

Class Concept

Work in this class involves independent consultation, technical assistance, and program/project administration in a departmental or agency wide program of considerable complexity. Positions in this class may serve as lead consultant, program manager and/or project manager for the department based on their area of assignment. Work is distinguished from the I level by the scope and complexity of the program assigned. Work involves consulting with program stakeholders internal to and external to the agency, and considerable analysis and interpretation of data and trends in the program area of assignment.

Recruitment Standards

Knowledge, Skills, and Abilities

- Thorough knowledge of the principles and practices of public and business administration as it relates to the program area of assignment.
- Basic knowledge of personnel policies and procedures.
- May require basic knowledge of accounting practices and procedures.
- Skill in collecting and analyzing data and information.
- Skill in program analysis and evaluation.
- Skill in communicating effectively with program stakeholders.
- Ability to initiate and implement administrative programs and procedures and to evaluate their effectiveness.
- Ability to exercise judgment and discretion in establishing, applying, and interpreting policies and procedures.
- Ability to plan, assign, and supervise the work of subordinate employees (if applicable).
- Ability to establish and maintain effective working relationships with agency personnel, officials, and the general public.

Minimum Education and Experience

Bachelor's degree from an appropriately accredited institution and five (5) years of progressively experience related to the area of assignment; or an equivalent combination of training and experience.