



# Project Management Specialist III

Salary Group: B23  
Class Code: 1662

CLASS TITLE	CLASS CODE	SALARY GROUP	SALARY RANGE
PROJECT MANAGEMENT SPECIALIST I	1660	B19	\$45,244 - \$72,408
PROJECT MANAGEMENT SPECIALIST II	1661	B21	\$51,278 - \$82,901
<b>PROJECT MANAGEMENT SPECIALIST III</b>	<b>1662</b>	<b>B23</b>	<b>\$58,184 - \$94,913</b>

## GENERAL DESCRIPTION

Performs advanced (senior-level) project management specialist work in the areas of scheduling and estimating. Work involves overseeing schedules 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 supervise the work of others. Works under limited supervision, with considerable 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

Oversees and/or develops project schedules, resource requirements, and cost estimates and projections; monitors and updates project schedules and cost estimates; and assesses the effect of adjustments.

Oversees and/or compiles and distributes project information, status reports, and project budget expenditures.

Oversees the documentation of project plans, project procedures, and project change orders.

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

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

Consults with project managers to establish feasible project schedules and cost estimates.

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.

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 skills using appropriate scheduling tools.

Performs risk assessments and contingency estimates for project schedules and cost estimates.

Collects and analyzes historical project data to maintain a basis for future project planning and forecasting.

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

Implements quality control and quality assurance project management best practices, supporting project managers.

Develops reports detailing resource capacity and/or use, including forecasts of resource requirements.

Reviews and analyzes construction documents and other technical documents.

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

Verifies that project schedule controls are properly implemented and maintained.

May supervise the work of 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 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 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).