

STATE OF SOUTH DAKOTA CLASS SPECIFICATION

Class Title: National Guard Planning Specialist

Class Code: 011612

A. Purpose:

Manages the master plan of the real property inventory for the South Dakota Army National Guard and acts as a consultant to the Assistant United States Property and Fiscal Officer for Real Property to ensure the master plan supports the real property acquisition, management, accounting, reporting, and disposition strategies and plans are in compliance with applicable Army, Army National Guard (ARNG), federal government regulations, and state government regulations.

B. Distinguishing Feature:

The Army National Guard Planning Specialist is responsible for formulating, planning, and developing broad strategies and procedures to conduct the comprehensive planning process for the development and maintenance of short and mid-term plans, and the master long-range plan for the South Dakota Army National Guard.

C. Functions:

(These are examples only; any one position may not include all of the listed examples nor do the listed examples include all functions which may be found in positions of this class.)

1. Develops the state ARNG short, mid, and long-range plans to structure and prioritize the number, size, content, and potential mix of state ARNG installations and facilities to support current and projected force structure.
 - a. Researches, develops, integrates, maintains, and reviews military planning and construction documents and databases.
 - b. Integrates major maintenance and repair projects into the Master Plan.
 - c. Maintains and compiles a listing/program depicting all construction projects, maintenance and repair projects, and demolition of buildings.
 - d. Ensures all projects, specifications, plans, and requests conform to the state and ARNG planning strategy.
 - e. Ensures the State meets any Department of Defense, Army, state, or local standards for planning.
 - f. Coordinates and works with various local, state, federal, and private organizations during the design and development of the long range plan.
 - g. Works with internal and external planning agencies to identify facility requirements and initiates construction projects to address facility needs.
 - h. Provides status reports, recommendations, and technical advice to the Planning and Programming Branch Chief and Construction and Facilities Management Officer.
 - i. Acts as liaison between State agencies and the ARNG Construction and Facilities Management Office.
 - j. Coordinates and conducts planning board meetings.
2. Compiles, coordinates, develops, and verifies project justification, engineering/cost estimates, economic analyses, and other documents for project approval and completion.
 - a. Plans project schedules and sequence of construction operations.

- b. Ensures an even work flow, reasonable distribution of work, and the meeting of schedules and deadlines.
 - c. Prepares construction and project justification briefings.
 - d. Initiates studies and confers with design/utility personnel and firms to determine the capabilities of land selected for construction projects.
 - e. Ensures all construction and improvement projects have been coordinated with historical and environmental personnel as required.
 - f. Serves as Project Officer for environmental issues, force protection projects, energy conservation issues, fire protection issues, and space management requirements as needed.
 - g. Reviews and edits ARNG construction project documentation and site approval requests.
3. Compiles an inventory listing of current ARNG facilities and their conditions and the requirements per facility based on the ARNG stationing plan.
 - a. Advises and assists tenant units in development and initiation of project requests.
 - b. Coordinates with other ARNG units and agencies concerning work completion, priorities, and procedures.
 - c. Reviews and analyzes encroachment input from various sources to determine if an encroachment issue exists.
 - d. Drafts and submits proposals to prevent and address encroachment of facility issues.
 4. Supervises subordinate staff to ensure the goals and objectives of the work unit are met.
 - a. Interviews and selects staff.
 - b. Provides training and work direction.
 - c. Approves leave requests.
 - d. Addresses staff problems and recommends disciplinary actions.
 - e. Conducts performance appraisals and completes performance documents.

D. Reporting Relationships:

Reports to the Planning and Programming Branch Chief or the Construction and Facilities Management Officer.

E. Challenges and Problems:

Challenged to find solutions that lead to sound decisions involving long range strategy, real estate acquisition/disposal and facility replacement when guidance is not provided in regulations or other procedural manuals. Additionally challenged to satisfy the real property desires of the installation leadership while complying with strict regulatory requirements to ensure the planning strategy remains balanced throughout the state.

Problems include maintaining accurate planning strategy data on 196 ARNG facilities located in 32 communities across the state.

F. Decision-making Authority:

Decisions made include determining the feasibility of expansion or reduction of ARNG facilities; evaluating and determining encroachment issues; determining planned facility size and acreage requirements; scheduling meetings with critical personnel to gather information

or review plans in support of long range planning strategies; and making edits and revisions to long range plans based on gathered input.

Decisions referred include the stationing of ARNG units and which communities ARNG facilities are selected for expansion or reduction.

G. Contact with Others:

Weekly contact with City, County, and State officials, and Federal Departments or Agencies, for data collection, activities coordination, and submission of planning and construction requirements. As required or monthly contact with ARNG staff to provide planning updates, review of existing plans, and planning and construction approval.

H. Working Conditions:

Typical office setting with occasional on-site facility visits.

I. Knowledge, Skills and Abilities:

Knowledge of:

- engineering, planning, design, and construction principles;
- Federal, state, and local government statutes, regulations, procedures, and policies relating to acquisition, management, and disposal transactions of real property;
- Geographical Information Systems (GIS);
- database and plans management;
- ARNG construction and planning programs.

Ability to:

- plan and manage projects and schedules;
- read engineering and architectural plans and blue prints;
- read and interpret technical specifications;
- apply proven engineering and architectural techniques;
- develop site plans;
- establish and maintain effective working relationships with local officials, staff, other Federal agencies' representatives, and the public;
- communicate information clearly and concisely;
- organize, assess, and analyze data from multiple resources and reach an effective conclusion;
- work independently and prioritize work to meet scheduled timelines.