



STATE OF NEVADA
Department of Administration
Division of Human Resource Management

CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
ADMINISTRATOR, OFFICE OF PROJECT MANAGEMENT***	46	A	7.210

Under administrative direction of the Director, Office of Project Management (OPM), the Administrator, Office of Project Management operates as the State functional lead for Enterprise Resource Planning (ERP) for the State of Nevada.

Assist in the identification and development of project management roles, team configurations and recruitment appropriate to deliver OPM goals and objectives; assist in the identification and implementation of project management processes, methods, tools, guidelines, standards, policies and procedures.

Provide guidance and leadership to identified lead Subject Matter Experts (SME) in the areas of Human Resources, Financial, Procurement and Budget; review established requirements and priorities of the lead SME's to establish a cohesive "big picture" for the statewide ERP solution.

Coordinate with Organizational Change Management (OCM) and Business Process Re-Engineering (BPR) SME's to facilitate synergy; ensure functional requirements are defined and business process changes are identified in order to facilitate the adoption of solutions and process improvements.

Coordinate and lead State staff and vendor teams to communicate State functional requirements and to assist the State in its understanding and evaluation of proposed solutions; make presentations before legislative committees, executive committees and/or other entities to explain needs, priorities and outcomes; participate in public hearings, meetings and conferences to explain processes and resolve concerns and problems; establish and maintain positive working relationships with staff, senior leadership and key stakeholders.

Develop, implement and submit analytical, narrative and statistical reports regarding assigned projects as required.

Supervise, coach and mentor staff and project leads as required.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university in business administration, public administration, or closely related field and five years of professional experience in the development, implementation, evaluation and management of program(s) and activities, which must include one year of experience equivalent to a Division Administrator in Nevada State service or two years of experience equivalent to a Deputy Division Administrator in Nevada State service; **OR** an equivalent combination of education and experience as described above.

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required and time of application):
Working knowledge of: principles and techniques used to administer and evaluate comprehensive program functions; research methods and techniques. **General knowledge of:** principles and practices of Enterprise Resource Planning (ERP); the development and implementation of an organizational records systems; principles and practices of business process management, workflow and integration; supervisory principles and practices; principles and practices of human resource management, procurement, finance and/or budgeting. **Ability to:**

*** This class specification will be abolished as the current positions transition to the Unclassified Service. No additional positions will be allocated to this series.

MINIMUM QUALIFICATIONS (cont'd)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required and time of application): (cont'd)
communicate effectively, both verbally and in writing, with all levels of management and staff to ensure proper implementation of directives, goals, policies and procedures; understand and navigate the organizational and/or political climate related to Enterprise Resource Planning; function as a team leader over the activities of a wide variety of personnel of varying backgrounds, experience and education levels; establish and maintain positive and effective working relationships with others; establish and maintain a high level of customer trust and confidence; clearly present information to management, legislators, Governor's office, key stakeholders and other interested parties regarding activities of work unit; write clear, concise and comprehensive analytical, narrative and statistical reports regarding program and/or project activities; understand the business implications of business process management, workflow and integration methods and tools. **Skill in:** basic public speaking; mediating between individuals with opposing points of view.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):
Working knowledge of: principles and practices of Enterprise Resource Planning (ERP); project management related to State government functions, organization and business practices.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

7.210

ESTABLISHED: 8/29/17UC