

<b>POSITION DESCRIPTION</b>		AGENCY/DEPT ID DAS500000
DIVISION OR INSTITUTION Office of Information Technology	UNIT OR OFFICE Enterprise Shared Solutions/OAKS	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20090948  JOB CODE TITLE IT Project Manager 3  JOB CODE 63386 APD 7-27-15 KS	<input type="checkbox"/> Reclassification <input type="checkbox"/> New Position <input type="checkbox"/> Update		Position Hyperlinked to <input type="checkbox"/> Agency Organizational Tree	
	USUAL WORKING TITLE OF POSITION Enterprise Shared Solutions PMO Lead		POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR Deputy Director	
	<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 type="checkbox"/> Exempt If FLSA Exempt, exemption type:	Bargaining Unit 22 PR 17 Page 1 of 2
	NORMAL WORKING HOURS (Explain unusual or rotating shift): FROM: 8:00 a.m.    TO: 5:00 p.m.			
<b>JOB DESCRIPTION AND WORKER CHARACTERISTICS</b>				
%	Job Duties in Order of Importance	Knowledge, Skills & Abilities		
60	Project Management Office Lead for Governor's office of health transformation initiative-HHS Integrated Eligibility/Ohio Benefits: Plans, directs and coordinates enterprise technology projects to ensure that goals or objectives of projects are accomplished within prescribed or mandated time frames and funding parameters. Has overall responsibility for planning, directing and coordinating activities pertaining to technology projects for a given business unit. Ensures that project goals are accomplished and in line with business objectives. Is responsible for managing the team that develops and carries out internal IT projects for assigned business units. Monitors project activities, ensuring the currency, quality, and integrity of the information, while providing consistency in content and "look and feel" across the enterprise Works closely with the assigned user community (and through business technologists) to determine how technology might assist in addressing its needs, and then translates these needs into system requirements and design specifications. Understands how to leverage applications for competitive advantage. Manages a dynamic team of individuals who constantly search for creative ways to elevate the capabilities of technology systems to meet business needs, partly by capitalizing on emerging technologies and partly by adapting technologies to the needs of the customer.	<b>Knowledge of</b> (1) business process delivery pertinent to assigned process transformation, organizational design &/or process; (2) federal and/or state laws, rules, regulations and best practice scenarios for procurement processes; (3) public speaking; (4) project/program management; (5) process reengineering (e.g., procure to pay); (6) agency policies and procedures*; (7) government structure and processes; (8) business administration; (9) Systems Development Life cycle methodologies. <b>Skill in</b> (10) operation of personal computer & associated hardware/software (e.g. MS Operating Systems & MS Office); (11) Administration and Use of project management applications (e.g., SharePoint, MS Project, Word, Excel, Access). <b>Ability to</b> (12) define unusual problems, collect data, establish facts and draw conclusions; (13) read and comprehend legislative or policy related materials; (14) create and/or edit technical/instructional materials to be presented in print or oral form to variety of audiences; (15) communicate effectively orally and in writing; (16) work independently or collaboratively as part of team with diverse disciplines and backgrounds; (17) proofread materials, recognize errors and make corrections; (18) develop complex reports;		
		*Developed after employment. <i>DRD 7/2/15</i>		
List Position Numbers & Job Titles of Positions Directly Supervised: <div style="text-align: center;">N/A</div>		SIGNATURE OF AGENCY REPRESENTATIVE <i>Daven M. Mohr</i>	DATE <i>7/2/15</i>	

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	USUAL WORKING TITLE OF POSITION HHS Ohio Benefits Project Manager	POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
	<input checked="" type="checkbox"/> Permanent <input type="checkbox"/> Classified            Overtime: <input type="checkbox"/> Eligible <input type="checkbox"/> Exempt <input type="checkbox"/> Temporary <input checked="" type="checkbox"/> Unclassified <input type="checkbox"/> Intermittent <input type="checkbox"/> Essential            If FLSA Exempt, exemption type:	Bargaining Unit 22 PR 17 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
25	Planning and budgeting for enterprise business applications including HHS Integrated Eligibility/Ohio Benefits. Responsible for organizational development; interviews candidates; writes RFQs/RFPs and evaluates responses/bids/proposals. Develops enterprise business application strategy in alignment with enterprise IT strategy. Identifies and prioritizes opportunities for enterprise business application optimization, IT transformation, consolidation and efficiencies. Drafts changes to relevant process manuals and other relevant publications to reflect defined improvements.	(19) use proper research methods to gather, collate and classify information; (21) understand State procurement policies and practices for hardware, software and consulting services; (22) get along with others.  <b>Knowledge of 1-9*</b> <b>Skill in 10-11</b> <b>Ability to 12-22</b>
10	Helps ensure policies, procedures, directives and objectives of process improvement projects, to which they are assigned, are in line with the mission and goals of Department of Administrative Services (DAS) or federal and state legislation. Assist in audit and remediation, as needed. Represents DAS at meetings and forums related to DAS vendor matters.	<b>Knowledge of 1-9*</b> <b>Skill in 10-11</b> <b>Ability to 12-22</b>
5	Stays current regarding new technologies, standards and techniques and learns and/or acquires new skills as required. Performs other related duties as assigned to include: attend meetings (e.g., user groups, project management reviews), assist with management and financial reporting, assist with special studies as requested;	<b>Knowledge of 1-9*</b> <b>Skill in 10-11</b> <b>Ability to 12-22</b>

List Position Numbers & Job Titles of Positions Directly Supervised: N/A	SIGNATURE OF AGENCY REPRESENTATIVE <i>Deven Mehta</i>	DATE 7/2/15
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*SAD 7/2/15*