

Job Posting

Position Information

Requisition Number	20170191
Working Title	Planning Specialist 3
Appointment Type	Staff - Career
Personnel Program	PSS-Uncovered
Work Hours	Monday-Friday, 8:00am-5:00pm
Percentage of Time	100
Organizational Area	Chief Financial Officer-Capital Assets, Strategies and Finance
Location	Oakland, CA
Posting Salary	\$67,500 - \$85,000

This position is in Capital Planning within Capital Asset Strategies & Finance (CAS&F). Capital Planning provides systemwide policy leadership and project level guidance for the planning and budgeting of facilities for the University Of California (UC). This leadership includes consultation on relevant Regental, Presidential, and other policies, and Capital Planning acts as a liaison with other groups within the Office of the President (OP).

Position Summary

The Planning Specialist 3 position requires a professional with a full range of capital planning skills. The planner provides capital planning assistance in evaluating campus submittals for major construction projects and project approvals. The work includes reviews of Project Planning Guides and other related project materials pertaining to scope, schedule, and budget. These reviews are usually of campus submissions for approvals at Regental, Presidential, and Chancellor levels. Some aspects of the position involve analysis of project drawings and plans, as well as review of funding sources. The incumbent will assist in the development of reports and graphic presentations.

The planner works with relative independence in providing analysis, developing process strategies, and ensuring project consistency with University policies and priorities. Incumbent must possess excellent analytical, written, and oral communication skills. The planner must demonstrate good judgment in communicating with stakeholders.

Special Conditions of Employment
Travel
Travel outside of normal business hours

Other Special Conditions of Employment

Special Instructions/Additional Information Please submit resume and cover letter with application.

Job Close Date Open Until Filled

Job Duties

	Duties	Function	(%)	Ess Duty?
1	Under supervision, provides support for the review of campus proposals and presentations intended for University or Regental approval. Evaluates proposals and submittals, and identifies issues or concerns. Develops recommendations to resolve issues, along with supporting analyses. May include preparation of statistical and graphic supporting material. Provides follow-up on project issues. Working with OP and campus staff, drafts project approvals and other complex documents.	Project Review	45	Yes
2	Provides planning support for the review of State-funded project submittals from campuses for construction of educational facilities. Submittals typically include project drawings, cost estimates and budgets, schedules, and financing. Evaluates submittals with the context of Regental and University goals, analyzes accuracy of information, funding sources and associated restrictions, and feasibility of proposed costs and schedule. Prepares approval documents and recommendations. Also reviews project amendments for scope and funding changes. Project evaluation often involves follow-up with campuses and staff to refine documents. Works on systemwide data collection and analysis.	Planning Support	40	Yes
3	Works with Capital Planning team and campus staff to prepare annual Capital Financial Plan, along with related support documents.	Support preparation of Capital Financial Plan	15	Yes

Job Requirements

Job Req	Req/ Pref
Bachelor's degree in related area and three years of practical work experience in planning, capital project development, or relevant field	Required
Working knowledge of capital planning, city planning, architecture, higher education planning, or other planning-related fields.	Required
Strong analytical, written, verbal, and interpersonal communication skills. Ability to interpret, develop, and present information and data using a range of written and graphic formats. Skilled at representing positions effectively to colleagues and external constituencies.	Required
Aptitude for interacting collaboratively across organizational lines. Utilizes discretion with sensitive and/or confidential information.	Required
Experience conducting analysis of proposals with respect to general feasibility, cost effectiveness, and financial feasibility. Knowledge of fund sources and fund source restrictions. Broad understanding of project financing.	Required
Masters degree in city planning, urban planning, public policy, architecture, or other related field.	Preferred
Knowledge of short and long range development plans. Understanding of design and environmental review fields.	Preferred
Demonstrated ability to function in a complex institutional environment.	Preferred
Possess general knowledge of space planning and space utilization. Proficient at data manipulation.	Preferred
Adept at balancing multiple priorities, and exhibits flexibility in accommodating change.	Preferred