POSITION DESCRIPTION

AGENCY/DEPT ID
DAS500000

DIVISION OR INSTITUTION	UNIT OR OFFICE	COUNTY OF EMPLOYMENT
Office of Information Technology	IGD/Project Success Center	Franklin

POSITION NUMBER 20073483

☒ Reclassification ☐ New Position ☐ Update

Position Hyperlinked to Agency Organizational Tree ☐

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

☒ Permanent ☐ Temporary ☐ Intermittent	☒ Classified ☐ Unclassified ☐ Essential	Overtime: ☐ Eligible ☒ Exempt If FLSA Exempt, exemption type:	Bargaining Unit 22 PR 16 Page 1 of 2

NORMAL WORKING HOURS (Explain unusual or rotating shift):
FROM: 8:00 am TO: 5:00 am

JOB CODE TITLE
IT Project Manager 2

JOB CODE 63385 AD 6-10-14 JB

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
40	Manages & coordinates multiple IT & business solution projects whose primary stakeholders are agency executives & organizations responsible for service & product delivery: applies project management methodologies & enforces project standards; directs development & implementation of project planning documents (e.g., cost management plan, schedule management plan, scope management plan, quality management plan, risk management plan, communication plan, change management plan, implementation plan, procurement management plan, staffing plan; creates & executes project work plans & revises as needed to meet changing requirements; reviews deliverables & ensures that project documents are complete, current & archived appropriately; sets & manages client expectations while continually seeking to increase customer satisfaction; facilitates client meetings effectively & communicates relevant project information to superiors; focuses on strategic planning of federal & state mandated projects; develops & implements policies relating to project management.	Knowledge of (1) project management life cycle methodologies & best practices; (2) computer hardware & software; (3) time management; (4) budgeting; (5) risk assessment; (6) contract management processes & practices; (7) state procurement processes*; (8) large, complex IT & business solution projects; Skill in (9) operation of personal computer & associated hardware & software (e.g., MS Office, MS Project); Ability to (10) manage multiple demands or tasks on projects; (11) define problems, collect data, establish facts & draw valid conclusions; (12) communicate effectively orally & in writing with diverse groups; (13) review & evaluate project progress; (14) write concise & accurate reports.
45	Manages enterprise projects for Office of Information Technology (OIT): develops scope of projects (e.g., scope planning, definition, verification, change control); develops plans & executes projects; defines timelines of projects from beginning to end; outlines phases & staff assigned to complete work tasks; manages activity definition, sequencing, duration estimating, schedule development & control; develops resources & estimates costs; develops budget & controls costs; ensures quality control; oversees staff acquisition & team development; prepares regular reports for senior management & stakeholders; identifies risks & risk response control; prepares all closeout activities when project is completed.	Knowledge of 1, 2, 3, 4, 5, 6, *, 8 Skill in 9 Ability to 10, 11, 12, 13, 14 *developed after employment

List Position Numbers & Job Titles of Positions Directly Supervised:	SIGNATURE OF AGENCY REPRESENTATIVE	DATE
		6/10/14

POSITION DESCRIPTION

AGENCY/DEPT ID
DAS500000

DIVISION OR INSTITUTION	UNIT OR OFFICE	COUNTY OF EMPLOYMENT
Office of Information Technology	IGD/Project Success Center	Franklin

POSITION NUMBER 20073483

☒ Reclassification ☐ New Position ☐ Update

Position Hyperlinked to ☐ Agency Organizational Tree

USUAL WORKING TITLE OF POSITION	POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
Project Manager	20006633 Information Technology Manager 2

☒ Permanent ☐ Temporary ☐ Intermittent	☒ Classified ☐ Unclassified ☐ Essential	Overtime: ☐ Eligible ☒ Exempt If FLSA Exempt, exemption type:	Bargaining Unit 22 PR 16 Page 2 of 2

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 best practices across the state through project management training, certification, & project mentoring, & developing guidelines: develops, maintains, & promotes the state's project management methodology; works with Statewide IT Policy to write, implement & monitor project management policies;	Knowledge of 1, 2, 3,4, 5, 6, 7*, 8 Skill in 9 Ability to 10, 11,12, 13, 14
5	Performs other related duties as required: attends senior staff meetings, provides presentations to public & private groups.	Knowledge of 1, 3, 8 Skill in 9 Ability to 10, 11,12, 13, 14

JOB CODE TITLE
IT Project Manager 2

APD 6-10-14 WB

JOB CODE
63385

List Position Numbers & Job Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE 6/10/14