

Project Management:

Project Management Professional, Coordinator Grade 2

Supports project planning and execution; maintains schedules, documentation, action items, status reporting, meeting coordination, and project tools. May independently coordinate smaller or well-defined projects but is not regularly accountable for major projects.

Project Management Professional, Specialist Grade 4

Independently manages projects from initiation through completion. Accountable for scope, schedule, deliverables, risks, stakeholder coordination, communications, and implementation. Leads cross-functional project teams but typically does not require supervisory authority over participants.

Project Management Professional, Senior Grade 6

Manages large, complex, high-risk, institutionally significant, or multi-unit projects; may manage multiple interdependent projects or function as a program manager. Provides project-management expertise, mentors and may supervise other project managers, resolves significant dependencies or escalations, and regularly works with senior leadership to ensure alignment with institutional goals. Holding or working toward a recognized project management certification may be a requirement of the role, at the discretion of department leadership.

Project Management Professional, Director Grade 8

Leads an institutional or organizational Project Management Office. Establishes project management standards, governance, methodology, prioritization, portfolio reporting, resource practices, and organizational project management capabilities. Typically supervises project management staff and is accountable for a portfolio rather than an individual project. Holding or working toward a recognized project management certification may be a requirement of the role, at the discretion of department leadership.

Policy Analysis:

Policy Analyst Grade 4

Researches, analyzes, drafts, reviews, interprets, and maintains institutional or System policy. Evaluates and synthesizes legislation, regulations, and administrative requirements; assesses operational impacts; develops recommendations and guidance; and coordinates input from affected stakeholders. Supports policy publication, routing, review cycles, and records management, and may maintain policy inventories and track state and federal developments.

Policy Analyst, Senior Grade 6

Leads complex or high-impact policy analysis and development involving multiple functions, institutions, or external requirements. Advises senior leaders, resolves competing interpretations or implementation issues, leads major policy initiatives, and may mentor or supervise other policy professionals.

Policy Director Grade 8

Leads an institutional or System-level policy function. Establishes policy governance, standards, development and review processes, portfolio priorities, and organizational guidance. Advises executive leadership and may supervise policy staff and/or oversee a broad portfolio of institutional/System policies.