## EXAM PLAN FOR SENIOR PLANNER (DCD) / EXAM #1506-3164DC-001

|   | e of the selection proc  |   |                           | New Hi   |                 |           |                | motional      | Opportunity                       |
|---|--|---|---------------------------|--|-----------------|-----------|----------------|---------------|-----------------------------------|
| ethod   | (s) used to analyze the  | e job:  |                           | Questic<br>Other:  | onnaire         | ]         | nterview       |               | Observation                       |
| otes:   |  |   |                           |  |                 |           |                |               |                                   |
|   | alysis Study completio   | n date:   | 6/2                       | 22/2015 (LO)   |                 |           |                |               |                                   |
|   | ng Strategy:   |   |                           |  |                 |           |                |               |                                   |
|   | see recruiting plan<br>dge, Skills, & Abilities  | (KSAs) to be Assess   | sed Base                  | d on the Job A   | nalvsis:        |           |                |               |                                   |
| 1.  |  | planning principles   |                           |  |                 | ation e   | conomic deve   | elonment      | land use plannin                  |
|   | Ū.   |   | •                         |  |                 |           |                | ciopinent,    |                                   |
| 0   |  | n and transportation.   |                           |  |                 |           |                |               |                                   |
| 2.  | -  | omics, demography a   | -                         |  |                 |           |                |               |                                   |
| 3.  |  | skills to effectively p   |                           | · · ·  | oups of vary    | ing size. |                |               |                                   |
| 4.  | Written communicat   | ion skills to develop   | and write                 | reports.   |                 |           |                |               |                                   |
| 5.  | Interpersonal skills t   | o effectively work wit  | th diverse                | e individuals ins  | ide and out     | side the  | organization.  |               |                                   |
| 6.  | Customer service sl  | kills to effectively mee  | et the nee                | eds of a variety   | of custome      | rs includ | ing elected o  | officials, de | partment staff,                   |
|   | community partners   | , and the public.   |                           |  |                 |           |                |               |                                   |
| 7.  | Analytical and probl   | em solving skills.  |                           |  |                 |           |                |               |                                   |
| 8.  | Judgment and decis   | sion making skills.   |                           |  |                 |           |                |               |                                   |
| 9.  | Time management  | skills to meet deadlin  | es.                       |  |                 |           |                |               |                                   |
| 10.   |  |   |                           | multiple project   | s with varvir   | na deadl  | ines           |               |                                   |
| -   | Ability to use compu   |   | -                         |  | -               | -         |                |               | Mord and                          |
| 12.   | PowerPoint.<br>Ability to read and ir<br>Ability to work indep   | nterpret work related   | materials                 | such as gover  | nment regu      | ations a  | nd city ordina | ances.        |                                   |
| 12.<br>13.  | PowerPoint.<br>Ability to read and ir<br>Ability to work indep   | nterpret work related   | materials                 | such as gover  | mment regu      | ations a  | nd city ordina | ances.        |                                   |
| 12.<br>13.<br><b>/pes c</b>   | PowerPoint.<br>Ability to read and ir<br>Ability to work indep<br>of Instruments:  | nterpret work related   |                           | such as gover  | nment regu      |           |                |               | Other:                            |
| 12.<br>13.<br><mark>/pes (</mark><br>SA   | PowerPoint.<br>Ability to read and ir<br>Ability to work indep   | nterpret work related<br>endently.  | Writ<br>*Inclue           | ten Test*<br>de Q. #s for  | -               | ance      | nd city ordina |               | Other:                            |
| 12.<br>13.<br>/pes (<br>SA<br>s:  | PowerPoint.<br>Ability to read and ir<br>Ability to work indep<br>of Instruments:  | nterpret work related<br>endently.  | Writ<br>*Inclue           | ten Test*  | Perform         | ance      |                |               | Other:                            |
| 12.<br>13.<br>/pes (<br>SA<br>s:  | PowerPoint.<br>Ability to read and ir<br>Ability to work indep<br>of Instruments:  | oral Board  | Writ<br>*Inclue           | ten Test*<br>de Q. #s for  | Perform         | ance      |                |               | Other:                            |
| 12.<br>13.<br><b>/pes c</b><br><b>SA</b><br><b>s:</b>   | PowerPoint. Ability to read and ir Ability to work indep of Instruments: T&E Rating X                                    | Oral Board  | Writ<br>*Inclue           | ten Test*<br>de Q. #s for  | Perform         | ance      |                |               | Other:                            |
