



# Project Management Specialist II

Salary Group: B21  
Class Code: 1661

CLASS TITLE	CLASS CODE	SALARY GROUP	SALARY RANGE
PROJECT MANAGEMENT SPECIALIST I	1660	B19	\$48,244 - \$76,028
<b>PROJECT MANAGEMENT SPECIALIST II</b>	<b>1661</b>	<b>B21</b>	<b>\$54,278 - \$87,046</b>
PROJECT MANAGEMENT SPECIALIST III	1662	B23	\$61,184 - \$99,658

## GENERAL DESCRIPTION

Performs complex (journey-level) project management specialist work in the areas of scheduling and estimating. Work involves developing a schedule and/or estimates of projects at various levels of completion; monitoring the progress and schedule for projects; and communicating with project stakeholders, management and other relevant parties. May provide guidance to others. Works under general supervision, with moderate latitude for the use of initiative and independent judgment.

## DISTINGUISHING CHARACTERISTICS

The intent of this series, the Program Management Specialist series, and the Portfolio Project Manager series is to provide support within a Project/Program Management Office or similarly structured area whose main objective is to set standards and governance for work and processes within an agency.

## EXAMPLES OF WORK PERFORMED

Assesses and reports actual project progress compared with planned progress to determine trends and variances.

Compiles and distributes project information, status reports, and project budget expenditures.

Creates project schedules and scheduling components for all phases of a project.

Creates, organizes, and maintains detailed project cost estimates to model a project's final cost.

Develops project schedules, resource requirements, and cost estimates and projections.

Documents project plans, project procedures, and project change orders.

Ensures that project schedules comply with department policies, practices, and procedures.

Monitors and reports project schedule changes, and evaluates and assesses the effect of adjustments.

Prepares detailed project cost estimates using descriptive information to model and display project financial status.

Provides project management consultative services and technical assistance to improve project management delivery using appropriate scheduling tools.

Recommends and/or develops policies for project management scheduling and budgeting; and reviews policies, practices, and procedures.

Reviews and analyzes construction documents and other technical documents.

Updates project schedules and cost estimates using information gathered and analyzed from multiple sources.

Verifies that project schedule controls are properly implemented and maintained.

Assists with analyzing historical project data to maintain a basis for future project planning and forecasting.

Assists with risk assessments and contingency estimates for project schedules and cost estimates.

Assists in training staff in the use of project management scheduling tools and provides ongoing technical assistance to users.

Assists project managers to establish feasible project schedules and cost estimates.

May provide guidance to others.

Performs related work as assigned.

## **GENERAL QUALIFICATION GUIDELINES**

### **EXPERIENCE AND EDUCATION**

Experience in project management in relevant areas of project assignment. Graduation from an accredited four-year college or university with major coursework in a field relevant to assignment is generally preferred. Experience and education may be substituted for one another.

### **KNOWLEDGE, SKILLS, AND ABILITIES**

Knowledge of project management theories and practices; project costing, estimating, and scheduling; systems and procedures used to evaluate project performance; and local, state, and federal laws and regulations relevant to the administration of the project undertaken.

Skill in project management, scheduling, and estimating; and in the use of a computer and applicable software.

Ability to monitor project status, to prepare and/or analyze project cost estimates, to exercise sound judgment in making critical decisions, to analyze project-related information and develop plans to address identified issues, to identify project risks, to prepare reports and charts, to communicate effectively, and to provide guidance to others.

**REGISTRATION, CERTIFICATION, OR LICENSURE**

May require certification as a Certified Associate in Project Management (CAPM) or a Project Management Professional (PMP).