

Email recap of 2/14 meeting

Good afternoon. Last week, DOP Director Dianne Kiesel proposed to the Administrative Service Directors a much needed classification study involving the Program Coordinator, Project Coordinator, Associate Coordinator, and Project Assistant job classes. Agreement was reached by attendees to:

Recap-2/14 Meeting:

- 1) begin the class study of the above job classes, with the possibility of establishing job classes that would be general in nature and applicable across department lines. One of the important tasks is to agree on definitions of a Program versus a Project; it is anticipated that these definitions will be outlined in new class specifications.
- 2) review and study the possibility of establishing job classes as certified program managers, following national professional standards and curriculum.
- 3) follow as much as possible the information and project timeline, outlined in Director Kiesel's presentation (see attachment). Today is the date of the first study planning meeting, and is in the form of electronic information being sent to you as departmental contacts; this information will prepare you or your designated study team member for future work and input. Please review asap.
- 4) receive an updated pcn list for all affected departments, reflecting the names of incumbents and the most recent date of approved PDs. Attendees were of the opinion that this information is needed to assist them in reviewing the status of such documents before submitting updated PDs thru OPD. As outlined in the project timeline, DOP staff is preparing a presentation(s) on PD writing for early next week to share information and answer any questions (see below). ASDs can identify which PDs will be updated or whether to use PDs of record.
- 5) request that a website be built to inform departments and others on the status of the study.

Attachments:

The attachments that I am emailing you include: **1)** Ms. Kiesel's presentation material, **2)** the master pcn list including incumbent names and dates of most recently approved PDs, **3)** the eight classification factors considered in any classification study, and **4)** the study process and roles of study contacts, etc.. Because I do not have it online, I will fax information about the **5)** certification application and requirements issued by the nationally distinguished Project Management Institute.

Needed Response by Monday (2/26):

- 1) The name, title, email, and phone number of the departmental study contact (you or your designee). Liaison and communication will be very important to keep all division managers and supervisors informed and the project on schedule, including the coordination of input by deadlines.
- 2) The name and email address of a single, lead administrative support person for each division who can quickly distribute to the appropriate supervisors the draft PD writing guide. This type of communication would be the most effective and fastest method to use without disrupting staff schedules and other commitments, unless you can think of another method. I will need an answer asap, in order to meet next week's timeline; we are, however, flexible knowing that you have other pressing needs requiring your time and attention. Please note the OPD documents have a deadline of March 26 (one month out). For your information, I have designed a separate form to capture the characteristics of a program or project that involves a specific pcn; that form will be sent to the appropriate supervisors in the near future, with the results being used in developing definitions and allocating positions against new class specifications, for example.

If you have any questions or comments, please contact me through email or phone (465-4086). I am looking forward to working with all of you to develop end products that meet your needs while maintaining the integrity of the classification system, Jackie Dailey, DOP Study Analyst