

ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES
CLASS SPECIFICATION

MANPOWER PLANNER III

POSITION CODE: 25593
Effective: 5-16-74

DISTINGUISHING FEATURES OF WORK:

Under direction, assists in the development, recommendations and coordination of all the manpower policies and priorities for the statewide comprehensive manpower planning system; develops policies and regulations and participates in the development and review of necessary legislation to obtain the goals of the program; assists in determining manpower priorities for the State, including fiscal allocations necessary to implement these priorities.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Assists in coordinating all manpower programs, public and private, in the State to ensure efficient and effective manpower policies.
2. Assists in developing a state planning capability for manpower development to meet the requirements of proposed federal legislation.
3. Conducts research into 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 program for effective manpower development.
4. 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.
5. 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, employee 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.

MANPOWER PLANNER III (Continued)

6. Prepares reports, brochures, speeches and technical correspondence pertaining to the manpower development program.
7. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

DESIRABLE REQUIREMENTS:

Education and Experience

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

Requires three years of professional experience in manpower development as could be gained at the Manpower Planner II level or in the administration of a wide variety of personnel programs.

Knowledges, Skills and Abilities

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

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

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

Requires extensive 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 evaluations 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.