

# POSITION DESCRIPTION

OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES

AGENCY  
Office of Information Technology

DIVISION OR INSTITUTION  
Investment & Governance Division

UNIT OR OFFICE  
Enterprise Project Management Office

POSITION CONTROL NUMBER  
60408.0

State Agency     County Agency     New Position     Change    County of Employment  
Franklin

USUAL WORKING TITLE OF POSITION: EPMO Manager    POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR: 60004.0 Data Systems Administrator

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
25	Serves as consultant & provides technical advice, support & direction to senior Office of Information Technology (OIT) management, agency senior executives & project managers regarding management of information technology (IT) projects: understands & assimilates project management (PM) standards & best practices into the enterprise culture; advocates & facilitates adoption of standards-based best practices through awareness building, coaching, mentoring, & training of project managers; creates & maintains uniform approach to project management & serves as change agent for continuous process improvement.	Knowledge of (1) IT strategic planning; (2) all phases of project lifecycle; (3) business administration; (4) information technology; (5) IT project & program management; Skill in (6) operation of personal computer & associated hardware/software (e.g. database, spreadsheet, word processing, graphics); Ability to (7) lead organizational or business process improvement; (8) communicate effectively in writing & verbally; (9) maintain productive, professional business relationships; (10) collaborate with a variety of individuals to achieve common objectives; (11) define problems, collect data, establish facts & draw valid conclusions; (12) deal with many variables & determine specific actions (13) attain & maintain mission sponsorship & buy-in; (14) perform as a catalyst for positive change & strategic growth within the organization; (15) prepare meaningful, concise & accurate reports to facilitate decision making.
25	Serves as Manager of Enterprise Project Management Office (EPMO): develops & implements policies & procedures; recommends and implements EPMO mission strategy; provides leadership, coordination & management of EPMO activities; oversees PM process development & application of State of Ohio Project Management methodology, PM competency development, project performance oversight & project portfolio analysis; either personally, or through specialized EPMO resources, supports other PM professionals; supervises EPMO staff (e.g., approves leave, evaluates performance, initiates discipline, approves timesheets) & directs day-day section operations; prepares status reports for management & responds to information requests.	Knowledge of 1, 2, 5, (16) project management standards, practices & methodologies (e.g., project: time, cost, quality, human resource, integration, procurement, communication & risk management); (17) supervision; Skill in 6 Ability to 7, 8, 9, 10, 11, 12, 13, 14, 15

CLASS TITLE  
Information Technology Consultant 3

CLASS NUMBER  
64163

List Position Numbers and Class Titles of Positions Directly Supervised:

- 60410.0 IT Consultant 3
- 60412.0 IT Consultant 2

SIGNATURE OF AGENCY REPRESENTATIVE



DATE

8-8-06

Cuped 8-14-06 CB

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EPMO Manager

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR  
60004.0 Data Systems Administrator

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

## JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Minimum Acceptable Characteristics
25	Supports enterprise by providing PM competency building leadership in PM development: understands & establishes enterprise PM competency model; champions development of PM competency; establishes & maintains PM best practices repository; creates & maintains uniform & scalable approach to PM; develops strategy & tactical plans to define, implement & continuously improve PM methodology to attain & elevate PM process capability within State of Ohio; serves as subject matter expert to evaluate, recommend & promote PM processes & tools; assists with 'get well' planning & problem resolution on troubled projects.	Knowledge of 1, 2, 5; Skill in 6; Ability to 7, 8, 9, 10, 11, 12, 13, 16, (18) implement competency development strategies (e.g., coaching, mentoring & consulting, training); (19) manage organizational & process change; (20) establish project management methodology & guide methodology application.
25	Explores & recommends best-practices project portfolio assessment & management standards, policies & processes: recommends policies, processes & data components to effectively gauge & communicate project complexity, risk & business value; gathers, analyzes, & summarizes project business case information & assists in identifying, selecting & prioritizing projects that support OIT strategy; assists in identifying & managing interdependencies & changes in project portfolio; participates on, or facilitates, divisional or enterprise-wide project portfolio review board in making go, no-go decisions; works to translate portfolio decisions into appropriate project planning & execution; defines, then manages or executes project performance assessment via project status reporting, review or process audit processes; updates executives on progress within portfolio; ensures distribution of project portfolio information to executives & other key personnel; develops &/or manages acquisition of project portfolio processes & tools.	Knowledge of 1, 2, 4, 5; Skill in 6; Ability to 7, 8, 9, 10, 11, 12, 13, 15, 16

CLASS TITLE  
Information Technology Consultant 3

CLASS NUMBER  
64163

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