

COMMONWEALTH OF PENNSYLVANIA
STATE CIVIL SERVICE COMMISSION

**APPLICATION SUPPLEMENT NO. 2011-125-1
FOR
PLANNERS AND ENVIRONMENTAL PLANNERS**

Be sure to thoroughly read Announcement No. 2011-125 thoroughly before you complete this supplement. The announcement includes information on the minimum requirements for these jobs, the examination and other information.

Your completed Application for Employment/Promotion will be used to determine if you meet the minimum experience and training requirements. The information you provide in your *Application* and your *Application Supplement No. 2011-125-1* constitutes the examination and will be used to rate and score your qualifications. **This application supplement is the test.** If you have questions about your eligibility for these jobs or about completing this supplement or your application, contact one of the State Civil Service Commission Offices. The addresses and telephone numbers of the offices are listed at the end of the announcement.

This supplement describes the 5 major work behaviors performed by Planners, Environmental Planners, and District Environmental Specialists, Transportation, and the 6 major work behaviors performed by Environmental Planning Managers. Work behaviors are activities performed to achieve the objectives of the job. Read each work behavior carefully.

Select one "Level of Performance" which most closely represents your highest level of work, and list the employer(s)/institution(s) where you gained this experience/training. In order to receive credit for experience, you must have worked in a job for at least **six** months in which the experience claimed was a major function. The employer(s)/institution(s) are those that you noted on your *Application for Employment/Promotion*. Please note that if the information you provided on your *Application for Employment/Promotion* does not support the level you claim, your selections will be revised. **Do not submit resumes in lieu of providing the requested information. Resumes will not be scored.**

Enter your Social Security Number on the top of each page of this supplement. Please read, complete, sign and date the statement at the end of the supplement. Submit this supplement and any attachments with your completed Application for Employment /Promotion.

SPECIFIC INSTRUCTIONS FOR COMPLETING THIS SUPPLEMENT

This supplement consists of statements that describe entry level work behaviors performed by Planners and Environmental Planners. The specific work behaviors you must complete vary depending on the job title(s) for which you applied.

<u>If you are applying for</u>	<u>Complete the following Work Behaviors</u>
<u>State Government</u>	
Planner 1 - 28410	1 – 5
Planner 2 - 28411	1 – 5
Environmental Planner 1 - 28415	1 - 5
Environmental Planner 2 - 28416	1 - 5
Environmental Planning Supervisor- 28417	1 - 5
Environmental Planning Manager - 28418	1 - 6
District Environmental Specialist, Trans.- 28419	1 - 5
<u>Local Government</u>	
Planner Trainee (Local Government) - L0560	1 - 5
Planner 1 (Local Government) – L0561	1 - 5
Planner 2 (Local Government) – L0562	1 - 5
Planner 3 (Local Government) – L0563	1 - 5

Please note that the minimum requirements for the State job titles differ from the minimum requirements for the Local Government job titles. You may be eligible for some titles but not others. Eligibility for each title is determined separately.

WORK BEHAVIOR 1 - RESEARCHING, COLLECTING, ANALYZING AND INTERPRETING DATA

Researches, collects, analyzes and interprets data (in environmental areas such as air, waste management, water resources, erosion and sedimentation control, wildlife and/or other areas such as socio-economic, land use, population, housing, transportation, health and social systems and recreational facilities) for the purpose of preparing and evaluating federal, state, local and public or private plans, policies and permits.

Levels of Performance

- ☐ I have professional experience conducting research or surveys; designing, developing **AND** evaluating studies needed for planning; developing programs and/or policies including selecting the database and determining appropriate data sources and methodology.
- ☐ I have professional experience conducting a portion of a research project or survey; **OR** designing, developing **OR** evaluating studies **OR** developing programs **OR** policies, including selecting the database.
- ☐ I have professional experience collecting data of any type, or compiling experience in which the data to be collected and sources used were determined by someone other than the person doing the collecting; **OR** I have completed coursework related to researching, collecting, analyzing, and interpreting data.
- ☐ I have no experience or training related to this work behavior.

