

## ORANGE UNIFIED SCHOOL DISTRICT

### PLANNING ANALYST

#### **DEFINITION**

Under the direction of the Senior Executive Director, Administrative Services coordinates and administers facilities planning activities related to new school construction, modernization of existing schools, acquisition and installation of relocatable classrooms, development of district relations with government agencies with whom the District interacts regarding school facilities policies and issues and other support activities, including the community use of district facilities.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include but are not limited to the following:

Under the direction of the Senior Executive Director, Administrative Services, assists in gathering source information for documents, reports, and estimates as may be necessary for submittal to the Office of Public School Construction (OPSC), Department of Education (CDE), Department of Toxic Substances Control (DTSC), any other state or local agencies, and the Board of Education.

Prepare draft documents, reports and estimates for review and approval by the Senior Executive Director, Administrative Services. The documents include but are not limited to OPSC, CDE and DTSC forms, Developer Fee studies, enrollment projections and reports for presentation to the Board of Education.

Maintain the geo-coded student database and attendance area maps. Research and field verify boundary areas to resolve issues of attendance with other districts and between district schools.

Develop relationships with city and county building and planning departments to record approved and proposed residential development in the district. Maintain geo-coded maps of proposed and approved residential developments.

Attend Orange County Department of Education (OCDE) facility planners meetings and seminars hosted by the Coalition for Adequate School Housing (CASH), the California Association of School Business Officials (CASBO) or other such organizations and agencies as may offer training and updates for facility planners.

When necessary, travel to Sacramento to attend State Allocation Board (SAB) meetings, SAB Implementation Committee meetings and meetings with various State agencies.

#### **QUALIFICATIONS**

##### Familiarity with:

California Department of Education, Office of Public School Construction, State Allocation Board and other State and local programs and forms;

Applicable sections of California Codes including but not limited to the Education Code (including the Civic Center Act), Government Code, Administrative Code, Title V and California Environmental Quality Act and administrative regulations published by the California Department of Education, Office of Public School Construction, State Allocation Board and other State and local agencies;

Appraisal information and procedures;

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Escrow procedures and authorizations;  
Long-range facilities planning and requirements;  
Local governmental operations;  
Planning information sources and research techniques;  
Safe working methods and procedures.

#### Ability to:

Work cooperatively and effectively with developers, contractors, architects and others contacted in the course of performing work;  
Uniformly interpret and apply District policy to various facility user application requests and mediate user complaints and challenges;  
Use computer programs including but not limited to word processing, spreadsheets, data bases, Internet and ArcView geographic information systems.

#### **Language Ability and Interpersonal Communication:**

Ability to analyze data and information using established criteria, in order to determine consequences and to identify and select alternatives. Ability to compare, count, differentiate, measure and/or sort, as well as assemble, copy, record and transcribe data and information. Ability to classify, computerize, tabulate and categorize data. Ability to advise and provide interpretation to others about how to apply District, State and local agencies policies, procedures and standards to specific situations;  
Ability to utilize a variety of advisory data information such as budgets, variety of plans, ordinances, environmental guidelines, personnel guidebook, maps, technical operating manuals, statutes, procedures, guidelines and non-routine correspondence;  
Ability to communicate orally and in writing with District personnel, architects, engineers, inspectors, attorneys, developers, homeowners, business owners/operators and government agency personnel.

#### **Judgment and Situational Reasoning Ability:**

Ability to use functional reasoning in performing influence functions such as leading, teaching and advising;  
Ability to exercise the judgment and creativity required in situations involving the evaluation of information against sensory and/or judgmental criteria.

### **EXPERIENCE AND EDUCATION**

Any combination of experience and training that would likely provide the requisite knowledge, wisdom and skills is qualifying. A typical way to obtain the required knowledge and skills would be:

#### Experience:

Two (2) years of experience in facility planning, school construction, demographics or closely related areas, including the use of microcomputers utilizing geo-coded information systems.

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#### Education:

Equivalent to completion of a two (2) years of post-secondary education from an accredited college or university in accounting, architecture, and computer aided design (CAD), finance, planning, engineering, public administration or other closely related areas or equivalent specialized training and experience.

### **OTHER REQUIREMENTS**

#### **License Requirement**

Possession of a valid California Motor Vehicle Operator's License.

#### **Condition of Employment**

Insurability by the District's liability insurance carrier.

#### **Physical Fitness Requirements:**

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee is occasionally required to stand, walk, use hands to finger, handle or feel objects, tools or controls; reach with hands and arms; and stoop, kneel, crouch or crawl.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
- The employee must occasionally lift and/or move up to 50 pounds.

#### **Work Environment:**

- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- Occasionally works in outside weather conditions.
- The noise level in the work environment is usually moderate.