

Project Specialist

Oversees and manages the operational aspects of ongoing projects and serves as liaison between project management and planning, project team and line management. Reviews status of projects and budgets; manages schedules and prepares status reports. Assesses project issues and develops resolutions to meet productivity, quality and program manager goals and objectives. Develops mechanisms for monitoring project progress and for intervention and problem solving with program managers and line managers.

Level 1		Level 2		Level 3		Level 4	
Project Specialist I		Project Specialist II		Project Specialist III		Sr. Project Specialist	
Knowledge	Strong knowledge of project management tools, Six Sigma tools and procedures. Strong people management, negotiation and presentation skills.	Frequent use and general knowledge of industry practices, techniques and standards. General application of Six Sigma tools, concepts and principles. Strong people management, negotiation and presentation skills. Significant experience leading teams, improving capabilities and redesigning processes.		Complete understanding and application of principles, concepts, practices and standards. Full knowledge of Six Sigma tools (working towards Black Belt or Green Belt) and industry practices. Strong people management, negotiation and presentation skills. Significant experience leading teams, improving capabilities and redesigning processes.		Contributes to the development of new concepts, techniques and standards. Considered an expert in the field within the organization. Strong knowledge of Six Sigma value base tools (Black or Green Belt), strong people management, negotiation and presentation skills. Significant experience leading teams, improving capabilities and redesigning processes.	
Problem Solving	Solves routine problems of limited scope and complexity by following established policies and procedures.	Develops solutions to a variety of problems of moderate scope and complexity. Refers to policies and practices for guidance.		Develops solutions to a variety of complex problems. May refer to established precedents and policies.		Develops solutions to complex problems which require the regular use of ingenuity and innovation. Ensures solutions are consistent with organization objectives.	
Program Complexity	Develops or matures assigned program(s) with well defined program plans and delivery methodologies.	Establishes the development of program(s) for major components or small systems, production or logistics programs for several components or medium systems.		Advanced developing engineering of programs for large subsystems, small total systems, production or logistics programs for major total system. Requires developing and managing unprecedented program plans or delivery methods across derivative and distinctive products.		Emerging developing engineering programs of major complex total systems, resulting in new products, programs and business opportunities. Requires developing and managing program plans of newly developed advanced concepts, theories and products.	
Discretion/Latitude	Assignments are received in task-oriented terms. Provides direction to program team members using established policies and standards. Work is reviewed for soundness of judgment and overall quality and efficiency. Provides direction to project team as required. May perform, especially in staff or professional groups, ongoing operational tasks of organizational units. Monitors work progress on a daily basis to ensure tasks and assignments are being completed to schedule and actively assists team members.	Works under only very general supervision. Work is reviewed for soundness of judgment and overall adequacy and accuracy. Provides direction to project team as required. May perform, especially in staff or professional groups, ongoing operational tasks of organizational units. Monitors work progress on a daily basis to ensure tasks and assignments are being completed to schedule and actively assists team members.		Work is performed under general direction. Participates in determining objectives of assignment. Plans, schedules and arranges own activities in accomplishing objectives. Work is reviewed upon completion for adequacy in meeting objectives. Assignments are received in task and objective-oriented terms. Provides direction to subordinates and/or team members based on general policies and management guidance. Work is reviewed upon completion for adequacy in meeting objectives. Functions as an advisor to a unit regarding tasks, projects and operations. Becomes actively involved in daily operations only when required to meet schedules or to resolve complex problems.		Work is performed without appreciable direction. Exercises considerable latitude in determining objectives and approaches to assignment. Assignments are received in objective-oriented terms. Provides guidance to subordinates and/or team members based on organizational goals and company policy. Work is reviewed in terms of meeting the organization's objectives and schedules. Responsible for all projects assigned to the organizational unit. Acts as an advisor to subordinate supervisors or staff members to meet schedules or resolve technical or operational problems. Directly participates in establishing and administering many centralized functional projects. Develops and administers budgets, schedules and performance standards.	

