

ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES
CLASS SPECIFICATION

RESOURCE PLANNER I

POSITION CODE: 38281
Effective: 6-16-80

DISTINGUISHING FEATURES OF WORK:

Under general supervision, performs responsible resource planning duties; reviews and analyzes environmental and recreational impact of various projects statewide and/or sites specific; monitors, reviews and prepares technical reports on projects; gathers information for outdoor recreation and resource planning programs.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Performs outdoor recreation and resource planning activities such as gathering and analyzing data regarding outdoor recreation, water and natural resource, energy and transportation projects; monitors project progress.
2. Assists higher level staff in the review and analysis of environmental and recreational impact of projects; participates in the development of department positions.
3. Collects and compiles data by the conduct of on-site inspections; explains agency policies and procedures to other state agencies; contractors and other project personnel.
4. Prepares and maintains technical records and reports such as daily and/or monthly activity reports, project progress reports, work plans, mine reclamation plans and forest planting indices.
5. Participates in the preparation of portions of the Statewide Comprehensive Outdoor Recreation Plan (SCORP); provides information to federal, state, local agencies and the general public on agency programs, projects and regulations.
6. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

RESOURCE PLANNER I (Continued)

DESIRABLE REQUIREMENTS:

Education and Experience

Requires knowledge, skill and mental development equivalent to the completion of four years of college with coursework in recreation or resource planning or a related field.

Requires one year responsible work experience in natural resource or recreation planning or a related field.

Knowledges, Skills and Abilities

Requires working knowledge of resource or recreation planning theory, policies and practices.

Requires working knowledge of federal and state environmental protection and resource conservation statutes and regulations.

Requires working knowledge of methods, procedures and techniques utilized in determining the impact of various project proposals on the state's resources.

Requires working knowledge of research methods, procedures and techniques.

Requires elementary knowledge of methods and procedures used in the preparation and maintenance of complex reports.

Requires elementary knowledge of methods and procedures used in the review of resource and recreation related projects and studies.

Requires elementary knowledge of statistical reports, graphs and other reporting methods utilized in the presentation of resource development and management plans.

Requires ability to interpret and explain department policies and procedures.

Requires ability to develop and maintain satisfactory working relationships.

Requires ability to evaluate proposed agency programs to determine their impact on the state's resources.

Requires ability to effectively communicate in oral and written form.