

## CLASSIFICATION SPECIFICATION

<b>FLSA:</b>	<b>NEXP</b>	<b>Job Code:</b>	<b>ACV73228</b>
<b>Job Class Code:</b>	<b>001</b>	<b>Salary Schedule:</b>	<b>ANONREG</b>
<b>EEO Category:</b>	<b>02</b>	<b>Grade:</b>	<b>S7</b>
<b>Workers Comp Code:</b>	<b>9410</b>		

<b>Job Code Established:</b>	<b>04/23/84</b>	<b>Effective Date:</b>	
<b>Job Code Revised:</b>	<b>01/01/94</b>	<b>Effective Date:</b>	

**JOB CODE SERIES:** Transportation Projects Scheduling Series

**JOB CODE TITLE:** TRANSPORTATION PROJECTS SCHEDULING SPECIALIST

**HRIS TITLE:** TR PROJS SCHEDULING SPCT

**ORGANIZATION/WORK SETTINGS:** Highways Division Department of Transportation

**WORK DESCRIPTION:** Performs analyses of project scheduling data and designs and maintains the various scheduling networks that are part of an engineering project scheduling system; writes program instructions for obtaining requested data from computer in desired format.

**WORK ACTIVITIES:** gathers available data and fills in form sheets indicating progress of engineering projects for the project control sheet.

Checks and verifies completeness and accuracy of scheduling estimates made concerning highway design projects, prior to programming for computer use.

From research with computer determines needed schedule changes in highway design projects.

Participates in the preparation of and monitors estimates of work completed for a highway development project at a particular phase to determine whether the project is operating within its established schedule.

Drafts procedure flow charts or other logic diagrams to illustrate and communicate various data flow processes.

Confers with superior, presenting and resolving difficult problems or questions, discussing plans and actions to be taken, making decisions.

Confers with users of services in order to arrive at agreements regarding specifications, timetables, agendas, schedules, and other aspects of the service.

Confers with staff and representatives of other divisions, sections, or work units of own agency in order to agree on decisions, clarify information, and resolve common problems.

Monitors and constantly adjusts and controls data systems on behalf of work unit.

Resolves technical or work procedure problems and questions presented by subordinate-level workers.

Attends staff meetings of work unit or section, under direction of work supervisor; gives and receives information helpful in work unit or work system operation.

Performs related work as required.

**WORK CONDITIONS:** No unusual work conditions.

**SUPERVISION:** Works under the direction of a first-line supervisor and exercises independent judgment with established program policies and procedures. May provide assistance and work direction to lower level staff engaged in task relating to Critical Path Scheduling.

**WORK RESULTS/PRODUCTS:** Completed analyses of project scheduling data; design and maintenance of various work plan models; updated data bases; completed reports on a regularly scheduled basis.

**RESPONSIBILITY:** For the technical elements of a project scheduling system; for design and maintenance of various work plan models and data base; timely and accurate completion of all projects assigned.

**AUTHORITY:** Decisions that impact the work plan models and the data base; decisions regarding modification of data input and output.

### **KNOWLEDGE, SKILLS AND ABILITIES**

**Knowledge of:** management methods, procedures, and techniques used in scheduling engineering projects; procedures and techniques used in the highway development and construction process; computer programs available for use within the area of assignment; Federal and State statutes and agency standards, rules and regulations applicable to the area of assignment; engineering records and reports used in project scheduling.

**Skill/Ability to:** research, select, and analyze data and reaching a conclusion concerning project scheduling systems; developing, reading, and interpreting a variety of computer generated reports; interpersonal relations, as applied to contacts with other agency staff members; oral and written communication.

**SPECIAL SELECTION FACTORS:** Two years of experience equivalent to the Transportation Projects Scheduling Technician; OR a Bachelor's degree in public or business administration or a related field.