

ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES
CLASS SPECIFICATION

MANPOWER PLANNER I

POSITION CODE: 25591
Effective: 5-16-74

DISTINGUISHING FEATURES OF WORK:

Under direct supervision, recommends and coordinates all manpower policies and regulations and participates in the development and review of necessary legislation to obtain the goals of the program.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Conducts research into the execution of manpower programs by state agencies under the jurisdiction of the Governor; develops methods for adopting research findings to operational programs; develops long-range plans to maintain continuous programs for effective manpower development.
2. Develops and maintains performance evaluation of existing manpower programs, including experimental, demonstration and on-the-job training projects to test methods for improving work force utilization.
3. Represents the Office of Manpower Planning in community relations and with industrial and professional groups; participates in conferences with agency administrative officials, representatives of the federal government, employees associations, and labor unions for the purpose of promoting the development of training and other manpower programs designed to solve local manpower problems and stimulate economic development.
4. Prepares reports, brochures, speeches and technical correspondence pertaining to the manpower development program.
5. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

MANPOWER PLANNER I (Continued)

DESIRABLE REQUIREMENTS:

Education and Experience

Requires knowledge, skill and mental development equivalent to completion of four years of college.

Requires one year of professional experience in manpower planning.

Knowledges, Skills and Abilities

Requires working knowledge of federal and state laws covering the manpower field.

Requires working knowledge of the character of relationships between departments of the State and other levels of government.

Requires elementary knowledge of agency goals, objectives, programs and services.

Requires elementary knowledge of modern management principles and practices of public and business administration.

Requires ability to plan, organize and coordinate a portion of the statewide manpower development program.

Requires ability to develop and maintain support and a good functional working relationship with agency heads, employees, the business community and various community organizations.

Requires ability to exercise sound judgment in the analysis, appraisal and evaluation of existing and proposed manpower programs.

Requires ability to exercise discretion and judgment in making important administrative decisions and to apply and interpret agency policies and procedures.