

<b>POSITION DESCRIPTION</b>	AGENCY/DEPT ID Administrative Services DAS302220
-----------------------------	--

DIVISION OR INSTITUTION Human Resources	UNIT OR OFFICE HCM & :Agency HR Support	COUNTY OF EMPLOYMENT Franklin
--	--	----------------------------------

<b>POSITION NUMBER</b> 20005817	<input type="checkbox"/> Reclassification <input type="checkbox"/> New Position <input checked="" type="checkbox"/> Update		Position Hyperlinked to <input type="checkbox"/>	
	Agency Organizational Tree			
	USUAL WORKING TITLE OF POSITION Project Manager		POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR 20005945 HCM Administrator 2	
	<input checked="" type="checkbox"/> Permanent <input type="checkbox"/> Temporary <input type="checkbox"/> Intermittent	<input checked="" type="checkbox"/> Classified <input type="checkbox"/> Unclassified	Overtime: <input type="checkbox"/> Eligible <input checked="" type="checkbox"/> Exempt	Bargaining Unit
	If FLSA Exempt, exemption type:			Page 1 of 2
	NORMAL WORKING HOURS (Explain unusual or rotating shift): FROM: 8:00 am      TO: 5:00 pm			
	<b>JOB DESCRIPTION AND WORKER CHARACTERISTICS</b>			
	%	Job Duties in Order of Importance		Knowledge, Skills & Abilities
	30	Manages projects related to document management, document workflow (ex. FileNet) & retention compliance for all records required to be maintained by the Human Resources Division (HRD) & statewide personnel records maintained for agencies by HRD (e.g., Class Plan Simplification, Measurement & Merit Pay Parameters, Civil Service Testing, OHMS Cert Go Live, Rules Review, Civil Service Tracking, Compliance & Training Plan, Recovery Projects, Sick Leave Credit & Personal Leave Payout); coordinates projects with other services & projects using project management methodologies (e.g., time, cost, scope); assists in writing project management policies; monitors policy compliance; interprets federal & state laws & regulations to ensure compliance; participates in establishing project management guidelines for monitoring & compliance; develops &/or directs development & implementation of planning documents (e.g., resources, specific assignments); creates & executes project work plans & revises as appropriate to meet changing needs & requirements; reviews deliverables, & ensures that project documents are complete, current & stored appropriately; sets & manages client expectations, continually seeks opportunities to increase customer satisfaction & deepen client relationship; facilitates team & client meetings effectively; manages vendor relations & maintenance agreements; communicates relevant project information to superiors.		Knowledge of (1) Enterprise Resource Planning environment (e.g., PeopleSoft); (2) project management life cycle methodologies; (3) time, cost, & scope management; (4) budgeting; (5) risk & issue management; (6) vendor management processes & practices; (7) agency policies & procedures*; (8) state procurement processes*. Skill in: (9) operation of personal computer & associated hardware & software; (10) use of project planning software (e.g., MS Project); Ability to: (11) manage multiple demands or tasks on projects; (12) define problems, collect data, establish facts & draw valid conclusions; (13) communicate effectively with diverse groups orally & in writing; (14) review & evaluate project progress; (15) write concise & accurate reports; (16) manage medium to large (\$50,000+) projects.
	30	Manages the operations of State Records: provides direction & supervises staff responsible for state employment records; revises policies & procedures to aid in alleviation of problematic areas & issues of contention; maintains records retention schedules for HRD; establishes timelines & assesses effectiveness of unit & makes process improvements to improve efficiency.		Knowledge of: 7, (17) management, (18) human resources; (19) supervisory principles & techniques. Skill in: 9. Ability to: 12, 13.  *developed after employment
JOB CODE 63381	List Position Numbers & Job Titles of Positions Directly Supervised: State Records Tech 1: 20005920; 20005921; 20005922		SIGNATURE OF AGENCY REPRESENTATIVE 	
			DATE 4/29/11	

JOB TITLE: Project Manager 1  
 JOB CODE: 63381  
 App'd: [Signature] Date: 4/29/11

<b>POSITION DESCRIPTION</b>		AGENCY/DEPT ID Administrative Services DAS302220
DIVISION OR INSTITUTION Human Resources	UNIT OR OFFICE HCM & Agency HR Support	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20005817           JOB CODE 63381           JOB TITLE Project Manager 1           Appel 4/20/11 Bwd	<input type="checkbox"/> Reclassification <input type="checkbox"/> New Position <input checked="" type="checkbox"/> Update		Position Hyperlinked to <input type="checkbox"/> Agency Organizational Tree	
	USUAL WORKING TITLE OF POSITION Project Manager		POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR 20005945 HCM Administrator 2	
	<input checked="" type="checkbox"/> Permanent <input type="checkbox"/> Temporary <input type="checkbox"/> Intermittent	<input checked="" type="checkbox"/> Classified <input type="checkbox"/> Unclassified	Overtime: <input type="checkbox"/> Eligible <input checked="" type="checkbox"/> Exempt  If FLSA Exempt, exemption type:	Bargaining Unit  Page 2 of 2
	NORMAL WORKING HOURS (Explain unusual or rotating shift): FROM: 8:00 am      TO: 5:00 pm			
	<b>JOB DESCRIPTION AND WORKER CHARACTERISTICS</b>			
	%	Job Duties in Order of Importance	Knowledge, Skills & Abilities	
	30	Coordinates projects across HRD: coordinates participation of necessary parties on assigned projects (e.g., Information Technology, HRD Administrators, Deputy Director, etc); defines project requirements, quality standards & timelines; determines & addresses issues that are affecting project; defines specific activities to be performed & manages project deliverables; provides regular reports on status of projects; assists in budget planning.	Knowledge of: 1, 2, 3, 4, 5, 6, 7*, 8* Skill in: 9, 10. Ability to: 11, 12, 13, 14, 15.	
	10	Conducts staff meetings to apprise staff of goals, expectations & time constraints; attends meetings, conferences, seminars; performs other related administrative & public relations duties as assigned.	Knowledge of: 4, 17, 18, 19 Skill in 9. Ability to: 13	
			*developed after employment	
	List Position Numbers & Job Titles of Positions Directly Supervised: State Records Tech 1: 20005920; 20005921; 20005922		SIGNATURE OF AGENCY REPRESENTATIVE 	DATE 4/20/11