| 12.<br>13.<br><b>/pes c</b><br><b>SA</b><br><b>s:</b>   | PowerPoint. Ability to read and ir Ability to work indep of Instruments: T&E Rating X X X                                | Oral Board          X   | Writ<br>*Inclue           | ten Test*<br>de Q. #s for  | Perform         | ance      |                |               | Other:                            |
| 12.<br>13.<br>/pes (<br>SA<br>s:  | PowerPoint. Ability to read and ir Ability to work indep of Instruments: T&E Rating X                                    | Oral Board  | Writ<br>*Inclue           | ten Test*<br>de Q. #s for  | Perform         | ance      |                |               | Other:                            |
| 12.<br>13.<br><b>7pes (</b><br><b>SA</b><br><b>s:</b>   | PowerPoint. Ability to read and ir Ability to work indep of Instruments: T&E Rating X X X                                | Oral Board          X   | Writ<br>*Inclue           | ten Test*<br>de Q. #s for  | Perform         | ance      |                |               | Other:                            |
| 12.<br>13.<br>/pes (<br>SA<br>s:  | PowerPoint. Ability to read and ir Ability to work indep of Instruments: T&E Rating X X X                                | Oral Board          X   | Writ<br>*Inclue           | ten Test*<br>de Q. #s for  | Perform         | ance      |                |               | Other:                            |
| 12.<br>13.<br><b>ypes c</b><br><b>SA</b><br><b>s:</b>   | PowerPoint.<br>Ability to read and ir<br>Ability to work indep<br>of Instruments:<br>T&E Rating<br>X<br>X<br>X<br>X<br>X | Oral Board          X   | Writ<br>*Inclue           | ten Test*<br>de Q. #s for  | Perform         | ance      |                |               | Other:                            |
| 12.<br>13.<br><b>7pes c</b><br><b>SA</b><br><b>s:</b>   | PowerPoint. Ability to read and ir Ability to work indep of Instruments: T&E Rating X X X                                | Oral Board          X   | Writ<br>*Inclue           | ten Test*<br>de Q. #s for  | Perform         | ance      |                |               | Other:                            |
| 12.<br>13.<br><b>ypes c</b><br><b>SA</b><br><b>s:</b>   | PowerPoint.<br>Ability to read and ir<br>Ability to work indep<br>of Instruments:<br>T&E Rating<br>X<br>X<br>X<br>X<br>X | Oral Board          X   | Writ<br>*Inclue           | ten Test*<br>de Q. #s for  | Perform         | ance      |                |               | Other:                            |
| 12.<br>13.<br><b>ypes c</b><br><b>SA</b><br><b>s:</b><br><br><br><br><br><br>3.   | PowerPoint.<br>Ability to read and ir<br>Ability to work indep<br>of Instruments:<br>T&E Rating<br>X<br>X<br>X<br>X<br>X | Oral Board          X   | Writ<br>*Inclue           | ten Test*<br>de Q. #s for  | Perform         | ance      |                |               | Other:                            |
| 12.<br>13.<br><b>/pes c</b><br><b>SA</b><br><b>s:</b><br>   | PowerPoint. Ability to read and ir Ability to work indep  T&E Rating  X  X  X  X  X  X  X  X  X  X  X  X  X              | X         | Writ<br>*Includ<br>each I | ten Test*<br>de Q. #s for<br>KSA tested.   | Perform         | ance<br>1 |                | ay            |                                   |
| 12.<br>13.<br><b>/pes c</b><br><b>SA</b><br><b>s:</b><br>   | PowerPoint. Ability to read and ir Ability to work indep  T&E Rating  X  X  X  X  X  X  X  X  X  X  X  X  X              | Oral Board          X   | Writ<br>*Includ<br>each I | ten Test*<br>de Q. #s for<br>KSA tested.   | Perform         | ance<br>1 |                | ay            |                                   |
| 12.<br>13.<br>(ypes (<br>SA<br>s:<br>)<br>)<br>)<br>1.<br>2.<br>3.<br>(SA<br>s:<br>(SA<br>s:                                      | PowerPoint. Ability to read and ir Ability to work indep  T&E Rating  X  X  X  X  X  X  X  X  X  X  X  X  X              | X         | Writ<br>*Includ<br>each I | ten Test*<br>de Q. #s for<br>KSA tested.   | Perform         | ance<br>1 |                | ay            |                                   |
| 12.<br>13.<br>(ypes c<br>(SA<br>s:<br>)<br>)<br>)<br>)<br>(<br>)<br>)<br>(<br>)<br>(<br>)<br>(<br>)<br>(<br>)<br>(<br>)<br>(<br>) | PowerPoint. Ability to read and ir Ability to vork indep  T&E Rating  X  X  X  X  X  X  X  X  A  X  A  X  A  X  A  A     | A high score on one   | Writ<br>*Inclue<br>each I | ten Test*<br>de Q. #s for<br><sa td="" tested.<=""><td>Perform<br/>Exan</td><td>ance</td><td>Essa</td><td>ay</td><td>% or</td></sa>  | Perform<br>Exan | ance      | Essa           | ay            | % or                              |
| 12.<br>13.<br>/pes c<br>SA<br>s:<br>  | PowerPoint. Ability to read and ir Ability to work indep  T&E Rating  X  X  X  X  X  X  A  X  A  X  A  A  A              | A high score on one j   | Writ<br>*Includ<br>each I | ten Test*<br>de Q. #s for<br>(SA tested.)<br>(SA t | Perform<br>Exan | ance      | Essa           | ay            | % or                              |
| 12.<br>13.<br>/pes (<br>SA<br>s:<br>  | PowerPoint. Ability to read and ir Ability to vork indep  T&E Rating  X  X  X  X  X  X  X  X  A  X  A  X  A  X  A  A     | A high score on one f         W         X         Y <td>Writ<br/>*Inclue<br/>each I</td> <td>ten Test*<br/>de Q. #s for<br/>(SA tested.)<br/>(SA t</td> <td>Perform<br/>Exan</td> <td>ance</td> <td>Essa</td> <td>ay</td> <td>her predictor*.) n one predictor*</td> | Writ<br>*Inclue<br>each I | ten Test*<br>de Q. #s for<br>(SA tested.)<br>(SA t | Perform<br>Exan | ance      | Essa           | ay            | her predictor*.) n one predictor* |

the individual exam instruments.)
\*Predictor = Exam question, exam subtest, or exam instrument