WORK BEHAVIOR 1 - RESEARCHING, COLLECTING, ANALYZING AND INTERPRETING DATA (CONTINUED)

In the space below, you must list the name(s) of your employer(s) where you gained experience researching, collecting, analyzing and interpreting data, and describe your experience as it relates to the level of performance you claim.

If you are claiming college-level coursework related to the work behavior above, please complete the requested information below.

<u>College/University</u>	<u>Course Title</u>	<u>Credits/Clock Hours</u>

WORK BEHAVIOR 2 - CONDUCTING STUDIES AND PREPARING REPORTS

Conducts studies and prepares background reports (in environmental areas such as air, waste management, water resources, erosion and sedimentation control, wildlife and/or other areas such as socio-economic, land use, population, housing, transportation, health and social systems and recreational facilities) for the use of planners and other officials in developing comprehensive plans, or components of major plans, policy formulation or program development.

Levels of Performance

- ☐ I have professional experience as the author of written research reports which includes analysis of statistical or other data and a recommendation for a solution or course of action.
- ☐ I have professional experience assisting in the preparation of research reports by data gathering and/or I had responsibility for writing portions of studies and reports as components of final studies or reports; **OR** I have professional experience writing for professional journals and publications or informational publications.
- ☐ I have professional experience updating, editing or revising existing plans or reports, without conducting the research or surveys; **OR** I have completed coursework related to conducting studies and preparing reports.
- ☐ I have no experience or training related to this work behavior.

WORK BEHAVIOR 2 - CONDUCTING STUDIES AND PREPARING REPORTS (CONTINUED)

In the space below, you must list the name(s) of your employer(s) where you gained experience conducting studies and preparing reports, and describe your experience as it relates to the level of performance you claim.

If you are claiming college-level coursework related to the work behavior above, please complete the requested information below.

<u>College/University</u>	<u>Course Title</u>	<u>Credits/Clock Hours</u>

WORK BEHAVIOR 3 - DEVELOPING, EVALUATING AND IMPLEMENTING PLANS

Develops, reviews, implements, evaluates and/or refines plans, permits, and/or policies at the federal, state and/or local level in order to maximize benefits and minimize impact and to assure adherence to local, state and federal planning policies and practices.

Levels of Performance

- ☐ I have professional experience developing, reviewing, refining, coordinating, or evaluating federal, state, regional, local or commercial plans, **AND** developing guidelines for preparing these plans.
- ☐ I have professional experience developing, reviewing, refining, coordinating or evaluating federal, state, regional, local or commercial plans, **OR** preparing grant applications **OR** preparing sections of plans on grant applications that are in compliance with established policies.
- ☐ I have professional experience as a member of a planning commission rendering advisory services; **OR** I have completed coursework related to developing, evaluating and implementing plans.
- ☐ I have no experience or training related to this work behavior.

WORK BEHAVIOR 3 - DEVELOPING, EVALUATING AND IMPLEMENTING PLANS (CONTINUED)

In the space below, you must list the name(s) of your employer(s) where you gained experience developing, evaluating and implementing plans, and describe your experience as it relates to the level of performance you claim.

If you are claiming college-level coursework related to the work behavior above, please complete the requested information below.

<u>College/University</u>	<u>Course Title</u>	<u>Credits/Clock Hours</u>

WORK BEHAVIOR 4 - NEGOTIATING WITH OFFICIALS AND ORGANIZATIONS

Negotiates with federal, state, regional, local or other governmental and public and private officials or special interest groups, or the public, for the purpose of preparing, gaining support for and/or assisting in the approval, development, implementation, administration, monitoring, and evaluation of plans, policies and/or programs.

Levels of Performance

- ☐ I have professional experience negotiating with federal, state, regional or local officials and/or planning commissions for the purpose of preparing, gaining support for and/or assisting the approval, development, implementation, administration and evaluation of plans, policies and/or programs.
- ☐ I have professional experience in public speaking and presiding over meetings with special interest groups, private organizations and the public; making presentations to the media; and developing seminars, workshops and forums to interpret, resolve and/or mediate issues between groups.
- ☐ I have professional experience that involves substantial public contact dealing with individuals such as real estate or insurance sales. (Sales clerk experience is not acceptable.); **OR** I have completed coursework related to meeting and negotiating with individuals and organizations.
- ☐ I have no experience or training related to this work behavior.

