

New York State Department of Civil Service

DIVISION OF CLASSIFICATION & COMPENSATION

Classification Standard

Occ. Code 2867100

Project Assistant, NS	2867100
Project Coordinator, NS	2867500
Project Director, NS	2867910

Brief Description of Class Series

These positions direct or participate on projects which seek to improve or establish new agency or enterprise operations. Incumbents analyze current business processes; coordinate with stakeholders and other organizations; develop and implement changes; and manage, or participate in all phases of the project lifecycle.

A project is a temporary endeavor that has a start and finish date with the purpose of accomplishing agency and/or executive initiatives. These initiatives are limited in duration. Accordingly, project positions are only classified on a temporary basis. They exist at multiple State agencies.

Distinguishing Characteristics

Project Assistant: performs various professional duties requiring technical or specialized skills relating to a project; may supervise staff.

Project Coordinator: independently oversees a small to medium, or large sized project, typically staffed with one to three positions assigned to the project on a full-time basis; may supervise staff, or coordinate various temporary project activities for one organizational unit, or coordinate various project activities that are part of an enterprise project.

Project Director: directs and manages a large project, requiring multiple employees; directs and coordinates activities performed by supervises Project Assistants, Project Coordinators, and other staff assigned to the project.

Related Class

Project Managers apply a wide range of specialized knowledge, skills, tools, and techniques to direct and coordinate human and material resources at all phases of a project -- origination, initiation, planning, execution and control, and closeout. A project

is a temporary effort with defined objectives and results undertaken to develop, modify, or enhance a product, service or system; it has a specific beginning and end date. Project Managers balance competing demands and mitigate risks to ensure the delivery of an acceptable product to stakeholders and the project sponsor that is within budget, scope, time and quality standards.

Illustrative Duties

Project Assistant

Participates in the analysis of current and future business processes and requirements.

Performs initial cost/benefit analyses.

Designs and implements business systems and processes.

Develops and maintains business process workflows.

Monitors the operation of business systems and processes to ensure efficient workflow.

Reviews business and technical design documents.

Collaborates and communicates with stakeholders to develop and identify recommendations for process improvements.

Implements process improvements to overcome business and functional constraints and to standardize operations.

Acts as liaison between technical and functional project teams.

Identifies and analyzes data requirements to drive data models and structures.

Provides technical guidance in developing information systems.

Designs and develops application solutions.

Performs application development and development of technical architecture.

Monitors status of project, identifies any issues, and provides reports to management.

Participates in the development of user and system testing methodologies.

Performs system testing; reports, monitors, and resolves issues and defects reported by testers and stakeholders.

Assists in developing training plans and procedures.

Participates in developing risk management plans.

May perform the full range of supervisory responsibilities for staff assigned to a project.

Project Coordinator

May perform any of the duties of a Project Assistant.

Participates in the development and review of project definition and scope.

Creates detailed project plans; and establishes milestones for project schedules and timelines to ensure measurable progress and consistency.

Implements system specifications.

Communicates changes to stakeholders and staff; monitors system changes and their effects.

Develops recommendations for management review.

Oversees application development and design of technical architecture.

Facilitates and participates in meetings with vendors, staff, management, and stakeholders.

Ensures progress, timeliness, and quality of all assignments.

Analyzes, tests, and documents project changes.

Drafts policies and procedures and ensures adherence to applicable laws, policies and procedures.

Represents project and related program areas at internal and external meetings; and conducts presentations, focus groups, and other activities for stakeholders, agency management, and staff.

Performs the full range of supervisory responsibilities for staff assigned to the project.

Project Director

May perform any of the duties of a Project Assistant or Project Coordinator.

Manages and directs all project activities and staff; develops and maintains relationships with stakeholders.

Directs all technical system design and application development activities.

Sets priorities, policies, and procedures; manages project resources to ensure that the project fulfills its goals.

Identifies project resource needs and ensures that available resources are deployed effectively.

Monitors progress to ensure that project milestones are reached on schedule; identifies risks and potential impact on projects and develops risk management and contingency plans.

Provides policy interpretation and ensures uniform application and compliance with policies across project teams.

Oversees the review, analysis, documentation, and compilation of project plans.

Provides periodic reports on project progress to higher-level managers and stakeholders.

Forms and leads workgroups to identify and resolve problems and overcome barriers.

Responds to critical situations and requests for information.

Represents the agency at internal and external meetings.

Oversees the development and delivery of training programs.

Provides recommendations on project staffing and budgetary needs.

Performs the full range of supervisory responsibilities

Minimum Qualifications

These positions are classified in accordance with Section 64.3 of the Civil Service Law, which authorizes temporary appointment, without examination, when the person appointed will render professional, scientific, technical or other expert services on a temporary basis. The minimum requirements vary depending upon the equated grade level of the project position, and the experience, knowledge, and skills required for the position.

Note: Classification Standards illustrate the nature, extent, and scope of duties and responsibilities of the classes they describe. Standards cannot and do not include all the work

that might be appropriately performed by a class. The minimum qualifications above are those required for appointment at the time the Classification Standard was written. Please contact the Division of Staffing Services for current information on minimum requirements for appointment or examination.

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