

PROJECT CONSULTANT

KIND OF WORK

Advanced professional project analysis work.

NATURE AND PURPOSE

Under limited supervision/procedural control, an employee in this class summarizes and evaluates information; advises and implements 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 Consultant Senior class by having responsibility for evaluating, advising and implementing project activities, while at the Project Consultant Senior level the positions are technical experts advising project team staff. This class is distinguished from the Project Specialist class by higher discretion in the evaluation and interpretation of information.

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

Advises project staff on policies and procedures to implement the project's activities by identifying specific project parameters.

Evaluates, develops, and directs special project activities including project scope and analyzes the magnitude of project; advises team members; acquires space, equipment and any other necessary resource for the project members/team; performs a comprehensive review of assigned project activities; and evaluates the success of project activities.

Develops a preliminary plan of action to implement assigned project activities by analyzing the scope of work for investigation and corrective action; developing preliminary strategies; and determining the appropriate course of action.

Coordinates project activities so that the objectives are met by implementing a detailed work plan to achieve the objectives of the project; developing and executing all cooperative agreements, contracts, and memorandums of understanding relating to the project; evaluating and providing suggestions on the work plans for peers performing complementary work to this project, including all quality assurance activities; managing the project budget; monitoring contractor and customer performance and progress; providing technical assistance to customer; reviewing and evaluating progress of project; comparing sampling methods and relationship to data; giving oral presentations on the progress on the project to peer groups and other audiences; preparing and submitting required reports; and preparing and submitting the final project report.

Develops mechanism to evaluate training needs of staff/clients by working with staff to establish surveys, focus groups and other methods to identify training desired; identifying target groups to participate in analysis; testing evaluation mechanism with pilot groups to determine effectiveness and efficiency; determining breadth and limits of evaluation; and determining best method of delivering training.

Evaluates findings of analysis to summarize recommendations for project management by preparing a report to management identifying and analyzing findings regarding program effectiveness and efficiency; identifying and justifying proposed changes in the program based on impact and cost effectiveness; identifying steps or means and time frame necessary to implement proposed program changes; recommendations in accordance with management; and presenting findings and recommendation report to project management.

Provides technical advice and consultation to project management, customer groups and stakeholders by advising management on the project operations and activities; evaluating information requirements and developing alternative solutions and approaches; communicating alternative solutions; and conducting formal meetings.

Trains customers so that project activities are effectively implemented by assessing their needs for training and technical assistance; designing and developing training and instructional materials; writing operational guides/procedure/manuals and drafting information system policies as needed; evaluating the training available from outside vendors and recommending training materials and outside vendors; conducting special training sessions as needed; and preparing materials, documentation and specifications for equipment and software.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Knowledge of:

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

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

Skill in:

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

Human relations sufficient to communicate effectively.

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

Ability to:

Communicate verbally and in written form.

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):