

KYRENE SCHOOL DISTRICT, ARIZONA

CLASS SPECIFICATION

CLASS TITLE: Planning Analyst

BAND	GRADE	SUBGRADE
C	4	2
DEPARTMENT: Planning	ACCOUNTABLE TO: Executive Assistant to the Superintendent	FLSA STATUS: Exempt
CLASS SUMMARY: Incumbent is responsible for analyzing information, developing strategies, and providing advice and information to administrative teams to effectively plan for district growth. Incumbent also manages the boundary exception process for student open enrollment. Duties include: monitoring and analyzing land development information by reviewing zoning applications, general plan amendment applications, preliminary site plans, municipal planning and zoning agendas, subdivision starts, and newspaper articles; attending zoning hearings; serving on planning boards; generating student enrollment projections; inputting quarterly housing starts and running model and preview results; coordinating open enrollment process; revising applications and brochures; maintaining databases of applications; supervising filing and data entry; mailing applications to parents; analyzing boundary changes; providing advice and recommendations for long range planning, site acquisition, and new school construction; assisting in contract negotiations; assisting with process development, making presentations, and giving advice and explanations; answering parents questions and listening to concerns; and, obtaining input from community members and organizing open houses.		
DISTINGUISHING CHARACTERISTICS: The Planning Analyst is a stand-alone classification.		

DUTY NO.	ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)	FRE-QUENCY	BAND/ GRADE
1.	Monitors and analyzes land development information by reviewing zoning applications, general plan amendment applications, preliminary site plans, municipal planning and zoning agendas, subdivision starts, and newspaper articles to include determining what changes should be made to planning documents.	Daily	C4

KYRENE SCHOOL DISTRICT, ARIZONA

CLASS SPECIFICATION

CLASS TITLE: Planning Analyst

DUTY NO.	ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)	FRE-QUENCY	BAND/ GRADE
2.	Coordinates open enrollment process by revising application and brochure, maintaining database of applicants, supervising filing and data entry, mailing applications to parents and schools, answering parents' questions, generating reports, and making recommendations of which applications should be accepted.	Weekly	B2
3.	Represents District by attending zoning hearings and serving on planning boards to include writing letters in support of or opposition to specific cases.	Monthly	C4
4.	Generates student enrollment projections by inputting quarterly housing starts, running models, previewing results, and making corrections.	Quarterly	C4
5.	Recommends boundary changes by analyzing school attendance areas.	Quarterly	C4
6.	Provides advice and recommendations for long range planning, site acquisition, and new school construction to include assisting in contract negotiations.	Quarterly	C4
7.	Makes recommendations regarding staffing allocations to determine which schools should use high, low, or mid-level projection.	Annually	C4
8.	Assists with managing the community process for changing attendance areas by preparing projections, maps, neighborhood data, and boundary scenarios to include making presentations, giving advice and explanations, answering questions, listening to concerns, obtaining input from community members, and organizing open houses.	Annually	C4
9.	Performs other duties of a similar nature or level.	As Required	N/B

KYRENE SCHOOL DISTRICT, ARIZONA

CLASS SPECIFICATION

CLASS TITLE: Planning Analyst

Knowledge (position requirements at entry):

Knowledge of:

- Land and subdivision development and zoning designations and process;
- Housing starts;
- School capacities;
- Open enrollment priorities, process, codes, and projections.

Skills (position requirements at entry):

Skill in:

- Using computers and related software;
- Managing and facilitating a community process;
- Making presentations;
- Coordinating logistics, resources, and information;
- Analyzing data to solve problems, develop strategies, and provide recommendations;
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

Training and Experience (position requirements at entry):

Bachelor's Degree in Planning, Business, Public Administration or closely related field and three years experience in planning for municipalities or private business; or, any combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

Licensing Requirements (position requirements at entry):

None required.

Physical Requirements:

Positions in this class typically require: fingering, grasping, talking, hearing, and seeing.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

Classification History:

Draft prepared by Fox Lawson and Associates LLC (kw)

Date: 3/98