

SNOHOMISH COUNTY CLASS SPECIFICATION

HUMAN SERVICES PLANNER

Spec No. 2091

BASIC FUNCTION

To support administrative planning, policy development and grant preparation by the collection and analysis of relevant information and the preparation of strategic and program specific planning instruments.

STATEMENT OF DUTIES

1. Provides technical support to ongoing planning activities of the department or its divisions; develops procedures and instruments to gather, analyze and review information from census data, needs surveys, research documents and other sources; develops needs assessments to document and report on the social, health and economic needs of county residents.
2. Conducts planning studies to improve the coordination and delivery of services to targeted groups; designs work programs; gathers and analyzes information and statistical data; formulates goals; develops and recommends planning objectives; coordinates implementation of recommendations with appropriate agencies, groups and committees.
3. Develops and delivers presentations on human services information to county council, city councils, committees and community groups; analyzes issues and presents options and strategies for management decisions.
4. May operate information systems for specific program or department planning; assist with development and revision of design and content.
5. Provides information and technical assistance to other governmental, community and service agencies as requested; may provide assistance in grant application process as requested; provides staff support to committees on assigned programs.
6. Analyzes service delivery and conducts studies to evaluate outcomes of department or division programs.
7. Researches and develops information on state legislation of interest to the department or specific programs; analyzes and monitors new legislation; assists in providing legislative testimony.
8. May develop and negotiate contracts as assigned; monitor compliance; review and evaluate subcontractor compliance performance in relation to contractual guidelines.
9. Prepares demographic and other socioeconomic data, graphics and reports for department plans, and in response to special requests.
10. Performs related duties as required.

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MINIMUM QUALIFICATIONS

A bachelor's degree in planning, one of the social sciences or other field directly, related to human services program planning; PLUS, two (2) years progressively responsible planning work in human services program planning; OR, any equivalent combination of training and/or experience that provides the required knowledge and abilities. Must pass job related tests.

PREFERED QUALIFICATIONS

A master's degree is preferred.

Geographic Information Systems (GIS) is preferred.

Emergency management systems and processes is preferred.

KNOWLEDGE AND ABILITIES

Knowledge of:

- the principles and techniques of human and health services program planning and development
- grant writing methods, principles and applications
- application of relevant federal, state and local laws, codes, rules, regulations and guidelines to social services program planning and operations
- research principles and methods; statistical analysis methods and techniques
- principles and practices of continuous improvement
- the use of computer technology

Ability to:

- develop and prepare human and health services program plans and grant applications
- establish and maintain effective working relationships with public, co-workers, governmental officials, citizen groups and advisory boards
- prepare concise summary reports using data visualization techniques such as infographics
- analyze problems and prepare alternative strategies for solutions
- develop and maintain complete and accurate records
- perform data management requirements
- operate personal computers, peripheral equipment and a variety of software, including word processing, spreadsheets and workflow/data-tracking software

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SUPERVISION

Employees receive direction from an administrator or other administrative superior as assigned. The work is performed with considerable independence and is reviewed through meetings, reports and results obtained.

WORKING CONDITIONS

The work is performed in the usual office environment with trips to locations throughout the county to participate in community meetings, forums and public hearings. The employee is occasionally required to work evenings or weekends to attend community meetings or events.

Snohomish County is an Equal Employment Opportunity (EEO) employer.
Accommodations for individuals with disabilities are provided upon request.

[EEO policy and ADA notice](#)

Class Established: June 1977 as Grant Planner
Revised: October 1987, February 2018
Pay Grade: 239 – Classified Pay Grade
EEO Category: 2 - Professionals
Workers Comp: 5306 Non-Hazardous

Previous Spec. No. 251