

**DESCRIPTION:** Under administrative direction, oversees the coordination, planning, initiation, and completion of strategic and long-term projects with a significant impact on the agency's core functions. This is accomplished by directing project team members comprised of subject matter experts from various disciplines, such as information technology, program, engineering, finance, or legal. Incumbents are responsible for managing the project life-cycle by developing, implementing, and or revising project scope, budget, and schedule of completion. Plans, assigns, and/or supervises the work of others; performs related work as assigned

**DISTINGUISHING CHARACTERISTICS:** (A position is assigned to this class based on the scope and level of work performed as outlined below.)

Positions in this class are responsible and accountable for the successful completion of highly visible long-term projects with statewide impact on the function of state agencies, governmental entities, community partners, or private industry. Work is performed with considerable latitude to resolve unusual issues or barriers. This classification is differentiated from positions allocated to the IT family, programmatic classifications, or other specialized classifications by its focus on the coordination and direction of individual contributors, who may serve as subject matter experts throughout the completion of a project.

**EXAMPLES OF WORK:** (A position may not be assigned all the duties listed, nor do the listed examples include all the duties that may be assigned.)

Directs, develops, and evaluates projects using accepted project management methodologies.

Initiates projects, obtaining authorization and commitment from stakeholders, and demonstrates the business need for the project and its feasibility.

Develops project budgets, schedules, work plans, resource requirements, and cost estimates.

Develops and implements communication plan and explains project methodology/processes to project stakeholders and team members.

Reviews and recommends proposals and bids for project components to management.

Monitors contracts and expenditures for compliance with the project budget.

Develops and monitors quality assurance measures for project components and projects as a whole.

Identifies potential risks and obstacles to project completion and develops strategies to minimize or avoid them.

Compiles and distributes project updates and reports for management, project team members, and stakeholders.

Coordinates activities and functions with stakeholders outside of the home agency to ensure project completion and buy in.

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Serves as the point of contact for staff, consultants, vendors, and contractors with questions relating to the project.

Recognizes and analyzes the impact of changes on project budget and time needed for completion.

**KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:** (These are needed to perform the work assigned.)

Knowledge of: project management theories and practices applicable to highly complex projects; systems and procedures used to evaluate a third-party vendor's performance; and local, state, and federal laws and regulations relevant to the administration of the project undertaken.

Skill in: project management; addressing changes in scope and budget; operating computers and applicable computer software; directing multi-functional teams.

Ability to: manage large project activities from inception to successful implementation; establish project goals and objectives; exercise sound judgment in making critical decisions; analyze complex information and develop plans to address identified issues; recognize changes and determine their impact; demonstrate negotiation and facilitation skills; identify project risks and gaps; prepare reports; communicate effectively with agency staff of various levels, public officials, and the general public; work with stakeholders with competing interests and resolve conflicts, confrontations, and disagreements in a positive and constructive manner; and plan, assign and/or supervise the work of others.

**MINIMUM QUALIFICATIONS:** (Applicants will be screened for possession of these qualifications. Applicants who need accommodation in the selection process should request this in advance.)

Bachelor's degree in project management, business administration, public administration, business information systems, or a field related to the functions of the hiring agency AND four years of experience as a project manager with the responsibility to oversee the coordination, planning, initiation, and completion of major/long-term projects

OR

Certification as a Project Management Professional (PMP).

**SPECIAL NOTES:** Specific positions in this class may require certification as a Project Management Professional (PMP).

State agencies are responsible to evaluate each of their positions to determine their individual overtime eligibility status as required by the Fair Labor Standards Act (FLSA).