

Click one of these links to see the Job Description for that class:

Job Code	Title
A15401	<a href="#">Project Coordinator</a>
G15402	<a href="#">Project Manager</a>
G15403	<a href="#">Project Manager Senior</a>
G15404	<a href="#">Project Portfolio Manager</a>

## PROJECT MANAGEMENT SERIES

**A15401-G15404**

### DESCRIPTION OF OCCUPATIONAL WORK

The Project Management job family is responsible for planning, executing, and finalizing projects according to strict deadlines within budget, while ensuring compliance with regulations and agency policies. The Project Manager series works with the project team, executive sponsor, and project stakeholders to define project objectives, scope, success metrics, timelines, and budget. This work involves coordinating the efforts of team members and outside vendors or contactors to deliver projects according to plan. The Project Management series oversees quality control, manages risks, and communicates with internal and external stakeholders throughout the project lifecycle.

### Project Coordinator

**A15401**

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

Under limited supervision, the Project Coordinator functions as a key support role within the project management job family. Positions may oversee and manage the lifecycle of smaller or less complex projects or assist in the planning and scheduling of project activities and keeping projects on track and running smoothly. Positions are responsible for organizing and managing the administrative aspects of a project, compiling information for preparation of meetings, maintaining project schedules, and tracking project progress. Positions may also be responsible for project onboarding and coordination of internal and external resources as well as serving as the point of contact to facilitate communication and coordinate meetings and respond to program or project related requests, ensuring that they are fulfilled. This role ensures that project activities are well-documented, deadlines are met, and communication flows effectively among stakeholders.

**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.)

Lead and manage smaller or less complex projects, to include developing and maintaining project schedules, timeline and work plans.

Assist in the development and maintenance of larger, more complex project schedules, timelines, and work plans.

Coordinate meetings, prepare agendas, record minutes, and follow up on action items.

Maintain accurate project documentation, including contracts, reports, and correspondence.

Monitor project progress and prepare regular status updates for stakeholders.

Support budget tracking and procurement processes in line with agency policy.

Liaise between departments, vendors, contractors, and other stakeholders to ensure project alignment.

Help identify risks and support mitigation strategies under the direction of the Project Manager.

Assist in working with resources to onboard and offboard onto the project

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

Knowledge of: public sector processes and regulations; budgeting and financial management; procurement and contracting processes; project management processes and procedures; stakeholder engagement and communications; and facilitation techniques.

Skill in: organizational, time management, and multitasking; written and verbal communication; listening to and understanding information received; project management tools and Microsoft Office; and managing administrative aspects of complex projects.

Ability to: take initiative and follow up on outstanding tasks; manage multiple tasks and deadlines while maintaining attention to detail; communicate effectively both verbally and in writing; work collaboratively in a team environment; identify issues, evaluate options, and implement effective solutions in a timely and compliant manner; maintain accurate and organized records; remain flexible and responsive to evolving project requirements and agency needs; use Project Management and Microsoft Office software proficiently; and facilitate meetings and coordinate activities.

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

Associate's degree in public administration, business administration, project management or a related field

**OR**

Three years of experience working on small to medium projects. Any equivalent combination of education and experience will be considered.

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# Project Manager

G15402

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

Under administrative direction, the Project Manager focuses on managing medium-to-large projects with a defined scope, time and budget constraints. The Project Manager oversees the coordination, planning, initiation, executing, monitoring, and completion of projects with impact on the agency's core functions. A Project manager has proficient project management methodologies and leadership. This role determines project needs; allocates resources required for the success of the project; resources are comprised of subject matter experts from various disciplines, such as information technology, program, engineering, finance, or legal. A Project Manager is responsible for managing the project lifecycle by developing, implementing, communicating, and or adjusting project scope, budget, and schedule of completion based on the progression of the effort. This role collaborates closely with various internal and external stakeholders, supporting deployment planning, risk management, change control, and budget tracking, while maintaining effective communication at all levels of the agency. Plans, assigns work, and/or may supervise the Project Coordinator.

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.

Assist the team in breaking large projects into manageable phases, enabling agile delivery of project components, and ensuring clarity across multidisciplinary teams.

