

STATE OF NEBRASKA
CLASS SPECIFICATION
EST: 08/07 REV: 02/08

CLASS CODE: V57773
OVERTIME STATUS: E
SALARY GRADE: 17

HIGHWAY PROJECT SCHEDULING/PROGRAMMING MANAGER

DESCRIPTION: Under limited supervision to administrative direction, manages the daily scheduling and funding operations pertinent to the State Highway Program of the Department of Roads by programming projects and monitoring their pre-construction progress, funding levels, and obligating federal funds. Directs assigned supervisory and professional level scheduling staff and other technical or support workers. Serves as the liaison between the Federal Highway Administration (FHWA) and the Department to facilitate efficient use of federal funding; performs related work as assigned.

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.)

Serves as the principal assistant to the Project Scheduling/Program Management engineer-in-charge of scheduling and programming the State Highway Program for the Department.

Manages the daily activities of the Project Scheduling/Program Management (PS/PM) section and directs assigned staff by planning, organizing, and assigning work and determining the section's work priorities and adjusting the use of staff and other resources.

Confers with, trains and counsels assigned staff to explain and share information about agency policies and plans and about project schedules and deadlines to resolve issues and ensure staff development and performance.

Monitors employees' work and applies performance management criteria and procedures to ensure conformance with job expectations and standards and agency policies and to recommend personnel actions.

Monitors and maintains relationships between the staff and Department's preconstruction project managers to ensure a partnering atmosphere essential to the principles of project management; identifies and resolves conflicts.

Prepares and distributes the annual State Transportation Improvement Program which is a federally mandated planning document detailing the Department's use of federal funding over the next five years, where obligation of federal funds is contingent on FHWA and Federal Transit Administration (FTA) approval each fiscal year.

Evaluates all Highway Improvement Program requests and checks for completeness, compliance, budgetary impacts, and fund eligibility requirements; determines funding used and assigns to PS/PM project coordinators for further processing.

Prepares documentation using various databases and spreadsheets to gather and monitor project obligation details and confers with the Controller Division accounting staff to ensure 100% obligation of federal funds each fiscal year; approves electronically federal aid projects in the Federal Financial Management Information System and approves financial adjustments to existing projects.

Reviews and approves all programming documents prepared by the staff as construction projects move forward through preconstruction and construction phases.

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Confers with Department local fund managers to provide technical assistance regarding funding eligibility and to interpret other federal and state policies and procedures.

Participates in meetings with the top administrators and managers and shares information about formulating policies and resolving specific project-related issues; communicates with representatives of public and private sector entities and elected officials about operational policies, technical assistance, or compliance issues.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES REQUIRED: (These may be acquired on the job and are needed to perform the work assigned.)

Knowledge of: state and federal highway construction laws and regulations; computer programs and applications used in scheduling and programming construction projects; Department policies, rules, regulations, business practices and organizational structure/functions; State personnel rules and labor agreements; funding sources and allocation processes and requirements; accounting, budgeting and cash flow principles.

Ability to: query Project Scheduling System/Program Project Management (PSS/PPM) data to develop reporting solutions; organize and supervise the work of assigned staff; assess the impact of fluctuating funding levels on the Department's programming and budgeting processes.

Skill in: making oral presentations of information to groups; negotiation and conflict resolution; leading people in a positive direction.

ENTRY KNOWLEDGE, SKILLS AND ABILITIES REQUIRED: (Applicants will be screened for possession of these through written, oral, performance, and/or other evaluations.)

Knowledge of: highway design activities and procedures; project scheduling techniques and procedures; project management principles; computer database structures; computer query languages.

Ability to: communicate orally and in writing with people at different levels in an organization; maintain working relationships with government/agency representatives and consultants; identify, develop, and implement changes in an integrated information system; organize work flow and prioritize assignments to meet schedules and deadlines.

Skills in: using computer query programs to extract data and develop reporting tools; mentoring and training others.

JOB PREPARATION GUIDELINES: (Entry knowledge, skills and/or abilities may be acquired through, BUT ARE NOT LIMITED TO, the following coursework/training and/or experience.)

Any equivalent combinations of education, training and/or experience that will enable the individual to possess the required knowledge, skills and abilities. General qualification guidelines for positions in this class are: post high school coursework/training in engineering, project management, or computer science AND experience in highway design, project scheduling, or project/program management; OR high school level coursework AND experience as a certified project manager.

SPECIAL NOTE: Certification as a Project Management Professional (PMP) is required by the Nebraska Department of Roads of incumbents occupying positions in this class.