

Planning Project Manager
Job Class Code: 8L.920

DEPARTMENT OF EDUCATION
STATE OF HAWAII
CIVIL SERVICE

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Specifications for the:
PLANNING PROJECT MANAGER

Duties Summary:

This class has the responsibility to plan, organize, analyze, troubleshoot, and effectively oversee a variety of special projects, initiatives, and other full range of work assignments and performs other related duties as required.

Distinguishing Characteristics:

A position in this class reports directly to the Assistant Superintendent or executive leadership and is distinguished by its responsibility for planning high-profile projects encompassing various functional segments of the Department. Positions in this class are afforded independence in planning, organizing, and carrying out assignments. Special assignments at this level are usually given with a statement of the objectives, limits of the assignment, suggested overall plan of work, and nature of results expected, with some independence in determining criteria and techniques to be applied. Completed work is reviewed for overall technical adequacy and conformance with the objectives of the assignment.

Examples of Duties: *(Positions may not be assigned all of the duties listed, nor do the examples necessarily include all the duties that may be assigned. The omission of specific statements does not preclude management from assigning duties that are logical for the position. The classification of a position should not be based solely on the examples of duties performed.)*

- Establishes broad work plans, programs, and priorities;
- Performs contract administration and management, which may include setting milestones and deadlines, keeps projects on schedule;
- Oversees all project components from conception to implementation, evaluation, and continuous improvement;
- Works directly with project staff and consultants to ensure that resources are appropriately utilized throughout project phases and the implementation schedule is managed to include operational changes and updates that ensure completion on time and within budget;
- Formulates, reviews, and evaluates project performance, which may include recommendations for project improvement or troubleshooting;
- May represent high-level leadership in meetings with legislative bodies, boards, commissions, stakeholders, and other government agencies; and

- Participates as a working member or resource person in a variety of ad hoc committees, task forces, and investigatory teams dealing with major management problems, issues, or concerns.

Knowledge and Abilities Required:

Knowledge of: Principles, practices, and purposes of planning, organizing, and public administration; laws, rules, regulations, and administrative procedures pertinent to the area(s) of assignment; project, strategic, and risk management frameworks and best practices.

Ability to: Plan, organize, direct and coordinate major projects and priority initiatives; conduct studies in program planning and analysis; speak publicly and communicate effectively with others both orally and in writing; establish and maintain effective relationships with public and private groups and individuals; problem solve and manage time.

Minimum Qualification Requirements:

Education Requirements:

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

Substitutions Allowed:

Excess work experience as described below or any other progressively responsible administrative, professional, or analytical work experience which 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 have been of such scope, level, and quality as to assure the possession of comparable knowledge, skills, and abilities.

The education or experience must 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:

Five (5) years of responsible professional work experience in the analysis, evaluation, development, and improvement of policies, practices, methods, systems, and procedures that require a high degree of managerial skills, which may include successful performance of, or substantial participation in, organizing, scheduling and coordinating a group of activities to attain program objectives within time, resource and budgetary limitations; performance of work assignments in a manner which clearly indicates awareness of problems and the ability to solve them; and success in trial assignments to managerial and/or administrative tasks.

Substitutions Allowed:

A master's degree in business, public administration, or a related major from an accredited college or university may be substituted for one (1) year of the experience requirement.

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 applicant has the ability to perform the duties of the position for which applicant is being considered.

License or Registration Requirement:

Applicants must possess a valid license to drive in the State of Hawaii.

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 those 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.

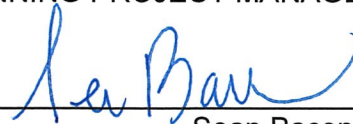
Physical and Medical Requirements:

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

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This is the first specification for the new class, PLANNING PROJECT MANAGER.

DATE APPROVED:

04/04/2024



Sean Bacon

Assistant Superintendent
Office of Talent Management

EFFECTIVE DATE:

04/04/2024