100-000R

POSITION DESCRIPTION

AGENCY/DEPT ID
Administrative Services
DAS301100

DIVISION OR INSTITUTION	UNIT OR OFFICE	COUNTY OF EMPLOYMENT
Human Resources	Deputy Director	Franklin

POSITION NUMBER 20005939

JOB TITLE Project Manager 2

JOB CODE 63382

Appd 9/14/11 BMO

☒ Reclassification ☐ New Position ☐ Update

Position Hyperlinked to ☐ Agency Organizational Tree

USUAL WORKING TITLE OF POSITION	POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
Project Manager	20005815 Business Transformation Program Manager

☒ Permanent ☐ Temporary ☐ Intermittent	☐ Classified ☒ Unclassified	Overtime: ☐ Eligible ☒ 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
50	Directly manages projects related to statewide human resources policy & operations, including projects related to workforce administration, workforce monitoring & implementation of new policies & procedures; works directly with agency executives & organizations responsible for service & product delivery; focuses on coordination of 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; effectively communicates relevant project information to superiors.	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.
25	Monitors & manages variety of human resources-related projects; oversees projects managed by other state employees or consultants; promotes project management practices: applies methodology & enforces project standards(e.g., project management training, project mentoring, project management methodology & best practices) with focus on projects that may impact or interact with the human resources division; manages human resources division resources (staff & funding) across multiple projects, maintains regular contact with relevant stakeholders to ensure open communication; manages & negotiates change (e.g., cost, assignments, objectives) within project; determines need for division of projects into subprojects & distribution of work.	Knowledge of: 1, 2, 3, 4, 5, 6*, 7* Skill in: 8, 9, 10. Ability to: 11, 12, 13, 14, 15. *developed after employment

List Position Numbers & Job Titles of Positions Directly Supervised:	SIGNATURE OF AGENCY REPRESENTATIVE	DATE
	[signature]	9/14/11

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Administrative Services
DAS301100

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Bargaining Unit

Page 1 of 2

NORMAL WORKING HOURS (Explain unusual or rotating shift):
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JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
20	Assists HRD leadership in the identification & implementation of process improvement opportunities, including mentorship on Lean/Six Sigma process improvement techniques; oversees internal process improvement efforts & implementation of division-wide performance metrics.	Knowledge of: 1, 2, 3, 4, 5, 6*, 7*. Skill in: 8, 9, 10. Ability to: 11, 12, 13, 14, 15, 16.
5	Performs other related duties as required: attends senior staff meetings, makes project presentations to organizations, executive management, public & private groups; maintains awareness of new & emerging process improvement and project management techniques.	Knowledge of: 1, 2, 3, 4, 5, 6*, 7*. Skill in 8, 9, 10. Ability to: 11, 12, 13, 14, 15, 16, (17) make presentations to diverse audiences.

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Appd 9/14/11 BMC

List Position Numbers & Job Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE: [signature]

DATE: 9/14/11