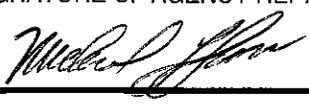


POSITION DESCRIPTION		AGENCY/DEPT ID Department of Administrative Services DAS301000
DIVISION OR INSTITUTION Human Resources Division	UNIT OR OFFICE Applications & Reporting	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20005938 JOB TITLE Project Manager 1 JOB CODE 63381 <i>Appd 9.13.16 ac</i>	<input checked="" type="checkbox"/> Reclassification <input type="checkbox"/> New Position <input type="checkbox"/> Update		Position Hyperlinked to <input type="checkbox"/> Agency Organizational Tree	
	USUAL WORKING TITLE OF POSITION Project Manager 1		POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR See Table of Organization	
	<input checked="" type="checkbox"/> Permanent <input type="checkbox"/> Temporary <input type="checkbox"/> Intermittent	<input type="checkbox"/> Classified <input checked="" type="checkbox"/> Unclassified	Overtime: <input type="checkbox"/> Eligible <input checked="" type="checkbox"/> Exempt If FLSA Exempt, exemption type:	Bargaining Unit Page 1 of 2
	NORMAL WORKING HOURS (Explain unusual or rotating shift): FROM: 8:00 a.m. TO: 5:00 p.m.			
	JOB DESCRIPTION AND WORKER CHARACTERISTICS			
	%	Job Duties in Order of Importance	Knowledge, Skills & Abilities	
	60	Manages technical projects (upgrades, updates, new implementation, customizations) related to statewide human resources policy & operations where Department of Administrative Services (DAS), Human Resources Division (HRD) provides functional support for the software (OAKS Human Capital Management (HCM), Document Management, Learning Management & Kronos), including projects related to workforce administration, workforce monitoring & implementation of new policies & procedures: works directly with agency executives on strategic planning of state mandated projects coordinates service & product delivery; focuses on coordination of technical projects with other services & projects using project management methodologies (e.g., waterfall, agile); writes, implements & monitors policy 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/customer expectations, continually seeks opportunities to increase customer satisfaction & deepen client/customer relationship; facilitates team & client meetings effectively; effectively communicates relevant project information to superiors; performs validation of solutions by analyzing the end product & the requirements specifications; works as a liaison between various stakeholders, managing stakeholder expectations & ensuring successful communications between project team members.	Knowledge of (1) project management life cycle methodologies; (2) time, cost, & scope management; (3) budgeting; (4) risk & issue management; (5) vendor management processes & practices; (6) state procurement processes*; (7) agency policies & procedures*. Skill in (8) operation of personal computer & associated hardware & software; (9) use of project planning software (e.g., MS Project); (10) process improvement methodologies; 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 large (\$1 million+) projects. (17) queries HCM using reporting tools (e.g. query manager, SQL). (18) handles sensitive inquiries & resolve complaints. (19) understands manuals & verbal instructions technical in nature.	
			*developed after employment	
	List Position Numbers & Job Titles of Positions Directly Supervised: See Table of Organization		SIGNATURE OF AGENCY REPRESENTATIVE 	DATE 9-13-16

