

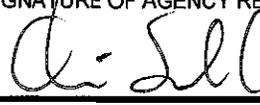
POSITION DESCRIPTION		AGENCY/DEPT ID Department of Administrative Services DAS501630
DIVISION OR INSTITUTION Office of Information Technology	UNIT OR OFFICE IGD/Project Success Center	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20073482 JOB CODE TITLE Project Manager I JOB CODE 63381 APD 10-912 UAC	<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 Associate 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 checked="" type="checkbox"/> Classified <input type="checkbox"/> Unclassified <input type="checkbox"/> Essential	Overtime: <input type="checkbox"/> Eligible <input checked="" type="checkbox"/> Exempt If FLSA Exempt, exemption type:	Bargaining Unit 22 PR 15 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 assigned 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) 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..		
25	Supports the Office of Information Technology Project Success Center (PSC) staff and business processes by: tracking use of contract resources against planned time and expense; producing consolidated status reports; administering and providing support for project management tools (such as MS SharePoint and AtTask); producing meeting agendas and minutes and tracking completion of action items; escalating issues and risks to PSC management.	Knowledge of 1, 2, 3, 4, 5*, 6, 7*, 8* Skill in 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 9/17 2012	

POSITION DESCRIPTION		AGENCY/DEPT ID Department of Administrative Services DAS501630
DIVISION OR INSTITUTION Office of Information Technology	UNIT OR OFFICE IGD/Project Success Center	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20073482	<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 Associate 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 checked="" type="checkbox"/> Classified <input type="checkbox"/> Unclassified <input type="checkbox"/> Essential	Overtime: <input type="checkbox"/> Eligible <input checked="" type="checkbox"/> Exempt If FLSA Exempt, exemption type:	Bargaining Unit 22 PR 15 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
15	Promotes project management practices across the state and supports the OIT Project Success Center (PSC) by participating in various programs (e.g., project management training & certification, project mentoring, project management methodology/best practices, project management user communities); 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). Also performs other related duties as required: attends senior staff meetings, provides presentations to public & private groups.	Knowledge of 1, 2, 3, 4, 5*, 6, 7*, 8* Skill in 9, 10 Ability to 11, 12, 13, 14, 15 <u>Position Specific Minimum Qualifications</u> 2 yrs. post-secondary education majoring in business administration, public administration, computer science/information technology, social science, or health, with major being commensurate with project to be assigned; 12 mos. exp. in budgeting & calculating cost projections of program/projects. -Or 3 yrs. exp. in project management (i.e., management & development of project/program requirements, design, development, testing/pilot, training & full scale implementation); 12 mos. exp. in budgeting & calculating cost projections of program/projects. *Developed after employment.

JOB CODE 63381	List Position Numbers & Job Titles of Positions Directly Supervised:	SIGNATURE OF AGENCY REPRESENTATIVE 	DATE 9/17 2012