

## EDITED KSAPC LISTING

**CLASSIFICATION: PROJECT DIRECTOR I**

**NOTE: Each position within this classification may perform some or all of these KSAPCs.**

<b>KSAPC Statements</b>	
<b>Knowledge of:</b>	
K1.	Basic knowledge of all phases of the State's capital outlay process to successfully deliver capital projects.
K2.	Basic knowledge of architecture in order to evaluate project design for compliance with the Department's design standards and construction guidelines.
K3.	Basic knowledge of the details of planning, designing and constructing public building projects.
K4.	Basic knowledge of construction materials to successfully deliver the Department's capital projects in compliance with the Department's design standards and construction guidelines.
K5.	Basic knowledge of costs, codes and construction methods to successfully deliver the Department's capital projects in compliance with the Department's design standards and construction guidelines.
K6.	Basic knowledge of structural, electrical and mechanical engineering as related to buildings in order to evaluate project design for compliance with the Department's design standards and construction guidelines.
K7.	Basic knowledge of the principles of budgeting as related to the capital outlay process in order to deliver projects within the Department's budget.
K8.	Basic knowledge of the use of computer software systems.
K9.	<b>Basic knowledge of practices and principles of project management to successfully deliver the Department's capital projects.</b>
K10.	<b>Basic knowledge of design and construction technologies.</b>

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<b>KSAPC Statements</b>	
<b>Ability to:</b>	
A1.	Review and analyze the development of construction documents in order to ensure a complete and accurate set of documents.
A2.	Present ideas and information clearly and effectively in written, graphic and verbal forms in order to communicate project information to internal/external stakeholders and management.
A3.	Analyze situations accurately in order to develop alternatives and implement an effective course of action.
A4.	<b>Operate a departmental computer and various computer programs in order to perform daily project management duties (e.g. reports, tracking system, etc.).</b>
A5.	<b>Establish and maintain cooperative professional relationships with others to meet the Department's goals and objectives.</b>
A6.	<b>Adhere to policy and procedures in order to ensure consistency and conformity with departmental goals and objectives.</b>
A7.	<b>Establish and maintain project priorities in order to complete projects and assignments on time and within budget.</b>
A8.	<b>Function as a team leader for a team of California Department of Corrections and Rehabilitation (CDCR) employees, construction and consultant contractors to ensure successful completion of projects.</b>
A9.	<b>Analyze less complex projects in order to develop and implement an effective project management plan.</b>
A10.	<b>Understand and follow directions to accurately carry out work assignments in a timely manner.</b>