

Minimum Qualification Specification
for the Classes:

PROJECT MANAGER I AND II
(PROJECT MGR I AND II)

Basic Education Requirements

Graduation from an accredited four (4) year college or university with a bachelor's degree.

Excess work experience as described under the Specialized Experience below or any other progressively responsible administrative, professional or other analytical work experience that provided knowledge, skills and abilities comparable to those acquired in four (4) years of successful study while completing a college or university curriculum leading to a baccalaureate degree may be substituted on a year-for-year basis. To be acceptable, the experience must also have been of such scope, level and quality as to assure the possession of comparable knowledge, skills and abilities.

The education or experience background must also demonstrate the ability to write clear and comprehensive reports and other documents; read and interpret complex written material; and solve complex problems logically and systematically.

Experience Requirements

Applicants must have had progressively responsible experience of the kind, quality and quantity described in the following paragraph, or any equivalent combination of training and experience:

CLASS TITLE	SPECIALIZED EXPERIENCE (YEARS)	SUPERVISORY APTITUDE
Project Manager I	3-1/2	0
Project Manager II	4-1/2	*

Specialized Experience: Progressively responsible professional experience planning, directing, managing, monitoring, and evaluating projects. Such experience must include determining project goals, scope, deliverables, timelines, costs, and resources; leading project teams; administering budgets and contracts; tracking project progress to ensure that milestones are met on time and within budget; documenting project progress; and identifying metrics for project evaluation.

*Supervisory Aptitude: For some positions in the Project Manager series, applicants must possess supervisory aptitude. Supervisory aptitude is the demonstration of aptitude or potential for the performance of supervisory duties through successful completion of regular or special assignments which involve some supervisory responsibilities or aspects of supervision, e.g., by serving as a group or team leader; or in similar work in which opportunities for demonstrating supervisory capabilities exist; or by the completion of training courses in supervision accompanied by application of supervisory skills in work assignments; and/or by favorable appraisals by a supervisor indicating the possession of supervisory potential.

Quality of Experience

Possession of the required number of years of experience will not in itself be accepted as proof of qualification for a position. The applicant's overall experience must have been of such scope and level of responsibility as to conclusively demonstrate that they have the ability to perform the duties of the position for which they are being considered.

Selective Certification

Specialized knowledge, skills and abilities may be required to perform the duties of some positions. For such positions, Selective Certification Requirements may be established and certification may be restricted to eligibles who possess the pertinent experience and/or training required to perform the duties of the position.

Agencies requesting selective certification must show the connection between the specific training and/or experience on which they wish to base selective certification and the duties of the position to be filled.

Tests

Applicants may be required to qualify on an appropriate examination.

Physical and Medical Requirements

Applicants must be able to perform the essential functions of the position effectively and safely, with or without reasonable accommodation.

This is an amendment to the minimum qualification specifications for the class PROJECT MANAGER I which were approved on August 4, 2021.

This is the first specification for the new class PROJECT MANAGER II.

DATE APPROVED: July 28, 2022

Raynell Clee

for RYKER WADA, Director
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