WORK BEHAVIOR 4 - NEGOTIATING WITH OFFICIALS AND ORGANIZATIONS (CONTINUED)

In the space below, you must list the name(s) of your employer(s) where you gained experience meeting and negotiating with officials and organizations, and describe your experience as it relates to the level of performance you claim.

If you are claiming college-level coursework related to the work behavior above, please complete the requested information below.

<u>College/University</u>	<u>Course Title</u>	<u>Credits/Clock Hours</u>

WORK BEHAVIOR 5 - PROVIDING TECHNICAL ADVICE AND SUPPORT

Provides technical assistance to federal, state, regional, local governmental and public or private officials for the purpose of developing, implementing, administering, monitoring and evaluating plans, programs and policies.

Levels of Performance

- ☐ I have professional experience providing technical assistance to federal, state, regional or local officials in developing, monitoring, reviewing and/or implementing plans.
- ☐ I have professional experience as a municipal manager, consulting engineer to a local government, **OR** director of a community development or redevelopment authority; **OR** in implementing plan recommendations through state and federal grant programs, **OR** monitoring the implementation of plans or planning policies.
- ☐ I have professional experience as a member of a local planning commission of a city, township or small borough, rendering advice involving the preparation of municipal land use controls such as: zoning ordinances and/or subdivision regulations. (Experience as a zoning officer, enforcing codes, is not acceptable.); **OR** I have completed coursework related to providing technical advice related to the developing, implementing, administering, monitoring or evaluating plans.
- ☐ I have no experience or training related to this work behavior.

WORK BEHAVIOR 5 – PROVIDING TECHNICAL ADVICE AND SUPPORT (CONTINUED)

In the space below, you must list the name(s) of your employer(s) where you gained experience providing technical advice and support, and describe your experience as it relates to the level of performance you claim.

If you are claiming college-level coursework related to the work behavior above, please complete the requested information below.

<u>College/University</u>	<u>Course Title</u>	<u>Credits/Clock Hours</u>

TO BE COMPLETED BY CANDIDATES FOR ENVIRONMENTAL PLANNING MANAGER ONLY**WORK BEHAVIOR 6 - DIRECTING AND MANAGING**

Directs and coordinates the overall administration of an environmental planning unit/division. This also includes supervising a subordinate staff of professional and technical employees which involves operating the office in an organized, timely, and efficient manner. It also involves monitoring of projects and other administrative activities (budgeting, training, purchasing, etc.) necessary for the continuous operation of an office.

Levels of Performance

- ☐ I have professional experience directing and coordinating an environmental planning division/unit by determining the type of activities/projects to be performed, the number and type of staff; and by establishing goals, parameters, time frames and priorities, for completion of those projects/administrative activities. This involves resolving major issues/problems that occur by deciding courses of action to be taken.
- ☐ I have professional experience supervising a staff of environmental planners involved in projects and activities by assigning and reviewing work for a clerical, technical, or professional staff in order to implement goals and meet time frames and priorities. This includes ultimate responsibility for work performed and a formal (written) evaluation of the staff supervised.

WORK BEHAVIOR 6 - DIRECTING AND MANAGING (CONTINUED)

In the space below, you must list the name(s) of your employer(s) where you gained experience directing and managing, and describe your experience as it relates to the level of performance you claim.

Supplement #2011-125-1

Social Security Number

I understand this Supplement and all additional sheets constitute part of my Civil Service Application for Employment/Promotion. If requested, I will provide documentation and the names, addresses and phone numbers of persons who can verify the validity of the claims I make in this Supplement and the information reported as part of the Application.

Printed Name of Applicant

Date

Signature of Applicant

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Home Phone Number

Street Address

()
Daytime Phone Number

City

State

Zip Code

E-Mail Address