Job Classification Specification

1897 - Program/Project Specialist

Salary Rate Information

F.L.S.A. Status: Nonexempt
V-Class? No
Probationary Period: E - Six Months
Bargaining Unit 1: 06 - Clerical and Office
Job Code Group: Civil Service/UnionRepresented
Group Affiliation (PS Union Code): A3 - AFSCME Unit 6 - Clerical
Job Family: A - Clerical
IPEDS_S Code: 6 - Clerical/Secretarial
Job Group: C - See Description
S.O.C. Code: 43-6011.00 - Exec Sec & Exec Admin Asst
Job Function/E.A.P. Code: 09 - Clerical and Secretarial
J.E.Q. Range: 1650 -
Salary Admin. Plan/Grade: C4 / 30 - Clerical and Office Grade 30 (BU 06)

Salary Rate Information

Effective 07/01/2014
Salary Range: C4 / 30 - Clerical and Office Grade 30 (BU 06)
*=based on 100%, 12 month appointment

<table>
<thead>
<tr>
<th>Rate</th>
<th>Hourly</th>
<th>Annual Equivalent *</th>
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<tbody>
<tr>
<td>Minimum Rate</td>
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<td>Mid-Point Rate</td>
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<td>Maximum Rate</td>
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Salary Steps
*=based on 100%, 12 month appointment

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<th>Hourly</th>
<th>Annual Equivalent *</th>
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Job Description for 1897 Program/Project Specialist

Description Effective as of 06/09/2008

CONCEPT OF CLASS

Perform and independently complete projects and/or coordinate programs utilizing broad experience, technical skill and knowledge of organization policies and practices. Exercises a large amount of independent judgment and discretion on important matters.

REQUIRED QUALIFICATIONS

High School Diploma/GED and five years related experience to include project management. Coursework in a related field may substitute for some years of experience. Additional skills and knowledge may be required of individual positions.

TYPICAL TASK (These examples do not include all possible tasks in this classification and do not limit the assignment of related tasks in any position of this classification.)

Plan and independently complete administrative projects and/or provide administrative coordination for programs.

Plan and establish work goals, tasks, and resources required to complete administrative projects and/or coordinate programs.

Create and coordinate project/program communications including reports, correspondence, manuals, mailings, newsletters, grant proposals, brochures and evaluations, department website. Compose or assist in the writing of study results.

Create, implement, and/or modify computer-based information repositories for: enrollment records, event registrations, publications, compilation of required reports, financial systems, support materials and program records. Tabulates, calculates and analyzes data.
Handle complex interpersonal communication. Serve as liaison with other departments.

Coordinate project/program budgets. Identify issues and recommend solutions.

Identify and schedule outside consultants and/or vendors.

Evaluate the success of the project and/or program administration and make recommendations for improvement.

Research administrative problems. Gather related data, analyze past and current practices, and recommend possible solutions.

Provide lead responsibilities to include scheduling, training and directing the work of lower level staff. May supervise student workers. Not a PELRA Supervisor.

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