

## PROJECT SUPERVISOR

### KIND OF WORK

Advanced professional supervisory project work.

### NATURE AND PURPOSE

Under administrative direction, an employee in this class supervises one or more teams of state employees performing evaluation, development, design, testing and/or implementation in a project environment of multi-faceted/multi-program scope and of large scale. Activities of the team may be focused on singular or limited number of activities/programs (implementation, design, testing, etc.) and/or functional areas. Performs other duties as required.

The Project Supervisor is distinguished from the Project Team Leader and Project Consultant Senior because this class performs the full range of supervisory responsibilities. The Project Supervisor is distinguished from the Project Functional Manager because the Project Functional Manager manages these human and fiscal resources to refine the strategic goals and objectives envisioned and defined by the Project Manager and the Management Team.

EXAMPLES OF WORK (A position may not include all the work examples given, nor does the list include all that may be assigned.)

Plans and develops project activities to effectively and efficiently synthesize fiscal and human resources by aligning these resources with project objectives and goals; setting priorities for the project's staff; ensuring that operational procedures are developed and revised; and by estimating expenditures.

Exercises supervisory authority to equitably administer labor agreements and ensure that project staff will effectively perform assigned job duties by directing the work of others; assigning and controlling the flow of work; writing and revising position descriptions; training; recommending hiring and disciplinary actions; and by conducting performance evaluations.

Technically supervises other project staff while operationalizing the project's objectives to achieve established goals by monitoring and reviewing the productivity of subordinate staff; providing advice and guidance to project staff on interpretations of project objectives, systems and procedures; and by continued training.

Determines scope and completes field work of complex project activities so that management is informed of the status of the project's operations, including administrative requirements by developing project time tables, outcomes and appropriate measurement methods; selecting sampling techniques; leading focus groups and other meetings with customers; and by documenting project work completed.

Serves as a technical expert resource for other professional project and agency staff involved in the design and testing of project activities so that progress is maintained by using modeling, Gantt Charts, PERT Diagrams, and other techniques.

Coordinates with all appropriate stakeholders in the development, implementation, monitoring and progress of project activities to facilitate communications and control expectations by using meetings, focus groups, written communications.

Synthesizes all changes in project activities so they accommodate and reflect desired outcomes by using analytical tools appropriate to the functional processes under analysis.

### KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

#### Knowledge of:

Human resources policies, procedures and labor contracts sufficient to interview and select project staff affirmatively, assign, schedule, direct, evaluate work performance and discipline state employees.

Project management principles sufficient to synthesize human and fiscal resources, conduct cost/benefit analysis, select from among a variety of methods and techniques to plan and measure project activities, timeframes and outcomes.

Technical knowledge of the project's subject matter sufficient to operationalize complex project activities, provide advice and guidance to project staff, suggest solutions and alternatives to problems unresolved by professional project staff, evaluate the quality of project outcomes.

#### Skill in:

Functional analysis and problem solving sufficient to distinguish between a problem's symptoms and causes, clearly define the problem or issue, develop solutions and alternatives, and design systems changes to resolve the problem/issue.

Human relations sufficient to coordinate consensus building and guide the expectations of customers, stakeholders and project staff, lead discussion groups, using a variety of communication styles, understand the interrelationships of ongoing programs to project activities.

Written and oral communications sufficient to translate technical and project information to a diverse audience of both non-technical and technical customers and stakeholders, listen to their replies and concerns, and edit written project documents authored by project staff.

Ability to:

Lead and motivate project staff sufficient to effectively supervise the completion of the project's activities and objectives within established timeframes.

Prioritize among multiple demands for human and fiscal resources sufficient to administer and align these resources to accomplish the project's goals and objectives.

Comprehend the complex interrelationships between ongoing programs and project activities, and between knowledge, information and data.

LEGAL OR LICENSURE REQUIREMENTS (These must be met by all employees prior to appointment to the class.)

Employees in this class are appointed to the unclassified service under the authority of M.S. 43A.08 (Subd. 2a) "Temporary unclassified positions. The commissioner, upon request of an appointing authority, may authorize the temporary designation of a position in the unclassified service. The commissioner may make this authorization only for professional, managerial or supervisory positions which are fully anticipated to be of a limited duration."

Furthermore, this class is only intended to staff projects of limited duration. Projects have defined starting and ending dates, clearly specified objectives which define the scope of the work to be performed and frequently have a temporary organization that will be dismantled once the project is completed.

Est.: 6/94  
Rev.:

T.C.:  
Former Title(s):