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Impact	Ensures that projects are completed on schedule following established procedures and schedules. Is accountable for managing cost, schedule and quality as related to functions within the Operations organization. Erroneous decisions or recommendations or failure to achieve results might cause delays in program schedules and result in the allocation of more resources.	Contributes to the completion of organizational projects and goals. Ensures that projects are completed on schedule following established procedures and schedules. Is accountable for managing cost, schedule and quality as related to functions within the Operations organization. Erroneous decisions or recommendations or failure to achieve results might cause delays in program schedules and result in the allocation of more resources.		Exerts some influence on the overall objectives and long-range goals of the organization. Exerts influence in the development of overall project goals. Ensures that projects are completed on schedule and within budget. Is accountable for managing cost, schedule and quality as related to functions within the Operations organization. Erroneous decisions or recommendations or failure to assignments would normally result in serious delays to assigned projects resulting in considerable expenditure of additional time, human resources and funds.		Effects of decisions are long-lasting and heavily influence the future course of the organization. Errors in judgment or failure to achieve results would result in the expenditure of large amounts of company resources. Exerts influence in the development of overall objectives and long-range goals of the organization. Is accountable for managing cost, schedule and quality as related to functions within the Operations organization. Erroneous decisions or recommendations would normally result in critical delays and modifications to projects or operations; cause substantial expenditure of additional time, human resources and funds and jeopardize future business activity.	
Liaison	Manages small to intermediate project teams to ensure program and contractual requirements are achieved. Interfaces closely with Project Engineers and Engineering regarding projects. Liaison normally involves specific phases of a task, project or operation. External contacts involve routine matters to understand, track, drill down and question activities and issues in all functional areas in order to influence management and resolve conflict. Negotiation, leadership, assertiveness and follow-through skills are key to successful completion of tasks. Conducts briefings to Senior Management on project health.	Frequent internal company and external contacts. Manages intermediate project teams to ensure program and contractual requirements are achieved. Interfaces closely with Project Engineers and Engineering regarding projects. Liaison normally involves specific phases of a task, project or operation. External contacts involve routine matters to understand, track, drill down, and question activities and issues in all functional areas in order to influence management and resolve conflict. Negotiation, leadership, assertiveness and follow-through skills are key to successful completion of tasks. Conducts briefings to Senior Management on project health.		Represents organization as a prime contact on contracts or projects. Manages intermediate to large project teams to ensure program and contractual requirements are achieved. Frequent contacts with internal personnel such as, Project Engineers, Engineering and with outside customer representatives at various management levels concerning operations or scheduling or specific phases of projects or contracts. Conducts briefings and participates in technical meetings for internal management and external representatives concerning specific operations.		Serves as consultant to management and special external spokesperson for the organization on major matters pertaining to its policies, plans and objectives. Manages large project teams to ensure program and contractual requirements are achieved. Frequent contacts with internal personnel such as, Project Engineers, Engineering and with equivalent level managers and customer representatives concerning projects, operational decisions, scheduling requirements or contractual clarifications. Conducts briefings and technical meetings for internal management and external representatives.	

