

POSITION DESCRIPTION

OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES

AGENCY
Department of Administrative Services

DIVISION OR INSTITUTION
Office of Information Technology

UNIT OR OFFICE
OAKS/Project Office

POSITION NUMBER
20075303

State Agency County Agency New Position Change

County of Employment
Franklin

USUAL WORKING TITLE OF POSITION
OAKS Project Manager

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
20073537 Business Transformation Program Manager

NORMAL WORKING HOURS (Explain unusual or rotating shift)
8:00 a.m. - 5:00 p.m.

Page 1 of 2

JOB DESCRIPTION AND WORKER CHARACTERISTICS

| % | Job Duties in Order of Importance | Minimum Acceptable Characteristics |
|----|--|--|
| 35 | <p>Manages all projects related to producing & incorporating new modules, upgrades, &/or bolt-on applications that interface with Ohio Administrative Knowledge System (i.e., OAKS running on PeopleSoft Application): works directly with agency executives & organizations responsible for service & product delivery; focuses on coordination of projects with other services & projects using project management methodologies (e.g., time, cost, scope); assists in writing project management policies; monitors policy 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 and executes project work plans and revises as appropriate to meet changing needs and requirements; reviews deliverables, and ensures that project documents are complete, current and stored appropriately; sets and manages client expectations, continually seeks opportunities to increase customer satisfaction and deepen client relationship; facilitates team and client meetings effectively; effectively communicates relevant project information to superiors.</p> | <p>Knowledge of (1) ERP environment (e.g., PeopleSoft); (2) project management life cycle methodologies; (3) time, cost, & scope management; (4) budgeting; (5) risk & issue management; (6) vendor management processes & practices; (7) state procurement processes*; Skill in (8) operation of personal computer & associated hardware & software; (9) use of project planning software (e.g., 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 with diverse groups orally & in writing; (13) review & evaluate project progress; (14) write concise & accurate reports; (15) manage large (\$1million+) projects.</p> |
| 35 | <p>Promotes project management practices: applies methodology and enforces project standards throughout OAKS through various programs (e.g., project management training, project mentoring, project management methodology & best practices) with focus on projects that may impact or interact with the OAKS system; implements & coordinates project phases & coordinates multitude of tasks or subprojects with all relevant stakeholders; determines if changes are needed for optimum service delivery; interviews stakeholders to determine needs & expectations; 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 given project into subprojects & distribution of work.</p> | <p>Knowledge of 1, 2, 3, 4, 5, 6, 7* Skill in 8, 9 Ability to 10, 11, 12, 13, 14, 15.</p> <p>*developed after employment</p> |

JOB CODE TITLE
Project Manager 2

JOB CODE
63382

List Position Numbers & Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE

Darlene Williams

1/15/09

Apd 2-2-09 CB

| | | |
|---|---|---|
| <h1 style="margin:0;">POSITION DESCRIPTION</h1> | OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES | AGENCY Department of Administrative Services |
| | DIVISION OR INSTITUTION Office of Information Technology | |
| | UNIT OR OFFICE OAKS Project Office | |

| | | | | | | |
|--|--|---|--|--|--|--|
| POSITION NUMBER 20075303 | <input checked="" type="checkbox"/> State Agency | <input type="checkbox"/> County Agency | <input type="checkbox"/> New Position | <input checked="" type="checkbox"/> Change | County of Employment Franklin | |
| | USUAL WORKING TITLE OF POSITION OAKS Project Manager | | POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR 20073537 Business Transformation Program Manager | | | |
| | NORMAL WORKING HOURS (Explain unusual or rotating shift) 8:00 a.m. - 5:00 p.m. Page 2 of 2 | | | | | |
| | JOB DESCRIPTION AND WORKER CHARACTERISTICS | | | | | |
| JOB CODE TITLE Project Manager 2 | % | Job Duties in Order of Importance | | | Minimum Acceptable Characteristics | |
| | 25 | Defines project requirements, quality standards & time lines; determines & addresses issues that are affecting project; defines specific activities to be performed to produce project deliverables; ensures proper balance of cost, time, & quality & scope; provides regular reports (e.g., progress reports); determines & allocates resources & assists in budget planning. | | | Knowledge of 1, 2, 3, 4, 5, 6, 7, 8* Skill in 9, 10 Ability to 11, 12, 13, 14, 15. | |
| 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 and emerging technologies and the potential application on client engagements. | | | Knowledge of 2, 3, 4, 5, 6 Skill in 9, 10 Ability to 11, 12, 13, 14, 15. | | |
| *developed after employment | | | | | | |
| JOB CODE 63382 | List Position Numbers & Titles of Positions Directly Supervised: | | | | SIGNATURE OF AGENCY REPRESENTATIVE | |
| | DATE 1/15/09 | | | | | |

April 2-2-09 CCB