



SAN DIEGO COUNTY OFFICE OF EDUCATION
Personnel Commission

CLASS TITLE: Project Management Assistant, Grade 50

DEFINITION:

Under general direction, performs a full range of project management support services for the Modernization, Improvement, and Transformation Initiative (MITI) team. The team will work with COE and school district staff as well as a variety of subject matter experts to create a new, integrated human resources/payroll/finance system.

SUPERVISION RECEIVED AND EXERCISED:

Administrative direction is provided by the Executive Director of Enterprise Business System Project.

REPRESENTATIVE DUTIES:

This position description is intended to describe the general nature and level of work being performed by the employee assigned to the position. This description is not an exhaustive list of all duties, responsibilities, knowledge, skills, abilities, and working conditions associated with the position. Incumbents may be required to perform any combination of these duties. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

ESSENTIAL FUNCTIONS:

Coordinate project work, meeting and training schedules.

Prepare agendas for meetings; take notes and prepare minutes of meetings.

Collect and input project information; track project tasks to be used to measure project progress; prepare ad hoc and recurring reports to convey status of the project.

Conduct research, analyze data, report findings and make recommendations pertinent to the project.

Serve as a liaison between school districts, divisions, departments and other entities involved in the project.

Coordinate information exchange and milestones with internal and external sources.

Provide information to staff and the public regarding the MITI.

Compose, edit, and prepare correspondence, bulletins, booklets and other materials.

Assist in the coordination and maintenance of the MITI website.

Assist in the preparation of project budget; analyze and monitor project costs and budget.

Organize and maintain operational records, files and supplies.

Prepare and monitor mileage forms, time sheets, performance agreements, personnel actions and other business process forms.

Assist MITI staff members with the training of system users; assist with troubleshooting user problems.

Assist with the development and maintenance of training and user manuals.

Screen and route mail, phone calls and office visitors.

Organize clerical functions of the MITI.

Operate standard office machines, word processing equipment, on-line data terminals and peripheral equipment.

NON-ESSENTIAL FUNCTIONS:

Perform related duties as assigned.

DISTINGUISHING CHARACTERISTICS:

This class is distinguished from other information technology, project management, and business support classes in that it is focused on a full range of project management support services for a complex, large-scale, integrated business system. The Project Manager manages all phases of the project life cycle from beginning to end, including risk, issue and change management. The Project Specialist develops curriculum/project materials and/or services in an area of specialization.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Applicable human resources/payroll/finance system

Office methods and procedures

Standard office equipment including computers, peripherals, the Internet and a wide variety of software such as Microsoft Word, Excel, Access, database, desktop publishing, spreadsheet, and PowerPoint.

Software configuration and troubleshooting

Perform arithmetic computations

ABILITY TO:

Analyze situations accurately and adopt an effective course of action

Plan and organize work; meet schedules and timelines

Understand, interpret, and explain policies and procedures

Exercise tact, diplomacy, and independent judgment

Work confidentially and with discretion

Compose correspondence, using proper spelling, punctuation, and grammar

Follow oral and written instructions; communicate effectively orally and in writing to a diverse audience

Make decisions on procedural matters with limited supervision

Establish and maintain cooperative and effective working relationships with others

EDUCATION AND EXPERIENCE:

Education, training and experience which clearly demonstrate possession of the knowledge and abilities described above. An example of qualifying experience and education would be a minimum of four (4) years of progressively responsible administrative support experience including success in organizing and tracking the work of a project or unit. Experience working with human resources, payroll or finance systems is preferred. Graduation from a recognized four-year college with a major in business or other related field may be substituted for one year of the experience requirement.

CREDENTIAL/LICENSE/CERTIFICATION:

WORKING CONDITIONS AND PHYSICAL ABILITIES:

ENVIRONMENT:

Duties are typically performed in an office setting.

PHYSICAL ABILITIES:

Must be able to hear and speak to exchange information; see to perform assigned duties; sit and/or stand for extended periods of time; possess dexterity of hands and fingers to operate computer and other office equipment; kneel, bend at the waist, and reach overhead, above the shoulders and horizontally, to retrieve and store files and supplies; lift light objects.

Established	Approved by the Personnel Commission	Revised	FLSA Status	Salary Grade
03/2011	March 16, 2011	04/2015; 1/2017	Non-Exempt	50