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Work Products (Examples may include but are not limited to)	Responsible for managing all aspects of assigned program(s) as the primary authority for the Operations organization. This includes being accountable for cost, schedule and quality as related to functions within the Operations organization. Responsible for the day-to-day tactical duties for assigned programs. Plans, directs or coordinates activities within specific programs. Analyzes workflow and assigns or schedules work to meet priorities and goals. May test, revise and/or correct errors in programs and/or systems. Provides input on production of a product, as it relates to the ease of manufacturing. Meets with program managers, support staff, vendors and customers to solicit cooperation and resolve problems. Develops and implements recovery plans for off-schedule and unanticipated events. Generates various reports/deliverables.	Responsible for managing all aspects of slightly complex program(s) as the primary authority for the Operations organization. This includes being accountable for cost, schedule and quality as related to functions within the Operations organization. Responsible for the day-to-day tactical duties for assigned programs. Plans, directs or coordinates activities within specific programs. Analyzes workflow and assigns or schedules work to meet priorities and goals. May test, revise and/or correct errors in programs and/or systems. Provides input on production of a product, as it relates to the ease of manufacturing. Meets with program managers, support staff, vendors and customers to solicit cooperation and resolve problems. Develops and implements recovery plans for off-schedule and unanticipated events. Generates various reports/deliverables.	Responsible for managing all aspects of moderately complex program(s) as the primary authority for the Operations organization. This includes being accountable for cost, schedule and quality as related to functions within the Operations organization. Responsible for the day-to-day tactical duties for moderately complex programs. Creates, maintains and refines detailed project plans, including work breakdown structures, track project schedules and technical performance. Assists with resource allocation, shape priorities, coordinates interaction with the customer and users to keep the project team focus on necessary goals. Analyzes workflow and assigns or schedules work to meet priorities and goals. May test, revise and/or correct errors in programs and/or systems. Provides input on production of a product, as it relates to the ease of manufacturing. Meets with program managers, support staff, vendors and customers to solicit cooperation and resolve problems. Develops and implements recovery plans for off-schedule and unanticipated events. Generates various reports/deliverables.	Responsible for managing all aspects of highly complex program(s) as the primary authority for the Operations organization. This includes being accountable for cost, schedule and quality as related to functions within the Operations organization. Responsible for the day-to-day tactical duties for a highly complex program or group of programs. Accountable to oversee results of multi-functional project teams. Monitor project to ensure work, scope, schedule and budget are well defined and maintained. Drive project performance from initiation through delivery, interfacing with customer on technical matters and to solicit cooperation and resolve problems. Identifies and prioritizes project needs, recruits appropriate resources and assigns individual responsibilities. Develops schedules to ensure timely completion and final delivery of a solution to meet the previously identified project needs. Creates, maintains and refines detailed project plans, including work breakdown structures, tracks project schedules and technical performance. Assists with resource allocation, shape priorities, coordinate interaction with the customer and users to keep the project team focused on the necessary goals. May test, revise and/or correct errors in programs and/or systems. Provides input on production of a product, as it relates to the ease of manufacturing. Develops and implements recovery plans for off-schedule and unanticipated events.			

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Minimum Education and Experience	3+ years of project engineering or related technical experience in a government contracting environment with a Bachelor of Science with an emphasis in Business, Engineering, Science or a related field, or equivalent applicable work experience. Intermediate MS, Project, MS Word, PowerPoint and Excel skills.	5+ years of project engineering or related technical experience to include 3 years Project Management experience in a government contracting environment with a Bachelor of Science with an emphasis in Business, Engineering, Science or a related field, or equivalent applicable work experience. Intermediate MS Project, MS Word, PowerPoint and Excel skills.	7+ years of technical experience to include 5 years Project Management experience in a government contracting environment with a Bachelor of Science with an emphasis in Business, Engineering, Science or a related field, or equivalent applicable work experience. Significant demonstrable experience leading teams to the resolution of ambiguities and development of accomplishable plans to solve the problem. Significant experience implementing or improving measurement capability and managing multiple development groups. Demonstrated experience redesigning processes to achieve greater productivity, decision-making or enhanced customer service. Advanced MS Project, MS Word, PowerPoint and Excel Skills.	10+ years of technical experience to include 8 years Project Management experience in a government contracting environment with a Bachelor of Science with an emphasis in Business, Engineering, Science or a related field, or equivalent applicable work experience. Significant demonstrable experience leading teams to the resolution of ambiguities and development of accomplishable plans to solve the problem. Significant experience implementing or improving measurement capability and managing multiple development groups. Demonstrated experience redesigning processes to achieve greater productivity, decision-making or enhanced customer service. Advanced MS Project, MS Word, PowerPoint and Excel skills.