Designs project plans that identify and define key tasks and milestones, aligned with the project's scope, timeline, success criteria, personnel, and budget. More complex plans may encompass more than one project.

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

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

Drives the facilitation and execution of high-level planning and aligns projects with organizational strategy and portfolio management.

Advises executive leadership and influences long-term or operational strategy.

Leads the procurement process among multiple stakeholders. Facilitates the gathering of requirements, the review of proposals, and coordinates the recommended proposal/bid 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.

Serves as the point of contact for questions relating to the project.

Operates with minimal supervision and makes independent decisions on resource allocation, risk mitigation, and project direction

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

Oversee project documentation and ensure compliance with agency standards and project management best practices.

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

Knowledge of: Project management principles and practices (e.g., PMBOK, Agile, or hybrid approaches) applicable to medium to large sized projects; systems and procedures used to evaluate a third-party vendor's performance; local, state, and federal laws and regulations relevant to the administration of the project undertaken; information technology systems development, integration, and implementation; government procurement, budgeting, and contracting processes; risk assessment and mitigation strategies in projects; and change control procedures and configuration management

Skill in: project management; addressing changes in scope and budget; operating computers and applicable computer software; directing multi-functional teams; facilitating meetings, presenting updates, and managing expectations; identifying risks, performing impact assessments, and adjusting plans accordingly; creating and maintaining detailed project documentation, including status reports, project charters, and post-implementation reviews; managing change control processes and ensuring alignment with project goals; and directing project per agency governance, procurement regulations, and policies.

Ability to: manage medium to 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. interpret and apply policies, procedures, and best practices in a government context; and participate in the analysis of technical and organizational problems to find effective solutions.

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 two years of experience as a project manager with the responsibility to oversee the coordination, planning, initiation, and completion of major/long-term projects.

**OR**

Four years of experience and certification as a Project Management Professional (PMP).

OR

Five years of experience working on medium-to-large projects. Any equivalent combination of education and experience will be considered.

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## Project Manager Senior G15403

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

Under administrative direction, a Senior Project Manager is responsible and accountable for delivering complex large projects or programs, often overseeing a team of Project Managers. This position oversees the coordination, planning, initiation, executing, monitoring and completion of strategic and long-term projects with a significant impact on the agency's core functions. A Senior Project manager has extensive experience in project management methodologies and leadership and directs project team members comprised of subject matter experts from various disciplines, such as information technology, programs, engineering, finance, or legal. Incumbents are responsible for managing the project life cycle by developing, implementing, and communicating, and/or adjusting project scope, budget, and schedule of completion. This role collaborates closely with various internal and external stakeholders, supporting deployment planning, risk management, change control, and budget tracking, while maintaining effective communication at all levels of the agency. Leads large-scale, multi-departmental, or enterprise-wide initiatives with significant budgets, visibility, and impact. Manages multiple concurrent projects or programs that align with agency-wide goals. Plans, assigns, and/or supervises the Project Coordinators and Project Managers.

**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.

Assist the team in breaking large projects into manageable phases, enabling agile delivery of project components, and ensuring clarity across multidisciplinary teams.

Designs project plans that identify and define key tasks and milestones, aligned with the project's scope, timeline, success criteria, personnel, and budget. More complex plans may encompass more than one project.

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

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

Drives the facilitation and execution of high-level planning and aligns projects with organizational strategy and portfolio management.

Advises executive leadership and influences long-term or operational strategy.

Leads the procurement process among multiple stakeholders. Facilitates the gathering of requirements, the review of proposals, and coordinates the recommended proposal/bid for project components to management.

Monitors contracts and expenditures for compliance with the project budget.

Develop 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.

Serves as the point of contact for questions relating to the project.

Operates with minimal supervision and makes independent decisions on resource allocation, risk mitigation, and project direction

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

Oversee project documentation and ensure compliance with agency standards and project management best practices.

[KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED: \(These are needed to perform the work assigned.\)](#)

Knowledge of: project management principles and practices (e.g., PMBOK, Agile, or hybrid approaches) and when and how to apply to large complex sized projects; systems and procedures used to evaluate a third-party vendor's performance; local, state, and federal laws and regulations relevant to the administration of the project undertaken; information technology systems development, integration, and implementation; government procurement, budgeting, and contracting processes; risk assessment and mitigation strategies in IT projects; change control procedures and configuration management; enterprise technology, systems development life cycle (SDLC), and infrastructure; portfolio management, long-term planning, and business case development.

Skill in: managing complex projects and addressing changes in scope and budget; managing the full project life cycle using methodologies such as PMBOK, Agile, Waterfall or hybrid approaches; team motivation, conflict resolution, and performance tracking; verbal and written communication for interacting with technical teams, executives, and external partners; performing impact assessments, and adjusting plans accordingly; prioritizing tasks and manage multiple projects under tight deadlines; project management tools and Microsoft Office; creating and maintaining detailed project documentation, including status reports, project charters, and post-implementation reviews; managing change control processes and ensuring alignment with project goals; interpersonal, self-motivation, planning, and organizational skills; directing projects per agency governance, procurement regulations, and policies; identifying systemic risks, developing robust mitigation strategies, and managing crises with minimal escalation.

Ability to: drive large complex project activities from inception to successful implementation; manage conflict, listen, and collaborate; 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; identify project risks and gaps; demonstrate negotiation and facilitation skills; communicate effectively with agency staff of various levels, public officials, and the general public; prepare reports; manage stakeholders with competing interests and resolve conflicts, confrontations, and disagreements in a positive and constructive manner; plan, assign and/or supervise the work of others; interpret and apply IT policies, procedures, and best practices in a government context; actively participate in the analysis of complex technical and organizational problems and recommend effective solutions; plan, assign, coach, and/or supervise other team members within job family or initiative.

[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 seven years of experience as a project manager/program manager with the responsibility to oversee the coordination, planning, initiation, and completion of major/long-term projects.

**OR**

Five years of experience and certification as a Project Management Professional (PMP) or Program Management Professional (PgMP).

**OR**

Seven years of experience working on complex projects. Any equivalent combination of education and experience will be considered.

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## **Project Portfolio Manager**

**G15404**

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

Under administrative direction, the Portfolio Manager is responsible for supporting the management of multiple large or complex projects and initiatives within an organization's portfolio whether it be business or IT division. This role ensures projects align with the organization's strategic goals, optimize overall outcomes, and deliver maximum value. The Portfolio Manager analyzes performance, manages risks, controls change, and optimizes resource allocation. This position operates with a high degree of autonomy and authority, contributing to strategic planning, mentoring junior staff, and influencing the agency's project governance and policy development.

This role collaborates with executive leadership and cross-functional stakeholders to ensure the successful implementation of mission-critical initiatives that support the agency's public service objectives. The Project Portfolio Manager works closely with project managers and stakeholders, they help gather data, create reports, and provide insights on resource allocation; help to determine which projects and initiatives should be prioritized and selected. This role is responsible for overseeing the management of a full portfolio of projects, participating in setting a strategy for maximizing federal funding for solutions, and planning and implementation for initiatives within their portfolio. Portfolio Managers may manage cross-functional teams and coordinate project activities to ensure timely and successful completion of initiatives.

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.)

Ensure that projects align with the portfolio and organization's strategic goals, optimize the overall outcomes and deliver maximum value to stakeholders. Regularly assess and adjust project portfolios to meet the evolving needs of the organization.

Track the performance of ongoing projects and initiatives, IT projects specifically, providing insights into performance gaps and areas for improvement, as well as impacts to other projects within the portfolio.

Produce reports that inform senior leadership and other stakeholders on project performance, return on investment, resource utilization, and other risk factors.

Lead and assist risk assessments for projects, proactively identifying potential issues and creating mitigation strategies to ensure continuity and project success. Manage project risks throughout the project lifecycle, from planning through completion.

Assist in the development and enforcement of project governance frameworks, ensuring projects adhere to standards, policies, and best practices. Monitor compliance with federal funding regulations and policies.

