

POSITION DESCRIPTION		AGENCY/DEPT ID DAS500000
DIVISION OR INSTITUTION Office of Information Technology	UNIT OR OFFICE Project Success Center	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20073478	<input checked="" 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 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 <input type="checkbox"/> Essential	Overtime: <input type="checkbox"/> Eligible <input checked="" type="checkbox"/> Exempt If FLSA Exempt, exemption type:
NORMAL WORKING HOURS (Explain unusual or rotating shift): FROM: 8:00 am TO: 5:00 am			

JOB DESCRIPTION AND WORKER CHARACTERISTICS		
%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
45	Oversees contract compliance/management for partner agencies' large enterprise projects with focus on strategic planning of federal/state mandated projects; evaluates & advises agencies on proper project deliverables; participates in determining & evaluating risks that may affect project; advises on project problems & project management techniques; reviews regular progress reports; reports on activity with agency projects; provides guidance in determining & allocating resources & advises on budget planning; assists in determining & evaluating testing &/or pilot program &/or project; monitors implementation schedule; manage high-level interaction between projects and multiple agency stakeholders; works with IT procurement staff to provide advice on procurement processes (e.g., selection of appropriate processes, coordination & review of proposals, conducting bidder conferences, directing evaluation of bid/proposals, recommending bid/proposal selection, representing agency project to controlling board, executing valid contract, preparing request for proposal, quote, information, & invitation to bid); develop and oversee enterprise project practices including project management quality assurance and vendor management; develops budget & controls costs; ensures quality control; oversees staff acquisition & team development as needed; prepares regular reports for senior management & stakeholders; identifies risks & risk response control as needed.	Knowledge of (1) computer science; (2) project management life cycle methodologies; (3) computer hardware & software; (4) time management; (5) budgeting; (6) risk assessment; (7) contract management processes & practices; (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 orally & in writing with diverse groups; (14) review & evaluate project progress; (15) write concise & accurate reports.
40	Manages enterprise projects for Office of Information Technology (OIT): develops scope of projects (e.g., scope planning, definition, verification & change control); develops plan & execution of project; defines timeline of project from beginning to end; outlines phases & staff assigned to complete work tasks; manages activity definition, sequencing, duration estimating, & schedule development & control; determines resources, estimates costs, develops budget & controls costs; ensures quality control; oversees staff acquisition & team development as needed; prepares regular reports for senior management & stakeholders; identifies risks & risk response control as needed; prepares all closeout activities when project is completed.	Knowledge of 1, 2, 3, 4, 5, 6, 7, 8* Skill in 9, 10 Ability to 11, 12, 13, 14, 15 *developed after employment

JOB CODE 63386 APP 6-10-14 WA JOB CODE TITLE IT Project Manager 3	List Position Numbers & Job Titles of Positions Directly Supervised: SEE TABLE OF ORGANIZATION	SIGNATURE OF AGENCY REPRESENTATIVE 	DATE 6/10/14
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DAS500000

DIVISION OR INSTITUTION
Office of Information Technology

UNIT OR OFFICE
Project Success Center

COUNTY OF EMPLOYMENT
Franklin

POSITION NUMBER
20073478

Reclassification New Position Update Position Hyperlinked to Agency Organizational Tree

USUAL WORKING TITLE OF POSITION: Project Manager POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR: SEE TABLE OF ORGANIZATION

Permanent Classified Overtime: Eligible Exempt Bargaining Unit 22
 Temporary Unclassified
 Intermittent Essential If FLSA Exempt, exemption type: PR 16
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NORMAL WORKING HOURS (Explain unusual or rotating shift):
FROM: 8:00 am TO: 5:00 am

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
10	Promotes project management practices across the state through various programs (e.g., project management training & certification, project mentoring, project management methodology/best practices, project management user communities) with focus on strategic planning of federal/state mandated projects: participates in developing, maintaining, & promoting the state's project management methodology; works with Statewide IT Policy to write, implement & monitor project management policies; participates in developing & hosting project management user communities by developing & facilitating sessions & promoting events; participates in project management career development activities (e.g., training programs, career development, certification programs).	Knowledge of 2, 3, 4, 5, 6 Skill in 9, 10 Ability to 11, 12, 13, 14, 15.
5	Performs other related duties as required: attends senior staff meetings, provides presentations to public & private groups.	Knowledge of 2 Skill in 9 Ability to 12, 14

Position Specific Minimum Qualifications
24 mos. project management experience on large, complex information technology and business solution projects (e.g., implementing or significantly changing one or more programs and supporting systems such as PeopleSoft/Ohio Administrative Knowledge System).

*developed after employment

JOB CODE TITLE
IT Project Manager 3

APP 6-10-14 US

JOB CODE
63386

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SEE TABLE OF ORGANIZATION

SIGNATURE OF AGENCY REPRESENTATIVE

DATE



6/10/14