100-600U

POSITION DESCRIPTION

AGENCY/DEPT ID
DAS501630

DIVISION OR INSTITUTION	UNIT OR OFFICE	COUNTY OF EMPLOYMENT
Office of Information Technology	IGD/Investment & Planning Mgmt.	Franklin

POSITION NUMBER 2006631

☐ Reclassification ☐ New Position ☒ Update

Position Hyperlinked to Agency Organizational Tree ☐

USUAL WORKING TITLE OF POSITION	POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
Enterprise Planning Manager	20006618 Data Systems Administrator

☒ Permanent ☐ Temporary ☐ Intermittent	☒ Classified ☐ Unclassified ☐ Essential	Overtime: ☐ Eligible ☒ Exempt If FLSA Exempt, exemption type:	Bargaining Unit 22 PR 17 Page 1 of 2

NORMAL WORKING HOURS (Explain unusual or rotating shift):
FROM: TO:

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
30	Consults with & provides technical advice & direction to state agency information technology (IT) project management (PM) staff relating to management of IT projects & serves as conduit for communications & understanding between project personnel who carry out statewide initiatives & senior executives making strategic decisions: assesses project & resource needs; develops & implements project management standards, policies, guidelines & procedures; organizes, directs & reviews deliverables (e.g., process guidance, white papers, PM tools)	Knowledge of (1) IT strategic planning; (2) all phases of project lifecycle; (3) business administration; (4) information technology; (5) IT project & program management; Skill in (6) operation of personal computer & associated hardware/software (e.g. database, spreadsheet, word processing, graphics); Ability to (7) lead organizational or business process improvement; (8) communicate effectively in writing & verbally; (9) maintain productive, professional business relationships; (10) collaborate with a variety of individuals to achieve common objectives; (11) define problems, collect data, establish facts & draw valid conclusions; (12) deal with many variables & determine specific actions (13) attain & maintain mission sponsorship & buy-in; (14) perform as a catalyst for positive change & strategic growth within the organization; (15) prepare meaningful, concise & accurate reports to facilitate decision making.
30	Through participation in the planning process, state agencies engagements & other means, assists in identifying, selecting, & prioritizing projects that support statewide strategy by providing data, inputs, analysis & facilitation assistance: establishes process & policy, then conducts project review & analysis to assess & communicate project performance/risk & determine impacts to budgets, schedules & resources; oversees development, maintenance & update of PM tools; promotes use of PM tools for OIT & agency utilization in project performance analysis & reporting.	Knowledge of 1, 2, 5, (16) project management standards & practices (e.g., Project: Time, Cost, Quality, Human Resource, Integration, Procurement, Communication & Risk Management). Skill in 6. Ability to 7, 8, 9, 10, 11, 12, 15.

JOB CODE TITLE Information Technology Consultant 3

JOB CODE 64163

APD 11-6-11 VB

List Position Numbers & Job Titles of Positions Directly Supervised:

20006636 ITC3
20071612 College Intern

SIGNATURE OF AGENCY REPRESENTATIVE

DATE 11/4/2011

100-600U

POSITION DESCRIPTION

AGENCY/DEPT ID
DAS501630

DIVISION OR INSTITUTION	UNIT OR OFFICE	COUNTY OF EMPLOYMENT
Office of Information Technology	IGD/Investment & Planning Mgmt.	Franklin

POSITION NUMBER 20006631

☐ Reclassification ☐ New Position ☒ Update

Position Hyperlinked to ☐ Agency Organizational Tree

USUAL WORKING TITLE OF POSITION	POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
Enterprise Planning Manager	20006618 Data Systems Administrator

☒ Permanent ☐ Temporary ☐ Intermittent	☒ Classified ☐ Unclassified ☐ Essential	Overtime: ☐ Eligible ☒ Exempt If FLSA Exempt, exemption type:	Bargaining Unit 22 PR 17 Page 2 of 2

NORMAL WORKING HOURS (Explain unusual or rotating shift):
FROM: TO:

JOB CODE TITLE: Information Technology Consultant 3

JOB CODE 64163

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
30	Creates & maintains a uniform & scalable approach to project management & serves as change agent for adoption of & continuous improvement of PM methodology; leads the development of PM standards, policies, guidelines & procedures; 'owns' organizational improvement via the PM methodology by establishing process, monitoring usage, delivering training & evaluating effectiveness of the methodology through benchmarking & improvement measurement; understands & assimilates best practice PM standards & methodology into the culture; oversees integration with existing methodology & processes, (e.g., system engineering or software development methodologies); supports agencies by providing PM competency building leadership in training, mentoring & PM consulting; oversees development, maintenance & update, & promotes use of PM process & competency enhancement tools for agency utilization.	Knowledge of 2, 5, 16, (17) competency development strategies (e.g., coaching, mentoring & consulting, training). Skill in 6. Ability to 7, 8, 9, 10, 11, 12, 13, 14, (18) manage organizational & process change; (19) establish project management methodology & guide methodology application.
10	Oversees Enterprise Planning Program: supervises staff (e.g., approves leave, evaluates performance, initiates discipline, approves timesheets) & directs day-day section operations; prepares status reports for management	Knowledge of 1, 3, 4, (20) supervisory principles & techniques. Skill 6. Ability to 8, 9, 10, 11, 12.

List Position Numbers & Job Titles of Positions Directly Supervised:

20006636 ITC3
20071612 College Intern

DATE 11/4 2011

APPS 11-6-11 US