



PROJECT ANALYST

Department: Multiple
Job Class #: 666300
Pay Range: Professional 09

FLSA: Non-Exempt
Represented: No

Classification descriptions are intended to present a descriptive list of the range of duties performed by employees in this class and are not intended to reflect all duties performed within the job.

GENERAL FUNCTION

This is professional level project management, program development and business process analysis, work. An employee in this classification serves as a “hands on” project coordinator. Duties include program development, analyzing and improving business processes, and application development and coordination.

ESSENTIAL FUNCTIONS

- Represent the Department and County at a wide variety of board meetings, committees, public hearings, and community meetings.
- Work closely with other divisions, departments and outside agencies as assigned by the Department Director on projects and program development.
- Facilitate planning committee meetings and public hearings/forums as appropriate.
- Participate in local and statewide workgroups regarding planning and policy development.
- Manage the development and implementation of department-wide strategic plans, and performance and accountability assessments; and/or other administrative programs or functions.
- Provide leadership in the management, development and reporting of department activities through the department’s performance measures, monthly or quarterly information reports, annual summaries and other reporting for the Department Director.
- Prepare or oversee the preparation of sensitive and complex special studies, and write reports and compile related statistical information.
- Coordinate and conduct office and workflow process teams in analysis, implementation, and enhancement of work processes. Assist teams in coordinating impact of processes on other teams and County/outside entities. Assist with documentation of processes for teams and department.
- Perform tasks necessary to resolve complex business related cases and complex process exceptions.
- Develop, guide, and/or assist in the development of public education publications and programs.
- Monitor these activities to ensure department coordination, consistency, and strategic direction.
- Coordinate/assist in the development of the departmental data and business process models and related database activities and functions.
- Maintain regular, predictable and punctual attendance during regularly scheduled work hours at assigned worksite.
- Meet travel requirements of the position.
- Perform the physical requirements of the position; work within the established working conditions of the position.
- Work a flexible schedule, which may include evenings, weekends, holidays and overtime.

OTHER JOB FUNCTIONS

- May assign work to a specific work unit and ensure tasks are completed correctly and timely.
- May approve leave requests and work schedules.
- May provide input on performance evaluations.
- Perform other job functions as assigned.

SUPERVISION RECEIVED AND EXERCISED: The Project Analyst is responsible for coordinating various programs, projects and administrative functions. Work is performed under general direction of the department director and work assignments are carried out in accordance with broad objectives. Work is reviewed periodically for compliance with policies, procedures, regulations, legal requirements, degree of conformation with establish standards of performance and use of appropriate judgement in planning, development and management of major programs and initiatives. This position does not supervise but may function as a Lead Worker.

WORK ENVIRONMENT: The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of the position. The Project Analyst works in an office environment and may include occasional field visits. Travel to various work sites, businesses, and/or meeting locations is required. Working in inclement weather is required occasionally. Work is generally completed on a regularly scheduled basis, however, attendance at meetings or completion of overtime work outside of normal scheduled hours may be required. Extended periods of concentration and sedentary work are required. Work is subject to frequent interruptions and normal office noise. Work schedules may include flexible shift work, holidays, and weekends and may require reporting to work in the event of emergency.

PHYSICAL REQUIREMENTS: The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions. Physical activities required are finger dexterity necessary to operate equipment used in the position, talking, seeing and hearing. Walking, sitting, bending/stooping, pushing/pulling and minimal unassisted lifting associated with the job duties is required. Ability to operate standard office equipment and handle office materials. Travel to various work sites throughout the region may be required.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Planning, developing, and implementing management concepts, processes, policies, and procedures.
- Accountability methods and standards, and performance measurement systems.
- Current strategic planning, performance management and communications trends and methods.
- Open Public Meetings Act regulations and requirements.
- Lean Six Sigma practices and processes.
- Team-based organization structure, including self-directed work teams and basic principles related to coaching teams.

Skill in:

- Use of independent judgment and effective decision-making in the application of a wide variety of laws, policies and procedures and in effective problem-solving.

PROJECT ANALYST

Classification Description - Pierce County

Page 3

- Use and operation of personal computer, word processing, PowerPoint, Excel and other spreadsheet programs.

Ability to:

- Plan and establish goals and objectives for long-range goals.
- Provide strategic direction.
- Analyze situations quickly and objectively and determine a proper course of action; use appropriate independent judgment to make decisions of a technical, management and/or administrative nature in support of Department/County goals and objectives.
- Plan, assign and coordinate work of co-workers.
- Work effectively in a team structure with minimal direction.
- Establish project management methodologies and practices.
- Organize multiple tasks and projects.
- Educate, train, assist, coach, and conduct briefings.
- Communicate effectively, both orally and in writing, including developing presentations for, and speaking to county officials, office staff, county organizations, citizens, and business groups.
- Prepare detailed and accurate analysis, studies, and report and complete assigned individual and team tasks in a timely manner.
- Utilize word processing, database query, business presentation, and project management software.
- Establish and maintain effective work relationships with elected officials, department heads, associates, and with the general public.
- Understand and follow written and verbal instructions.
- Work effectively and productively with others.
- Effectively coordinate, perform and complete multiple duties and assignments concurrently and in a timely manner.
- Work a flexible schedule, which may include evenings, weekends, holidays and overtime.
- Meet the travel requirements of the position.
- Physically perform the essential job functions of the classification.

RECRUITING REQUIREMENTS: Bachelor's degree in business or public administration; and, four years of administrative or project management experience; or an equivalent combination of experience and education is required.

SPECIAL REQUIREMENTS AND/OR QUALIFICATIONS: A valid Washington State driver's license is required. Ability to successfully complete all required background investigations including submission of fingerprints is required.