

PROJECT CONSULTANT SENIOR

KIND OF WORK

Advanced professional technical expert work.

NATURE AND PURPOSE

Under limited supervision/procedural control, an employee in this class provides guidance, advanced specialized technical expertise for a team doing evaluation, development, design, testing and/or implementation in a project environment. Activities may be focused on singular or limited number of activities/programs (implementation, design, testing, etc.) and/or functional areas. Performs other duties as required.

This class is distinguished from the higher Project Supervisor class because this class does not supervise. This class is distinguished from the lower Project Consultant class because this class is the technical expert for the project.

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

Serves as the expert technical resource for other 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.

Evaluates effectiveness of current practices and recommend re-engineering when appropriate to ensure desired outcomes by using focus groups, brainstorming, and other data collection and analytical methodologies.

Analyzes problems regarding activities, identifies source of problems and solves the problem to ensure desired outcomes by initiating modifications or redirecting the problem to another team for resolution.

Consults with and advises implementation staff during conversion/implementation to ensure that targets are being met and outcomes will be achieved through meetings and reports.

Designs, directs, and conducts comprehensive and intensive "primers" on complex topics to provide project management with information for long-range organizational and systems restructuring and planning by conducting primary and secondary research on program financing, financial controls, program goals, and administrative interrelationships; establishing and facilitating ad hoc study and/or implementation teams to assist with design and data collection; ensuring broad-based participation and implement recommendations; analyzing

procedural, financial, and structural barriers to fiscally efficient and programmatically effective delivery, including an analysis of the flow of service delivery and the interrelationship of system components; appraising and evaluating the desirability and feasibility of fiscal and program restructuring; and developing or directing the development of recommendations to the senior management team.

Serves as principal analyst, consultant, and project liaison to design, direct and conduct comprehensive cross-agency studies of service delivery systems, and the interrelationships among system components by analyzing the flow of service delivery; and consulting with interdisciplinary team of task force members, consultants, and other staff in developing functional systems.

Designs and develops concise "white papers" to inform the project management team on specific restructuring and other management decisions by conducting research to provide a comprehensive treatment to complex narrowly defined topics; establishing and facilitating ad hoc study and/or implementation teams to assist with study design and data collection and to ensure broad-based participation in the study; and developing options and recommendations to the senior management team.

Conducts a review and analysis of the financing of the program by developing prototype format for major sections of the guidebook; conducting cross-cutting financial studies on federal, state, and local components of agency's funding structures and programs; conducting an issues identification process encompassing everyone; and analyzing important topics of state-local fiscal relations.

Develops detailed written installation work plans by identifying staffing types and quantities needed; types and quantities of consultants needed; need for project facilities and develops a plan to locate, select, and negotiate for appropriate facilities; and identifies equipment and supply needs.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Knowledge of:

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, and evaluate the quality of project outcomes.

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

Skill in:

Statistics and/or research methods, their applications and limitation, sufficient to select and use procedures appropriate to problems and to interpret results.

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 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, and 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:

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; between knowledge, information and data.

Analyze data, identify problems and suggest solutions.

Determine strategy and methodology for carrying out the study and development of proposals.

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):