



# New Mexico State Personnel Office

2600 Cerrillos Road  
Santa Fe, New Mexico 87505-0127

## Classification Description

### URBAN AND REGIONAL PLANNERS

Class Title	Class Code	Pay Band	Alt Pay Band*
Urban and Regional Planners-B	F3051B	55	
Urban and Regional Planners-O	F3051O	60	
Urban and Regional Planners-A	F3051A	65	

*\*In accordance with SPB Rule 1.7.4.10 NMAC, the assignment to alternative pay bands shall be reviewed annually to determine their appropriateness.*

#### Occupation Description

Develop comprehensive plans and programs for use of land and physical facilities of local jurisdictions, such as towns, cities, counties and metropolitan areas.

#### Nature of Work

Urban and regional planners develop long- and short-term plans for the use of land and the growth and revitalization of urban, suburban, and rural communities and the region in which they are located. They help local officials alleviate social, economic, and environmental problems by recommending locations for roads, schools, and other infrastructure and suggesting zoning regulations for private property work that requires forecasting the future needs of the population. Planners promote the best use of a community's land and resources for residential, commercial, institutional, and recreational purposes. They address environmental, economic, and social health issues of a community as it grows and changes. They may formulate plans relating to the construction of new school buildings, public housing, or other kinds of infrastructure.

#### Distinguishing Characteristics of Levels

*Examples of Work are intended to be cumulative for each progressively higher level of work. The omission of specific statements does not preclude management from assigning other duties which are reasonably within the scope of the duties.*

#### Basic

- Employees in this Role assist in addressing issues such as traffic congestion, air pollution, and the effect of growth and change on a community.
- Employees may assist in the formulation of plans relating to the construction of new school buildings, public housing, or other infrastructure; prepare material for community relations programs; and may assist in addressing issues concerning transportation, demography, housing, historic preservation, urban design, environmental regulatory issues, and economic development.

#### Recommended Education and Experience for Full Performance\*

Associate's Degree in planning, architecture, business administration, public administration or political science and four (4) years of experience to include urban, transportation or infrastructure planning, real estate, commercial or public land usage, grant management,

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procurement, working with contracts, right of way appraisal, inter-agency coordination, engineering design, business administration, or economics.

### Minimum Qualifications

High school diploma and two (2) years of experience to include urban, transportation or infrastructure planning, real estate, commercial or public land usage, grant management, procurement, working with contracts, right of way appraisal, inter-agency coordination, engineering design, business administration, and/or economics.

### Operational

- Employees in this Role may independently manage a district of state trust lands leased for ranching, mineral, and agricultural purposes to include, grazing and farming, soil and vegetation analysis, mineral deposits, and range conditions; ensure builders follow codes/regulations; address issues created by population movements; develop transportation models; provide data on the types of industries in the community, characteristics of the population, design the layout of land uses for buildings and other facilities; report on the current use of land for residential, business, and community purposes; use computer databases, spreadsheets, and analytical techniques; and map land areas with geographic variables.

### Recommended Education and Experience for Full Performance

Bachelor's Degree in planning, architecture, business administration, public administration or political science and two (2) years of experience to include urban, transportation or infrastructure planning, real estate, commercial or public land usage, grant management, procurement, working with contracts, right of way appraisal, inter-agency coordination, engineering design, business administration, or economics.

### Minimum Qualifications

Associate's Degree in planning, architecture, business administration, public administration or political science and two (2) years of experience to include urban, transportation or infrastructure planning, real estate, commercial or public land usage, grant management, procurement, working with contracts, right of way appraisal, inter-agency coordination, engineering design, business administration, and/or economics. Any combination of education from an accredited college or university in a related field and/or direct experience in this occupation totaling four (4) years may substitute for the required education and experience.

