depending on the given circumstances of the situation. For example, positions analyze repairs, remodeling, and related problems and prepare solutions with appropriate plans, sketches, specifications, techniques, and materials using relevant technical data, practices, and established standards/specifications.

Purpose of Contact -- Regular work contacts with others outside the supervisory chain, regardless of the method of communication, are for the purpose of exchanging or collecting information with contacts. This involves giving learned information that is readily understandable by the recipient or collecting factual information in order to solve factual problems, errors, or complaints. For example, positions avoid duplication of work by communicating work assignments with co-workers. They explain the work or problem to the customer or building tenant and exchange factual data in the course of completing the work assignment.

Line/Staff Authority -- The direct field of influence the work of a position has on the organization is as an individual contributor. The individual contributor may explain work processes and train others. The individual contributor may serve as a resource or guide by advising others on how to use processes within a system or as a member of a collaborative problem-solving team. This level may include positions performing supervisory elements that do not fully meet the criteria for the next level in this factor.

CLASS SERIES DESCRIPTION (Cont'd.)
PROJECT PLANNER
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PROJECT PLANNER II

D9E2XX

CONCEPT OF CLASS

This class describes the supervisory level. Supervisory positions are accountable for actions and decisions that impact the pay, status, and tenure of three or more full-time equivalent positions. Supervisors coordinate the work with the other supervisory trades positions and ensure that the work performed is done in accordance with appropriate plans, specifications, and/or agency standards. Positions in this class also perform the duties of the lower-level class in the series. This class differs from the Project Planner I on Line/Staff Authority.

FACTORS

Allocation must be based on meeting all of the four factors as described below.

Decision Making -- The decisions regularly made are at the operational level, as described here. Within limits set by the specific process, choices involve deciding what operation is required to carry out the process. This includes determining how the operation will be completed. By nature, data needed to make decisions are numerous and variable so reasoning is needed to develop the practical course of action within the established process. Choices are within a range of specified, acceptable standards, alternatives, and technical practices. For example, positions examine the particular problem or assignment determine the extent of damage, estimate the time and cost to construct or to restore it, and, based on the information and data available, schedule the project and/or decide to seek help before proceeding.

Complexity -- The nature of, and need for, analysis and judgment is patterned, as described here. Positions study available information such as equipment manufacturers manuals, service bulletins, layout sketches, and blueprints, appropriate state and local government codes, trade specific manuals and practices, and agency guidelines and determine how the fixture or equipment should perform and how the various parts relate to the specific assignment in order to reach a practical solution for repairing the problem. Guidelines in the form of written manuals exist for most situations. Additionally, verbal instructions are given from supervisory personnel. Judgment is needed in locating and selecting the most appropriate of these guidelines which may change for varying circumstances as the task is repeated. This selection and interpretation of guidelines involves choosing from alternatives where most may be correct but one is better than another depending on the given circumstances of the situation.

Purpose of Contact -- Regular work contacts with others outside the supervisory chain, regardless of the method of communication, are for the purpose of exchanging or collecting information with contacts. This involves giving learned information that is readily understandable by the recipient or collecting factual information in order to solve factual problems, errors, or complaints. For example, positions avoid duplication of work by communicating work assignments with co-workers. They explain the work or problem to the customer or building tenant and exchange factual data in the course of completing the work assignment.

CLASS SERIES DESCRIPTION (Cont'd.)
PROJECT PLANNER
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Line/Staff Authority -- The direct field of influence the work of a position has on the organization is as a unit supervisor. The unit supervisor is accountable, including signature authority, for actions and decisions that directly impact the pay, status, and tenure of three or more full-time equivalent positions. At least one of the subordinate positions must be in the same series or at a comparable conceptual level. The elements of formal supervision must include providing documentation to support recommended corrective and disciplinary actions, signing performance plans and appraisals, and resolving informal grievances. Positions start the hiring process, interview applicants, and recommend hire, promotion, or transfer.

ENTRANCE REQUIREMENTS

Minimum entry requirements and general competencies for classes in this series are contained in the State of Colorado Department of Personnel web site.

For purposes of the Americans with Disabilities Act, the essential functions of specific positions are identified in the position description questionnaires and job analyses.

CLASS SERIES HISTORY

Effective 7/1/99 (DLF). LTC consolidation study changed class codes and titles and minor revisions to class concept. Draft published 3/31/99 and proposed 5/24/99.

Effective 9/1/93 (LDS). Job Evaluation System Revision project. Published proposed 6/1/93.

Revised 12/1/86. Changed class code, relationship, nature of work, entrance requirements on Planner/Estimator (A4876X).

Created 12/1/86. Supervising Planner/Estimator (A4878X).

Created 7/1/77. Planner/Estimator (A4876X).

SUMMARY OF FACTOR RATINGS

Class Level	Decision Making	Complexity	Purpose of Contact	Line/Staff Authority
Project Planner I	Operational	Patterned	Exchange	Indiv. Contributor
Project Planner II	Operational	Patterned	Exchange	Unit Supervisor

ISSUING AUTHORITY: Colorado Department of Personnel/General Support Services