

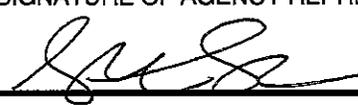
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| POSITION DESCRIPTION | | AGENCY/DEPT ID Department of Administrative Services DAS301910 |
| DIVISION OR INSTITUTION Human Resources | UNIT OR OFFICE Benefits Administration | COUNTY OF EMPLOYMENT Franklin |

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|-----------------------------|--|---|---|------------------------------------|
| POSITION NUMBER 20005971 | <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 Benefits Project Manager | | 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 |
| 70 | <p>Administers all phases of assigned business transformation projects & manages team members assigned to each project responsible to develop & implement state health & welfare benefits policy & procedures: directly manages projects related to statewide health & welfare benefits policy & operations, including projects related to benefits administration & design, compliance with the applicable Federal, State & Local, etc. laws, Joint Healthcare Committee (JHCC) (bargaining unit) & union contracts, vendor procurement & contracts, Treasury vendor banking requirements & implementation of new policies & procedures; works directly with agency executives on strategic planning of state mandated health & welfare benefits projects coordinates service & product delivery; focuses on coordination of projects with other services & projects using project management methodologies (e.g., time, cost, scope); writes, implements & monitors policy to ensure 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; assists HRD leadership in the identification & implementation of process improvement opportunities; oversees internal process improvement efforts & implementation of department performance & financial metrics.</p> <p>Position is unclassified and overtime exempt.</p> | <p>Knowledge of (1) health & welfare benefits; (2) project management life cycle methodologies*; (3) management & supervision principles, (4) public relations, (5) government structure & process*, (6) federal, state and local regulations*; (7) vendor management processes & practices; (8) state procurement processes; (9) time, cost, & scope management; (10) budgeting; (11) risk & issue management; (12) agency policies & procedures*.</p> <p>Skill in (13) operation of personal computer & associated hardware & software; (14) use of project planning software (e.g., MS Project) and other analytical software such as Microsoft Excel and Microsoft Access*; (15) process improvement methodologies*; Ability to (16) manage multiple demands or tasks on projects; (17) define problems, collect data, establish facts & draw valid conclusions; (18) communicate effectively with diverse groups orally & in writing; (19) review & evaluate project progress; (20) write concise & accurate reports; (21) manage large (\$1 million+) projects; (22) make presentations to diverse audiences.</p> <p>*developed after employment</p> |

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| JOB CODE 63381 JOB TITLE Project Manager 1 <i>April 2, 2014 AC</i> | List Position Numbers & Job Titles of Positions Directly Supervised: See Table of Organization | SIGNATURE OF AGENCY REPRESENTATIVE  | DATE 2-28-14 |
|--|---|--|-----------------|

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|---|---|--|
| POSITION DESCRIPTION | | AGENCY/DEPT ID Department of Administrative Services DAS301910 |
| DIVISION OR INSTITUTION Human Resources Division | UNIT OR OFFICE Benefits Administration | COUNTY OF EMPLOYMENT Franklin |

| | | | | |
|---|--|---|---|------------------------------------|
| POSITION NUMBER 20005971 JOB TITLE Project Manager 1 JOB CODE 63381 <i>App'd 2.28.14 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 Benefits Project Manager | | 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 2 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 | |
| | 25 | Monitors & manages variety of human resources health & welfare benefits-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, Benefits Administration department resources (staff & funding) across multiple projects, manages the benefits database management staff position & related responsibilities, 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, 8, 9, 10, 11, 12* Skill in: 13, 14*, 15*. Ability to: 16, 17, 18, 19, 20, 21, 22. | |
| | 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. Position is unclassified and overtime exempt. | Knowledge of: 1, 2*, 3, 4, 5*, 6*, 7, 8, 9, 10, 11, 12* Skill in: 13, 14*, 15*. Ability to: 16, 17, 18, 19, 20, 21, 22.. *developed after employment | |
| | List Position Numbers & Job Titles of Positions Directly Supervised: See Table of Organization | | SIGNATURE OF AGENCY REPRESENTATIVE  | DATE 2-28-14 |