



Exhibit-B

Project Coordinator - Draft

Class Code	FLSA Status	EEO-CAT	Rep Status	Salary Grade	Effective Date	Resolution Number
455	Exempt	2 - Professionals	AFSCME	06	01/26/2022	22-004

~~**DEFINITION:** Under general direction; performs a wide variety of project coordination functions that involve the preparation, analysis, and processing of data and reports required for project scheduling, cost control, and evaluation; as well as the coordination of web-based applications for content and document storage and access.~~

~~**DEFINITION:** Under general supervision, performs a variety of coordinative functions that involve the preparation, analysis, and processing of data and reports required for project scheduling, cost control, and evaluation. Initially, under close supervision, incumbents receive training and learn policies and procedures, specific methods, and regulations relevant to project management for the area to which assigned. This is the entry, learning level within the classification series. As experience is gained, assignments become more varied, complex, and review of the work become less frequent. This classification performs a significant portion of the work assigned to the Project Manager I (experienced level), but without the level of independence or full responsibility expected of the higher-level classification. There are four (4) levels within the Project Manager series, which are distinguished from one another by the technical complexity of the assigned duties and the level of discretion and independent judgment exercised.~~

~~Positions in the Project Manager series are flexibly staffed to meet the needs of the District. Positions at the experienced level are normally filled by advancement from the entry-level and promotion is subject to the following: (i) management affirmation that the incumbent is performing the full range of duties assigned and (ii) after gaining requisite experience and demonstrating proficiency that meets the minimum qualifications of the next higher-level classification.~~

REPRESENTATIVE FUNCTIONS may include, but are not limited to:- the following:

- ~~● Plans, organizes, and coordinates the implementation of new and ongoing projects, including appropriate project controls.~~
- ~~● Interprets and communicates project requirements, and assists in the development of improved project management and cost control policies and procedures.~~
- ~~● Provides, or assists in providing training in project control methodologies, procedures, and systems; to Project Managers and other District staff, as well as consultants, and contractors.~~
- ~~● Monitors and analyzes project activities, and prepares reports in conjunction with other District staff related to project finances and project scheduling.~~
- ~~● Reviews, analyzes, and maintains data and information in the District's Enterprise Project Management (EPM) system. Oversees the accuracy of data entry input.~~
- ~~● Maintains the utilization of project control software by identifying and assisting in the resolution of issues related to business processes, or systems problems.~~
- ~~● Provides cost and schedule control support for small projects that are not part of large District programs.~~



Project Coordinator

- ~~Serves as liaison between District departments and specific project teams.~~
- ~~Drafts project communications, documents processes, and prepares status reports.~~
- ~~Performs administrative functions for a department, project or team.~~
- ~~May assist in the design and implementation of web-based systems to achieve functional goals, the management of systems content, and in corrective actions in regard to reported problems.~~
- ~~Performs related duties as required.~~

- Provide administrative, coordinative support and assist the higher-level project managers; plans, organizes, and coordinates the implementation of new and ongoing projects, coordinates work with other District divisions; reviews and inspects work to ensure conformance with plans and specifications; tracks and maintains all project accounting, cost controls, and schedules.
- Interprets and communicates project requirements and assists in the development of improved project management and cost control policies and procedures.
- Provides, or assists in providing training in project control methodologies, procedures, and systems to Project Managers and other District staff, as well as consultants, and contractors.
- Monitors and analyzes project activities and prepares reports in conjunction with other District staff related to project finances and project scheduling.
- Reviews, analyzes, and maintains data and information in the District's Enterprise Project Management (EPM) system.
- Oversees the accuracy of data entry input.
- Maintains the utilization of project control software by identifying and assisting in the resolution of issues related to business processes, or systems problems.
- Provides scope, cost and schedule control support for small projects that are not part of large District programs.
- Serves as liaison between District departments and specific project teams.
- Drafts project communications, documents processes, and prepares status reports.



Project Coordinator

- Performs administrative functions for a department, project or team.
- May assist in the design and implementation of web-based systems to achieve functional goals, the management of systems content, and in corrective actions in regard to reported problems.
- Attends and participates in a variety of professional meetings and regulatory training; stays abreast of new trends, innovations, laws, and regulations as they relate to the field of transportation planning.
- Performs related duties as required.

