

DESCRIPTION: Under close to general supervision, develops schedules for and monitors all activities involved in the initiation, planning, and design stages of highway construction projects of a routine nature let by the Nebraska Department of Roads (NDR) and facilitates the timely delivery of those projects. Provides technical assistance to users of NDR's automated project management system and associated databases; performs related work as assigned.

DISTINGUISHING CHARACTERISTICS: (A position is assigned to this class based on the scope and level of work performed as outlined below.)

This is the first full performance classification level of the Highway Project Scheduling/Programming class series. Positions at this series are assigned a variety of specialized technical and operational functions involving the management of assigned projects within the constraints of schedules, funding, and other resources for agency construction projects prior to their bidding and letting. The work of each level differs as to level and scope of work, degree of supervision received and exercised, and the possession of specific project management certifications. This series is differentiated from the Highway Construction Scheduling series where positions are engaged in scheduling and other oversight functions involving on-going construction projects from letting to completion of those projects. This series is also differentiated from various Information Technology related classes where positions are engaged in systems analysis, applications development and hardware/network installation tasks for various business and technical computer systems.

Positions at this level perform work at the both the developmental and fully functioning levels where incumbents learn and perform the work assigned while developing and applying the knowledge of and skill in using work procedures and techniques, and computer systems and applications pertinent to basic project scheduling and programming functions. Work is performed initially under close supervision changing over time to general supervision for most assignments. Initial assignments are well defined and limited in nature, where guidelines and assistance are readily available from Highway Project Scheduling/Programming Coordinator and Manager. As the requisite knowledge, skills, and proficiency are developed, incumbents would typically be given progressively more advanced assignments and greater independence. Classification to the Coordinator class is based on both assignment of higher-level work and the acquisition of a Project Management Professional certification. Positions are not expected to supervise or lead other employees.

EXAMPLES OF WORK: (A position may not be assigned all the duties listed, nor do the listed examples include all the duties that may be assigned.)

Evaluates project programming documents to analyze project scope and subdivides project deliverables into smaller and measurable components.

Identifies internal and external stakeholders of projects and determines their expectations of the project scope.

Identifies project phases and timelines, and develops schedules for all pre-construction phases of assigned projects.

E57771 – HIGHWAY PROJECT SCHEDULING/PROGRAMMING ANALYST (continued)

Monitors the progress of construction projects from initiation to letting; conducts periodic project status meetings with activity managers and other affected agency employees.

Identifies and assesses risks to project delivery and documents their characteristics; recommends risk mitigation strategies; tracks and monitors identified risks over life of assigned projects. Collects, measures, and disseminates performance information to appropriate stakeholders.

Reviews various documents produced during the design phase, such as Engineering Reviews and Project Data Revision forms; attends project meetings; adjusts project schedules accordingly.

Documents and organizes information on several projects concurrently; provides timely project status reports to management as requested.

Investigates and documents reported system issues; reports these issues to appropriate employees.

Extracts, monitors, and evaluates data from the project scheduling system; maintains and queries data in the project scheduling and program management systems.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED: (These are needed to perform the work assigned.)

Knowledge of: highway design activities and procedures; computer database structures; computer programs and applications used by the NDR in scheduling the design phase of projects; preconstruction activities and their sequence and durations; NDR business practices and organizational structure/functions; State and Federal policies, rules, regulations and procedures pertinent to the work assigned.

Skill in: operating mainframe computer terminals and personal computers; using computer query programs to extract data and develop reporting tools; communicating with others to explain and justify scheduling and project programming needs and requirements; applying information collection and management techniques; making presentations of technical and procedural information to groups.

Ability to: communicate with people at different levels in an organization; maintain working relationships with agency employees and representatives of other government jurisdictions and agencies; develop accurate and attainable schedules for project delivery; comprehend and apply information received and presented; communicate scheduling and other project information to NDR employees and others; anticipate, identify and assess risks to project delivery scheduling and programming and develop strategies to mitigate these risks; query various databases for analysis and reporting; document/record information; organize, plan and prioritize personal work assignments.

MINIMUM QUALIFICATIONS: (Applicants will be screened for possession of these qualifications. Applicants who need accommodation in the selection process should request this in advance.)

Post high school coursework/training in engineering, engineering technology, highway construction or maintenance, or project management, and experience in using personal computers to access and use various software programs and databases to extract and prepare data and reports.

SPECIAL NOTES:

Positions and incumbents in this job class assigned to the Program Management Division will be required to work toward certification as a Project Manager Professional (PMP). This certification is required for permanent classification to the Highway Project Scheduling/Programming Coordinator class.

State agencies are responsible to evaluate each of their positions to determine their individual overtime eligibility status as required by the Fair Labor Standards Act (FLSA).