

VARIABLE-ENTRY CRITERIA

002437 Program Coordinator- Bracket

Last Modified: 07/20/2011

For a Broadband Class - Click the

Bracket 1 -- 15% - Meets Minimum Qualifications (MQs) and the competencies listed (\$31.97 – \$33.74)

A bachelor's degree from an accredited U.S. college or university in business administration, public administration, environmental studies, civil engineering, accounting, information systems, or closely related field, AND, four (4) years of professional experience performing analysis, budget management, program administration, engineering, or closely related work in a program performing planning and analysis. One (1) year of such experience must have been at the supervisory/management level.

In addition, possesses good oral and written communication skills; demonstrates flexibility and adaptability; has strong interpersonal skills; an understanding of technology used in given area; and has necessary scientific knowledge for the applicable option; has an understanding of their assigned Program including technical aspects, workflow, guidelines, rules and regulations; has demonstrated the ability to consistently and accurately interpret and apply rules and regulations; communicates effectively both in writing and verbally; have established collaborative relationships with outside agencies.

NOTE: For Landfill, Recycling, Utilities, Environmental Health and Watershed Options, must meet required minimum qualifications and certification/license requirements as listed on the class specification. For license/certifications required within 180 days of hire, this certification must be obtained prior to advancing to bracket 2.

Bracket 2 -- 20% (\$33.75 - \$36.11)

Incumbents maintain collaborative relationships with outside agencies; has a thorough understanding of their assigned Program including technical aspects, workflow, guidelines, rules and regulations; has demonstrated thorough knowledge of Program budget and contracts with partnering agencies; leads or supervises staff; has demonstrated leadership by developing and motivating staff.

Bracket 3 -- 65% (\$36.12 – \$43.80)

Incumbents have demonstrated the ability to independently interpret legislation; display the ability to influence or persuade others; assists in managing Program budget; oversees contracts with partnering agencies (some divisions may assist in overseeing contracts); has demonstrated they are an expert in their assigned Program including technical aspects, workflow, guidelines, rules and regulations; maintains a high level of responsibility in projects and programs that have a high consequence of error; independently coordinates and oversees Program projects; skilled at functional threading across division and departments; and develops and trains staff.

NOTES: Class has multiple options. (Refer to class specification for option information.)
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