MINIMUM QUALIFICATIONS:

~~**Knowledge Of:** Processes, principles and practices of accounting and financial analysis, including cost control methods; quality control concepts and procedures; report and presentation writing; principles and practices of record keeping; pertinent state, federal, and local laws, rules, regulations, policies, and procedures; English usage, spelling, grammar and punctuation; current office practices; business mathematics; statistical methods; and current software for spreadsheets, word processing, databases, and presentation at the intermediate level of proficiency.~~

~~**Ability To:** Quickly learn and effectively use the District's EPM system, and methodologies, techniques, and procedures used in the planning, development, scheduling, contract change control, and delivery of projects; independently coordinate and implement assigned project control duties; learn and understand all aspects of assigned projects; identify and interpret technical, numerical, and statistical data and information; assist in the develop of project budgets, monitor project budgets and forecast future expenditures based on analysis of available data and monitoring of expenditures; analyze work papers, financial data, schedules, and operational situations in order to effectively problem solve and develop and recommend new and revised project procedures; interpret and explain pertinent District policies and procedures; make recommendations for process improvement; train staff in the use of project control methods and practices, and web-based systems; use and oversee web-based content management systems (CMS); administer CMS user security and permissions; communicate effectively in English, both orally and in writing; type accurately on a keyboard in order to complete work in a timely and efficient manner; and establish and maintain effective working relationships with those contacted in the course of work using principles of excellent customer service.~~

~~**Knowledge of:** In a learning capacity requires basic knowledge of the technical and/or professional field of study required by specific projects to which assigned; principles and practices of project management, including developing scopes of work, budgets and timelines; the general principles of accounting; quality control concepts and procedures; report and presentation writing; principles and practices of record keeping; pertinent state, federal, and local laws, rules, regulations, policies, and procedures. English usage, spelling, grammar, and punctuation; current office practices; business mathematics; statistical methods; current software for spreadsheets, word processing, databases, and presentation at the intermediate level of proficiency; techniques for providing a high level of customer service by effectively working with the public, vendors, contractors, and District staff.~~

~~**Ability to:** In a learning capacity must have the ability to effectively use the District's Enterprise Performance Management System (EPM) system, and methodologies, techniques, and procedures used in the planning,~~



Project Coordinator

development, scheduling, contract change control, and delivery of projects; independently coordinate and implement assigned project control duties; learn and understand all aspects of assigned projects; identify and interpret technical, numerical, and statistical data and information; assist in the develop of project budgets, monitor project budgets and forecast future expenditures based on analysis of available data and monitoring of expenditures; analyze work papers, financial data, schedules, and operational situations in order to effectively problem solve and develop and recommend new and revised project procedures; interpret and explain pertinent District policies and procedures; make recommendations for process improvement; train staff in the use of project control methods and practices, and web-based systems; use and oversee web-based content management systems (CMS); administer CMS user security and permissions; communicate effectively in English, both orally and in writing; type accurately on a keyboard in order to complete work in a timely and efficient manner; establish and maintain effective working relationships with those contacted in the course of work using principles of excellent customer service.

Education: Equivalent to a Bachelor's degree from an accredited four-year college or university in a field directly related to the professional field of the area to which assigned special projects.

Experience: Equivalent to at least three (3) years of recent and verifiable experience in which major job functions included project coordination or management that included the use of project management systems... Additional experience performing evaluation, analysis, and input into software modules in a project management environment may be substituted for the required education on a year-for-year basis.

License/Certification: Some positions in this classification may require the possession of; or ability to obtain, and maintain a valid Class C California Driver License; and must meet the District's safe driving standards.

Physical Requirements: Must maintain the physical condition necessary to perform tasks in an office setting operating a computer, keyboard, and other peripheral equipment; safely drive a District automobile; and walk, stand, and climb short distances in construction settings in order to inspect the progress of assigned projects.

NOTE: Some positions within this classification may be grant-funded, and/or limited-term positions. Grant funded positions are subject to the availability of funds.

S:\HR\Data 12-01-01\Class-Comp\Class-Specs--CURRENT\Project Coordinator-REV-12-14.doc For Engineering/Capital Projects: Equivalent to a Bachelor's degree in architecture, engineering, planning, or a related field.

For Innovation and Technology (IT) Projects: Equivalent to a Bachelor's degree in computer science, information technology or a related field.



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Experience: Two (2) years of recent and verifiable experience in which major job functions included project coordination or management that included the use of project management systems. Additional experience performing evaluation, analysis, and input into software modules in a project management environment may be substituted for the required education on a year-for-year basis.

License and Certification(s): None.

Physical Requirements: Must maintain the physical condition necessary to perform tasks in an office setting operating a computer, keyboard, and other peripheral equipment; safely drive a District automobile; and walk, stand, and climb short distances in construction settings in order to inspect the progress of assigned projects.

Special Environmental Conditions: None.

Special Requirements: Some positions within this classification may be grant-funded, and/or limited-term positions. Grant funded positions are subject to the availability of funds.

Established Date: (Res. #)

Revision Date: (Res. #)



Alameda Contra Costa Transit District
Classification Specification

Project Coordinator- DRAFT

Exhibit-