

**CITY OF CHATTANOOGA**  
**Classification Specification Title: Planning Analyst**

**Department: City Planning**

**Pay Grade: GS.11**

**Supervision Received From: Director Research  
& Information**

**FLSA Status: Exempt**

**Established: 12/29/09**

**Supervisory Responsibility For: None**

**Revision Dates: 4/3/25;**

**10/20/23; 8/24/23**

**CLASSIFICATION SUMMARY:**

Incumbents in this classification prepare statistical, spatial, quantitative, and qualitative data analysis and visualization related to land use and transportation planning, public infrastructures, municipal services and quality of life to facilitate decision-making. Incumbents will have in-depth knowledge and skills in using modern data science tools, statistical analysis tools, and GIS interactive mapping tools to provide insights and analytical interpretation about the regional development trends and assist in developing strategic advisory to enhance the agency's planning efforts.

Incumbents are also responsible for extracting, cleaning, transforming and loading data from different source data systems such as governmental or third party data systems, developing and managing complex and advanced technical analyses and research projects, such as population and land use analysis and forecasts; preparing data analysis, policy analysis and feasibility and impact analyses; developing and maintaining the planning and transportation information system and providing consultation and support for other research and analytical projects. Work requires limited supervision and the use of independent judgment and discretion.

**SERIES LEVEL:** This is a stand alone position in the Regional Planning Agency.

**ESSENTIAL FUNCTIONS:**

*(The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.)*

Extract, clean, transform, load, organize, integrate, and analyze various datasets for preparing advanced analysis, developing feasibility and impact studies, developing and evaluating policies and programs related to land use, transportation, social and economic issues and trends.

Prepare data visualizations to be used in the development of policies, plans and programs related to land use development, public infrastructures, municipal services, and quality of life.

Prepare written reports that provide data interpretation, analysis, and research findings to diverse audiences and stakeholders.

Create, update, maintain and manage GIS database and features to conduct complex spatial analysis using GIS programming and/or other analytical tools.

Design, develop, and use software applications to collect, monitor, and report information to facilitate decision making.

Develop, implement and monitor workflow for timely data collection and ensure data quality for publishing and dissemination.

Identify issues and data requirements, research and evaluate data sources and available technology options, formulate analysis approach and methodology, coordinate with departmental staff and other organizations.

Develop, calibrate, and deploy forecasting models to predict growth, development and demand for infrastructure and public services.

Provide consultation and technical support for other research and analytical projects.

Develops and maintains planning and transportation data systems; collects, processes, organizes, builds and maintains databases, analyzes, interprets and prepares data for land use, and transportation planning.

Develops, adapts, modifies and extends manual and electronic procedures, tools, scripts and applications to improve and enhance data collection, data quality, data analysis and visualization products.

Designs, plans and conducts qualitative research such as surveys, interviews, focus groups, literature scans; collects, processes, edits, organizes and analyzes data; prepares technical reports and visualizations, and presents results.

Prepares thorough documentation of work products.

Develops grant applications, requests for proposals, and recommendations based on research & analysis findings.

Develops and implements appropriate public participation processes; prepares presentations, materials and other communication tools to facilitate project review, public meetings and community outreach and serves as lead presenter/facilitator for contentious/complex projects.

Creates a variety of materials such as maps, charts, graphics, reports, brochures and visual presentations for meetings and to facilitate community education and outreach activities with interest groups, neighborhood associations, advisory boards and elected officials.

Represents the Chattanooga-Hamilton County Regional Planning Agency, County and jurisdictions and serves as a technical resource and consensus builder on a variety of meetings, public events, and training sessions, on committees, task forces and/or other related groups.

Provides professional-level staff support to various Commissions and Boards, such as the Chattanooga Hamilton County/North Georgia Transportation Planning Organization, including organizing meetings, preparing informational reports for members and performing other related activities.

Provides guidance and monitors the work of contractors and ensures the contract terms are met.

Reviews, interprets and applies federal, state and local regulations as they relate to planning projects and transportation planning.

Must meet regular attendance requirements.

Must be able to maintain good interpersonal relationships with staff, co-workers, managers and citizens.

Must accomplish the essential functions of the job, with or without reasonable accommodations, in a timely manner.

Performs other duties as assigned.

DEPARTMENT SPECIFIC DUTIES (if any):

MINIMUM QUALIFICATIONS: Bachelor's degree in Urban Planning, Geography, Public Administration, business management, statistics, or closely related field and at least three (3) years of professional level experience in spatial analysis and geographical information systems applications; advanced qualitative and quantitative analysis; statistical analysis and database development and maintenance; or any combination of equivalent experience and education. Experience with population projection; impact analysis; statistical analysis software; computer programming; and (web) application development and maintenance such as Python, SQL, R, Java, or JavaScript programming languages is a must.

LICENSING AND CERTIFICATIONS: Valid Class D Driver's License

SUPPLEMENTAL INFORMATION:

In-depth knowledge of quantitative and qualitative analysis in urban planning; statistical analysis software; Geographic Information System (GIS) practices and applications; programming languages, data cleaning and preparation, data analysis and exploration, data visualization, and report creation, qualitative research such as surveys, interviews, focus groups and literature scans.

Knowledge of database development and administration principles; data management and processing techniques; census and other government data products; cartographic principles as it relates to GIS; urban planning principles and theory; forecasting and trend analysis as applied to population and land use planning; spatial analysis concepts and techniques; policy analysis and management; cost-benefit analysis; impact analysis; statistical survey; descriptive statistics and statistical analysis; planning principles, methods, materials, practices and techniques; budgeting principles; customer service and public relations principles; mapping software applications; project management principles and practices; applicable federal, state and local laws, ordinances, codes, rules, regulations, standards, policies and procedures.

Skill in using GIS and database systems, using statistical analysis software packages; extracting, cleaning, transforming, and loading from big data sources as well as managing and manipulating large dataset; maintaining GIS data; using statistical/analytical/deterministic tools; developing visualizations such as dashboards, annotated maps, graphs, photographs and illustrations;

developing and modifying computer programming and script writing; organizing, collecting, analyzing and interpreting data; performing mathematical calculations; compiling data from multiple external sources; designing and executing surveys; reading and interpreting architectural and engineering drawings; reading maps and scales; conducting research; facilitating training; interpreting and applying applicable laws, ordinances, codes, rules, regulations, policies and procedures; managing complex projects; managing multiple priorities; resolving conflict; creating and making presentations; speaking in public; effective writing techniques, preparing reports and documents and communication and interpersonal skills as applied to interaction with co-workers, supervisor, and the general public, sufficient to exchange or convey information and to receive work direction.

**PHYSICAL DEMANDS:** Positions in this class typically require: reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling, talking, hearing, seeing and repetitive motions.

**WORK ENVIRONMENT:** Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

**SPECIAL REQUIREMENTS:**

Safety Sensitive: N

Department of Transportation - CDL: N

Child Sensitive: N

The City of Chattanooga, Tennessee is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourage both prospective and current employees to discuss potential accommodations with the employer.