

## PROJECT SPECIALIST

### KIND OF WORK

Professional project analysis work.

### NATURE AND PURPOSE

Under general supervision/procedural control, an employee in this class applies standard project methodology to summarize information resulting from the collection and analysis of data and its interpretation. May develop preliminary recommendations. Assists in the compilation of parts of major reports and/or compiles reports or information. Performs related work as required.

This class is distinguished from the Project Analyst by the greater freedom to act and its role in summarizing information derived from the data collection and analysis. Positions deal primarily with data and information developing into understanding. This class is distinguished from the Project Consultant by lower discretion in evaluation and interpretation of information. Positions at the Specialist level will apply methodologies and summarize outputs. At the Consultant level will determine appropriate methodologies for use and will evaluate outcomes.

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

Develops and implements methods of communication to summarize project data and convert these data into more understandable information by writing, editing and soliciting information for inclusion in newsletters; preparing and presenting information at meetings; preparing and presenting demonstrations of project outcomes for varied audiences.

Analyzes and monitors customer readiness to convert project data into new/modified information and processes by designing surveys to solicit information; preparing checklists for agencies to use in organizing readiness activities; meeting with others to address conversion and readiness issues and problems; facilitating others with modifications and changes related to conversion.

Develops change management messages to coordinate the project's delivery of information by the dissemination of information; analysis of methods; examination of needs; creation of standards; identification and summarization of implementation concerns or risk factors.

Assesses procedures to facilitate project effectiveness by identifying supporters and issues/problems; meeting and conferring with others; establishing; and maintaining effective working relationships.

Identifies and quantifies the focus of the project by analyzing data; determining and specifying parameters to initiate and oversee procedures to collect sample data.

Defines the reporting and management information needs to develop an integrated system of managing data bases and obtaining information needed to plan, operate and account for the project by building and maintaining a knowledge base related to the specifics of the project; analyzing the project functions and management's decision making needs; defining information, reporting, and tracking needs; and reporting findings with recommendations.

Develops a plan to evaluate the data collection methods used for the project by developing data control procedures; establishing and maintaining contact with appropriate individuals; identifying and describing needs resources (e.g., data base software, clerical support, data entry, etc.).

Reviews collected data and analyzes efficiency of the data base for use on a statewide basis by generating frequencies and crosstabulations on relevant variables; and consulting with experts and staff regarding hypotheses.

Describes findings and makes recommendations to ensure the timely and accurate presentation of project information by analyzing, evaluating, interpreting and summarizing that information.

Provides technical assistance to project staff in the design and development of the project by reviewing and summarizing literature; coordinating the work of others; coordinating mailings and meetings; planning, implementing and evaluating focus group activity.

### KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

#### Knowledge of:

Specific technical knowledge of the project's subject matter sufficient to determine the statistical and research requirements for reports or studies which meet project requirements and to develop statistical record systems which would process, summarize and analyze data.

Project methodology sufficient to apply methods and produce outputs by defining components and issues of complex problems, evaluating investigating and developing alternative solutions, compiling synthesizing and applying data from a variety of sources, applying the methods and tools for conducting research.

#### Skill in:

Data analysis, interpretation and synthesis sufficient to present ideas, recognize data anomalies to correct them.

Writing and editing sufficient to communicate information to a variety of audiences.

Human relations sufficient to function effectively as part of a team.

Ability to:

Work independently yet function as part of a team sufficient to accomplish project objectives.

Prioritize diverse work load having conflicting deadlines sufficient to complete project assignments.

Monitor, assess the effectiveness of procedures and processes sufficient to modify them when necessary.

Interpret and synthesize project data sufficient to convert them into useful information.

Communicate verbally and in written form sufficient to draft written reports and participate in project meetings to inform other project staff and customers.

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):