Project Management Specialist

CLASS TITLE	CLASS CODE	SALARY GROUP	SALARY RANGE
PROJECT MANAGEMENT SPECIALIST I	1660	B20	$51,158 - $81,351
PROJECT MANAGEMENT SPECIALIST II	1661	B22	$57,614 - $93,138
PROJECT MANAGEMENT SPECIALIST III	1662	B24	$65,104 - $106,634

GENERAL DESCRIPTION

Performs project management specialist work in the areas of scheduling and estimating, involving coordinating the planning and initiation of projects at various levels of completion; monitoring the progress and schedule of projects; and communicating with project stakeholders, management, and other relevant parties.

DISTINGUISHING CHARACTERISTICS

The Project Management Specialist job classification series focuses on scheduling and estimating, applying knowledge of project scheduling methodologies, software tools, and cost-estimating techniques to accurately scope, plan, and forecast projects. Work typically includes coordinating resources, assessing scheduling conflicts, and developing contingency plans.

This series is designed to support a Project/Program Management Office or similar structured entity, focusing on establishing standards and governance for agency projects and processes.

Although there are similarities between Project Management Specialists and Project Managers, Project Management Specialists specialize in scheduling and estimating, while the Project Managers are responsible for the daily management of projects.

EXAMPLES OF WORK PERFORMED

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.

Documents project plans, procedures, and project change orders.

Monitors and reports project schedule changes and the potential effect of adjustments.

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

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.

Performs project record reviews at various intervals of project duration to verify documents are following state and federal regulations, and conducts reviews of project records for accuracy.

Maintains project files from pre-project through project closeout.

Represents the agency at meetings regarding construction project records requirements.

Performs related work as assigned.

DESCRIPTION OF LEVELS

Examples of work and descriptions are meant to progress through the levels. For example, an employee at level III may also perform work listed within the previous levels.

***Note**: Factors that may distinguish between levels include the degree of independence in performing the work; the complexity of the work; the scope of responsibility; and the employee's related work experience, education, and certifications. Employees at the journey levels may independently perform the full range of work identified in their current level and may assist others in that work. Senior-level employees serve in a lead or supervisory role and may perform the full range of work identified in the levels preceding their own and may coordinate or oversee that work for others.*

PROJECT MANAGEMENT SPECIALIST I: Performs routine (journey-level) project management specialist work in the areas of scheduling and estimating. Works under moderate supervision, with limited latitude for the use of initiative and independent judgment. Employees at this level may rely on direction from others to solve problems that are not standard and may routinely assist others in performing work of greater complexity.

PROJECT MANAGEMENT SPECIALIST II: Performs complex (journey-level) project management specialist work in the areas of scheduling and estimating. Works under general supervision, with moderate latitude for the use of initiative and independent judgment. Employees at this level may work more independently than the previous level and may routinely assist others in performing work of greater complexity. Employees at this level may:

- Assess actual project progress compared with planned progress to determine trends and variances.
- Develop project schedules, resource requirements, and cost estimates and projections.

- Ensure that project schedules comply with department policies, practices, and procedures; and evaluate and assess the effect of adjustments.
- Provide project management consultative services and technical assistance to improve project management delivery using appropriate scheduling tools.
- Recommend and/or develop policies for project management scheduling and budgeting; and review policies, practices, and procedures.

PROJECT MANAGEMENT SPECIALIST III: Performs advanced (senior-level) project management specialist work in the areas of scheduling and estimating. Works under limited supervision, with considerable latitude for the use of initiative and independent judgment. Employees at this level may:

- Oversee the documentation of project plans, project procedures, and project change orders.
- Consult with project managers to establish feasible project schedules and cost estimates.
- Perform risk assessments and contingency estimates for project schedules and cost estimates.
- Analyze and collect historical project data to maintain a basis for future project planning and forecasting.
- Implement quality control and quality assurance project management best practices, supporting project managers.
- Develop reports detailing resource capacity and/or use, including forecasts of resource requirements.
- Train staff in the use of project management scheduling tools and provide ongoing technical assistance for users.

GENERAL QUALIFICATION GUIDELINES

EXPERIENCE AND EDUCATION

Agencies have the discretion to identify the general or specialized experience, education, or certifications required for positions and may tailor qualification requirements to specifically meet the agency's business needs. Agencies may substitute experience, education, military service, apprenticeships, and relevant credentials for one another, if appropriate and allowed by statute.

KNOWLEDGE, SKILLS, AND ABILITIES

For all levels

- 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 exercise sound judgment in making critical decisions, to assess project-related information and develop plans to address identified issues, to demonstrate negotiation and facilitation skills, to identify project risks, to prepare reports and charts, and to communicate effectively.

Additional for Project Management Specialist II – III levels

- Ability to monitor project status, to prepare and/or analyze project cost estimates, to analyze project-related information, and to provide guidance to others.

Additional for Project Management Specialist III level

- Ability to supervise the work of others.

REGISTRATION, CERTIFICATION, OR LICENSURE

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