### Advanced

- Employees in this Role are responsible for decisions on alternative public transportation system plans, resource development, and protection of ecologically sensitive regions.
- Employees are responsible for oil and gas, and commercial development activities such as: land reclamation, oil and gas industry operations, oil and gas lease rights, monitoring production volumes, real estate planning, valuation and appraisal, business lease rights, subdivision, zoning, and utility infrastructure.
- Employees may deal with environmental issues, draft legislation, examine proposed community facilities, and address issues involved in zoning codes, building codes, and environmental regulations.

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### **Recommended Education and Experience for Full Performance**

Bachelor's Degree in planning, architecture, business administration, public administration or political science and four (4) years of experience to include urban, transportation or infrastructure planning, real estate, commercial or public land usage, grant management, procurement, working with contracts, right of way appraisal, inter-agency coordination, engineering design, business administration, or economics.

### **Minimum Qualifications**

Bachelor's Degree in planning, architecture, business administration, public administration or political science and two (2) years of experience to include urban, transportation or infrastructure planning, real estate, commercial or public land usage, grant management, procurement, working with contracts, right of way appraisal, inter-agency coordination, engineering design, business administration and/or economics. Any combination of education from an accredited college or university in a related field and/or direct experience in this occupation totaling six (6) years may substitute for the required education and experience.

### **Knowledge and Skills**

*Note: This information has been produced by compiling information and documentation provided by O\*NET. O\*NET™ is a trademark of the U.S. Department of Labor, Employment and Training Administration.*

#### **Knowledge**

**English Language** — Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.

**Law and Government** — Knowledge of laws, legal codes, court procedures, precedents, government regulations, executive orders, agency rules, and the democratic political process.

**Administration and Management** — Knowledge of business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership technique, production methods, and coordination of people and resources.

**Transportation** — Knowledge of principles and methods for moving people or goods by air, rail, sea, or road, including the relative costs and benefits.

**Customer and Personal Service** — Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.

**Computers and Electronics** — Knowledge of circuit boards, processors, chips, electronic equipment, and computer hardware and software, including applications and programming.

**Geography** — Knowledge of principles and methods for describing the features of land, sea, and air masses, including their physical characteristics, locations, interrelationships, and distribution of plant, animal, and human life.

**Mathematics** — Knowledge of arithmetic, algebra, geometry, calculus, statistics, and their applications.

**Design** — Knowledge of design techniques, tools, and principles involved in production of precision technical plans, blueprints, drawings, and models.

**Education and Training** — Knowledge of principles and methods for curriculum and training design, teaching and instruction for individuals and groups, and the measurement of training

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effects.

### Skills

**Active Listening** — Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.

**Speaking** — Talking to others to convey information effectively.

**Reading Comprehension** — Understanding written sentences and paragraphs in work related documents.

**Critical Thinking** — Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.

**Judgment and Decision Making** — Considering the relative costs and benefits of potential actions to choose the most appropriate one.

**Systems Analysis** — Determining how a system should work and how changes in conditions, operations, and the environment will affect outcomes.

**Active Learning** — Understanding the implications of new information for both current and future problem-solving and decision-making.

**Writing** — Communicating effectively in writing as appropriate for the needs of the audience.

**Complex Problem Solving** — Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.

**Social Perceptiveness** — Being aware of others' reactions and understanding why they react as they do.

**Statutory Requirements:** N/A

**Conditions of Employment:** Working Conditions for individual positions in this classification will vary based on each *agency's utilization, essential functions, and the recruitment needs* at the time a vacancy is posted. All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.

**Default FLSA Status:** Exempt. FLSA status may be determined to be different at the agency level based on the agency's utilization of the position.

**Bargaining Unit:** This position may be covered by a collective bargaining agreement and all terms/conditions of that agreement apply and must be adhered to.

**Established:** 07/07/2001

**Revised:** 9/20/2011

*\*Adapted from the United States Bureau of Labor Statistics and are intended to illustrate the typical education and experience required for this occupation.*

*Note: Classification description subject to change. Please refer to the SPO website [www.spo.state.nm.us](http://www.spo.state.nm.us) to ensure this represents the most current copy of the description.*