



Class Summary

The responsibilities of this classification include performing moderately complex analytical and research work and may also include entry-level project and program management duties.

Distinguishing Characteristics

This is the second level within a four-level Project/Program classification series. This classification is distinguished from the third level within the series in that incumbents handle tasks independently and perform both routine and journey-level work. Routine work is performed with minimal direction and guidance, while more complex tasks and projects are performed under closer supervision. The Project/Program Manager III works at the expert level and independently manages complex programs and/or projects; or leads a project work team. Incumbents in the Project/Program Manager II classification prepare less complex analyses, plans, policies, budgets or projects and may be required to have program-specific experience.

Examples of Duties (May vary by position)

1. Monitor scope, schedule and budget of contract or project and report results.
2. Perform data analysis independently or as assigned.
3. Assist with budget development by developing a budget component for a less complex project or program.
4. Perform analysis to support budget recommendations.
5. Monitor financial indicators on behalf of program.
6. Produce monthly/quarterly work program or budget reports.
7. Write reports or issue papers summarizing analysis or research.
8. Gather and analyze data.
9. Develop and manage database.
10. Serve on inter-jurisdictional committees and task force.
11. May assign work to Project/Program Assistant.
12. May serve as mentor for Project/Program Assistant.
13. Draft external correspondence for supervisor or management.
14. Coordinate review/comment process for program or project.
15. Respond to inquiries related to program or project.
16. Serve as the public information or public involvement specialist for the program.
17. Develop program recommendations.
18. Perform other duties as assigned.

Knowledge/Skills (May vary by position)

Knowledge of research methods

Knowledge of other relevant agencies and systems
Knowledge of negotiation principles
Knowledge of project cost accounting principles
Knowledge of project management principles
Knowledge of general government principles and procedures
Basic quantitative skills
Written and oral communications skills
Analytical and problem-solving skills
Budget development and monitoring skills
Skills in gathering, manipulating and using data utilizing a computer and other tools
Skill in working effectively as a team member to coordinate accomplishment of specific tasks

Licensing/Certification Requirements

Some licenses, certifications and other requirements determined to be necessary to meet the business needs of the employing unit may be required.

FLSA Designation**Non-Exempt****Levels within same series**

Project/Program Manager I, II, III and IV

Class History

Created 11/1996

Updated 2/2003

Updated 10/2007 Changed font and format