

PROJECT ANALYST

KIND OF WORK

Professional project analysis work.

NATURE AND PURPOSE

Under immediate supervision/procedural control, an employee in this class applies standard methods to the collection and analysis of data by scheduling, collecting, verifying and analyzing data. 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 Specialist by the lower level of discretion and freedom to act. Positions deal primarily with data and information and are provided with clear direction from supervisor or lead as to how and when action is to take place.

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

Collects data from primary sources, records, or reports to assist in the compilation of parts of major project reports and/or to compile reports for projects with limited scope and complexity by developing questionnaires and survey forms; analyzing computer or other output; working with other staff; and by reviewing data for accuracy and completeness and tabulating data or directing clerks who tabulate data.

Creates visual presentations that depict the data collected and analyzed to clarify project information described in reports and presentations by constructing tables, charts and graphs; preparing them for publication; interpreting and explaining data in an understandable manner.

Drafts portions of reports to ensure the timely and accurate presentation of project information and recommendations by describing purpose, methods, techniques, documentation of data, conclusions, and implementation.

Develops and administers questionnaires and surveys to collect project related information for use in evaluation by researching questionnaires and surveys; designing mock-up tables of desired information; writing questionnaires; pretesting questionnaires and implementing procedures.

Facilitates and accounts for the scheduling, coordination, and presentation of training and orientation activities to verify and document these project activities by keeping records and calendars; establishing and maintaining tracking systems; intercepting, troubleshooting and resolving problems; scheduling, developing agendas for and coordinating meetings; and writing progress reports.

Secures locations for new systems hardware and software and new training equipment to ensure the most effective and efficient use of these project resources by researching, recommending and finding locations; arranging installation with others; and troubleshooting installation or operations.

Researches and evaluates problem reports and requests to resolve specific project data and information issues by analyzing problems; identifying the impact of problems or requests; and recommending solutions.

Participates in project meetings to inform others by presenting information; providing documents; drafting and editing reports, letters, and other written materials.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Knowledge of:

Basic statistical and/or research methods, their applications and limitations, sufficient to select and use appropriate procedures to solve problems and to analyze results.

Technical knowledge of the project's subject matter sufficient to understand data, issues and terminology.

Skill in:

Data analysis sufficient to recognize data anomalies, problems and correct or suggest corrective action.

Human relations sufficient to communicate effectively to collect and describe data to a variety of staff and customers.

Writing, editing and documentation of data and information sufficient to communicate ideas, represent information in narrative or non-narrative format.

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

Ability to:

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

Analyze data sufficient to verify and identify problems such as inaccurate and incomplete data and suggest solutions.

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

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):