

# Market Range Detail - Special Projects Manager

## Effective Date

January 2, 2017

## Market Range Title Description

Positions in this market range title are responsible for leading and managing sensitive and complex projects under the direction of a department director. Incumbents work independently and exercise a considerable amount of discretion in the project management of a broad range of administrative, financial and/or operational projects.

Typical job duties include: conducting complex and difficult research; leading analytical and operational projects from inception to completion; developing project scopes; working closely with project stakeholders; evaluating progress to ensure that all project goals and timelines are achieved and developing corrective actions as necessary; developing and monitoring project budgets; analyzing and evaluating department administrative, financial and/or operational issues and developing strategies to improve programs, processes, operations, etc.; writing extensive and complex analysis reports; researching legislative issues; collaborating with external agencies; providing expertise to management - allow them to address organizational issues and implement strategies for improvement.

The Special Projects Manager works under the direction of an Elected Official, chief deputy, department director, or other executive level staff. Incumbents may supervise staff.

Positions in this market range title are distinguished from positions in the Management Analyst market range title by the most advanced level of analysis and management of high level, complex, and often sensitive projects from inception to implementation. Incumbents receive limited direction and review from management on projects.

## Market Range

Minimum Hourly Rate	Midpoint / Hiring Maximum	Maximum Hourly Rate
\$31.00	\$38.65	\$46.30

## Likely Minimum Qualifications

- Bachelor's degree in business administration, public administration, or related field.
- Four years of related professional administrative experience managing projects and conducting complex research and analysis.
- Other combinations of education and/or experience may be considered in substitution for minimum qualifications.

## Working Titles

- Performance Improvement Manager
- Policy Manager
- Project Manager
- Special Projects Manager

### Glossary:

**Market Range Title:** Broad grouping of related positions with like job responsibilities and qualifications. Market Range Titles typically include positions ranging from entry level to senior/lead level unless indicated otherwise.

**Effective date:** The date the salary range was implemented for use.

**Market Range Title Description:** Broad description of sample job duties and responsibilities of positions included in the Market Range Title. Each position included in a Market Range Title also has a job description that is specific to the department. Departments are responsible for writing and maintaining job descriptions for positions in their department. Employee Compensation is responsible for writing and maintaining Market Range Title Descriptions.

**Likely Minimum Qualifications:** Typical minimum qualifications for positions assigned to the Market Range Title. Because a broad group of jobs in different departments are included in a Market Range Title, minimum and preferred qualifications may vary slightly depending on the area of assignment.

**Market Range:** The minimum, midpoint, and maximum salary points for all positions included in the Market Range Title.

**Hiring Range:** The hiring range for all positions is ordinarily the minimum of the market range to the midpoint. The use of a different hiring range must be approved by Employee Compensation. Departments should use a hiring range that is within their funding capabilities and are required to comply with the County's Funded Position Policy ensuring that applicants are extended a rate that is supported by the department's budget.

**Working Title:** The specific title used by a department to identify a position within their organizational structure. Use of working titles is flexible and aimed to assist departments in identifying the unique functions and responsibilities of each position and is representative of the assigned Market Range Title. Ordinarily, supervisory and/or managerial titles should not be used for positions not assigned to a supervisory and/or manager Market Range Title.