



# Project Management Specialist I

Salary Group: B19

Class Code: 1660

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

## GENERAL DESCRIPTION

Performs routine (journey-level) project management specialist work in the areas of scheduling and estimating. Work involves 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. Works under moderate supervision, with limited 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

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.

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

Assists in developing policies for project management scheduling and budgeting; and reviews policies, practices, and procedures.

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

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

Assists with the development of project schedules, resource requirements, and cost estimates and projections.

May assist with risk assessments and contingency estimates for project schedules and cost estimates.

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 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 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.

**REGISTRATION, CERTIFICATION, OR LICENSURE**

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