Class Summary

The responsibilities of this classification include serving as an expert technical resource or lead for work teams handling multi-disciplinary or technically challenging analytical or planning projects and programs.

Distinguishing Characteristics

This is the third level within a four-level Project/Program classification series involving a combination of analysis, planning, coordination and management. Incumbents in this classification are considered expert level and work independently to manage complex programs or projects or to lead project work teams. Typical projects involve interagency, inter-jurisdictional or multi-disciplinary coordination and public involvement to develop and/or implement analyses, plans, policies, budgets, systems or technology. Incumbents in this classification also may be program managers. Responsibilities include analysis, research, planning, policy development, systems development, technology implementation and program development and/or coordination. Incumbents in this classification may be required to have program-specific expertise.

Examples of Duties (May vary by position)

1. Manage complex contracts or grants independently.
2. Provide technical analysis for complex grants or projects.
3. Manage inter-jurisdictional or interagency projects.
4. Make/modify recommendations for changing scope of study.
5. Develop project methodology and determine research design.
6. Develop program/policy recommendations or issue paper. Evaluate program.
7. Write complex analytical or program evaluation reports.
8. Manage data gathering.
9. Develop budget for a unit, section or project. Propose budget revisions.
10. Lead and coordinate inter-jurisdictional or multi-agency policy development.
11. Represent the division in inter-jurisdictional meetings.
12. May negotiate inter-local agreements on behalf of the division.
13. Conduct technical committee meetings.
14. Represent the division or department at public hearings. Serve as the public information lead for the program. Handle politically sensitive citizen calls. Work with community coalitions on behalf of program.
15. Make staff hiring recommendations.
16. Coordinate work done by team. Resolve team or unit disputes. Provide leadership to project team. Coordinate review/comment processes related to project or program.
17. May assign work to other staff; provide performance evaluation information for other staff; serve as mentors to other staff.
18. Conduct investigations and analyze findings.

19. Draft responses, sign letters when authorized.

20. May authorize expenditures.

21. Perform other duties as assigned.

Knowledge/Skills (May vary by position)

Knowledge of research methods

Knowledge of other relevant agencies and systems

Knowledge of project cost accounting principles

Knowledge of project management principles and supervisory principles

Knowledge of general government principles and procedures

May require knowledge of specific programs

Facilitation and negotiation skills; knowledge of negotiation principles

Written and oral communications and presentation skills

Skills in analysis and problem solving, budget analysis and policy analysis

Skills in program evaluation, advocacy and promotion

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 tasks

Skill in managing multiple tasks simultaneously

May require skills in applying marketing principles

Quantitative skills and skills in applying quantitative and qualitative analytical methods; may include skills in applying statistical analysis

May require skills in coordinating work of multi-disciplinary staff

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	**Exempt (Administrative)**
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