Ensures adherence to governance frameworks and assist in risk assessment to maintain project continuity and efficiency.

Collaborate with executive leadership, business units, and cross-functional stakeholders to gather requirements, provide insights, and ensure alignment between technology solutions and business objectives. Ensure that IT and other large investments directly support the agency's mission and public service goals.

Oversee resource allocation across the project portfolio, optimizing the use of personnel, financial, and technological resources. Track budgets and adjust as necessary to keep projects within scope, time, and budget.

Assist in developing long-term strategies for portfolio management, ensuring that projects are aligned with the broader business strategy. Prioritize projects based on strategic goals, resource availability, and impact on business outcomes.

Provide guidance and mentorship to junior staff and project managers, fostering a collaborative and high-performing team culture. Lead training initiatives to improve project management skills and governance knowledge within the organization.

[KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED: \(These are needed to perform the work assigned.\)](#)

Knowledge of: project management methodologies (e.g., PMBOK, Agile, Waterfall, hybrid); IT governance frameworks, risk management strategies, and best practices; government procurement, budgeting, and contracting processes; data analytics and performance metrics; enterprise systems integration, digital transformation, and technology-driven business innovation at the portfolio level; business strategic plans and how to align IT or other solutions with business objectives; portfolio management frameworks and methodologies (e.g., MoP, PMBOK, Agile Portfolio Management); resource planning, demand management, and capacity optimization across multiple projects and programs; organizational governance, procurement regulations, and policy frameworks; and change management strategies, stakeholder engagement, and business readiness planning

Skill in: project portfolio management, including resource allocation, prioritization, and budgeting; stakeholder engagement and communication, including the ability to present complex information to senior leaders; data analysis, creating reports, and making data-driven decisions; risk assessment and mitigation strategy execution; managing cross-functional teams and building collaborative relationships; and mentoring and coaching staff to improve project management capabilities.

Ability to: work with a high degree of autonomy, making strategic decisions and managing multiple initiatives simultaneously; influence stakeholders and drive the successful implementation of solutions; understand business needs and translate them into technology requirements and solutions; adjust priorities and approaches based on changing business conditions and project performance; build effective relationships with business units, leadership, and external partners; synthesize portfolio insights and deliver executive-level reporting to C-suite stakeholders and governance boards; facilitate portfolio steering committees, investment reviews, and high-level decision-making forums; conduct enterprise-wide risk analysis, evaluate systemic risks across initiatives and implement mitigation strategies to protect portfolio value; prioritize investments and manages competing priorities, ensuring value-driven decision-making and alignment with funding constraints; and mentor other roles within the job family helping to improve their skills and performance within the context of the overall portfolio;

[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 public administration, business administration, or a related field AND 8 years of experience in project or portfolio management in an IT environment with strong understanding of IT governance, risk management, and federal funding regulations.

**OR**

Seven years of experience and certification as a Portfolio Management Professional (PfMP) or Program Management Professional (PgMP), or SAFe® Lean Portfolio Management (LPM), or Certified Business Relationship Manager (CBRM).

**OR**

Ten years of experience working on complex projects. Any equivalent combination of education and experience will be considered.

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[SPECIAL NOTES APPLICABLE TO ALL LEVELS:](#)

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).

Specific positions in this series may require special certification to include:

- Project Management Professional (PMP)
- Portfolio Management Professional (PfMP)
- Program Management Professional (PgMP)
- SAFe® Lean Portfolio Management (LPM)
- Certified Business Relationship Manager (CBRM)

Established: 05/15

Note: Classification-specification is subject to change. Please refer to the Nebraska State Personnel Job Specification website at <https://das.nebraska.gov/personnel/classcomp/jobspecs/jobspecs.html> to ensure this represents the most current copy of the description.

The following is a summary of changes made to this class specification.

Section	Change Description	Effective Date
Create Project Coordinator Class		8/2025
Create Project Manager Senior Class		8/2025
Create Project Portfolio Manager Class		8/2025
Project Manager	Updated all sections within the class; Revised Job Code from G15400	8/2025
Project Coordinator	Update Minimum Qualifications section	12/2025