

MICHIGAN CIVIL SERVICE COMMISSION
JOB SPECIFICATION

INFORMATION TECHNOLOGY PROJECT MANAGER

JOB DESCRIPTION

Employees in this job function as information technology professionals and are responsible for a variety of project, program, and portfolio assignments within a designated Program Management Office (PMO) in the Infrastructure Services (IS) Division of the Michigan Department of Technology, Management & Budget (MDTMB) or under an Information Officer in Agency Services (AS). The Program Management Office for IS and AS perform Portfolio Management, Program Management, and/or Project Management to provide requisite operations and support.

Staff within these designated PMOs provide strategic planning for program and portfolio management, aligning skills and resources; monitor, manage, and control agency projects within the designated PMO; and provide for all requisite management to fulfill the portfolio/program/project requirements including requisitions, releases, and oversight of quality assurance.

The employee works within general methods and procedures, and exercises considerable independent judgment to select proper courses of action. The work requires knowledge of the policies, methods, and procedures of the fields of information technology and project management. Positions in this job do not supervise, but coordinate or oversee the activities of other employees.

The employee provides centralized management of one or more portfolios, or collections of projects or programs that are grouped together to facilitate effective management of the work. Activities include identifying, prioritizing, authorizing, managing, and controlling projects and programs to achieve specific strategic business objectives.

Employees in this job function manage the Agency or Infrastructure projects developing processes, project classification guidance, and requirements documents. Activities include monitoring and controlling SUITE system processes, managing scope, construction, testing, implementation, finances, schedules, changes, resources, reports, risk, quality, and close out.

The employee provides project management and oversight for system development or system integration projects, which includes planning, organizing, communicating, consulting and serving as liaison with management and agency customers. Persons in this role coordinate and lead a project team(s) for the duration of the project(s) and serve as a liaison to vendors. In this capacity the employee provides decision-making procedures for the project team to use in resource allocation and maintains records for review of the project. In addition, the incumbent oversees system development and implementation ensuring adherence to SOM development methodology and standards. The employee serves as a subject matter expert regarding use of the State of Michigan's Project Management Methodology (PMM).

There are three classification levels in this job.

Position Code Title - Info Tech Project Manager-2

Information Technology Project Manager 13

This is the first level. The employee serves as the information technology project manager of one or more small or medium or large projects.

Position Code Title - Info Tech Project Manager-3

Information Technology Project Manager 14

This is the second level. The employee provides leadership for a program (group of multiple related small or medium or large projects) or as the information technology project manager of one or more large, high risk, highly visible and highly complex projects. The employee may also function as the portfolio manager for a single agency or multiple small or standard agencies with information technology investments that include a mix of small, medium, and large projects.

Position Code Title - Info Tech Project Manager-4

Information Technology Project Manager 15

This is the third level. The employee serves as the information technology project manager of one or more programs or one or more extremely complicated, high risk and very large projects. The incumbent will provide leadership and direction to the project functional team so that tasks and activities are coordinated to integrate with each other and are in congruence with the project plans and schedules. As a matrix project leader, the incumbent provides direction to staff members in resolving technical/operational problems. The employee contributes to and advises on the available standards, methods, tools, and applications in project management disciplines and can make necessary decisions. The employee may also function as the portfolio manager for multiple complex agencies with combined investments that include a mix of small, medium, and large projects. The employee prioritizes and oversees a complex and diverse portfolio in order to maximize the agencies' investments in information technology.

JOB DUTIES

NOTE: The job duties listed are typical examples of the work performed by positions in this job classification. Not all duties assigned to every position are included, nor is it expected that all positions will be assigned every duty.

Manages and oversees large, long range, or multiple complex projects.

Develops project scope, cost estimates, human resource requirements, work plans, time schedules, communication plans, and makes work assignments to meet project or program objectives.

Establishes and monitors program priorities, objectives, and procedures, determining area objectives, targets of service, and resource needs allocation.

Provides leadership and direction to the functional team so that tasks and activities are coordinated for project scope control, quality control, communication management, change control management, risk management and issue management.

Develops, establishes, and oversees project prioritization process that contributes to the MDTMB Call for Projects.

Manages and oversees work request process.

Aligns portfolio with client and MDTMB strategic goals.

Design and develop the configurations to be deployed on systems using the approved solution assessment to meet customer requirements.

Develops and maintains records, prepares reports, and composes correspondence relative to the work.

Serves as a liaison between the MDTMB and the customer/users concerning requests, standards, and other program and project matters.

Coordinates work activities by scheduling staff assignments, setting the work priorities, and directing the work of assigned employees, (including contractual) in the development of new information technology systems and enhancements to existing systems.

Provides input on project team member performance through the review of completed work assignments and work techniques.

Identifies staff development and training needs and ensures that training is obtained, when necessary.

Utilizes established State standard system methods such as the State Unified Information Technology Environment (SUITE), Systems Engineering Methodology (SEM), and Project Management Methodology (PMM) in the maintenance, development, enhancement, and deployment of information technology systems.

Establishes configuration management practices that conform with SEM. Ensures that configuration audits are conducted.

Directs or participates in the development of documents for service requests.

Provides guidance to the systems, programming, and operation staffs in the solution of hardware/software related problems.

Directs the investigation and analysis of computer equipment and related software.

Establishes and directs the archiving activities of the portfolio and program.

Maintains awareness of emerging technologies and project management techniques.

JOB QUALIFICATIONS

Knowledge, Skills, and Abilities

NOTE: The knowledge, skills, and abilities listed are typical examples of the requirements to perform in the positions in this job classification. Not all knowledge, skills, and abilities are required for every position, nor is it expected that all positions will require every knowledge, skills, and ability.

Thorough knowledge of Project Management principles, concepts and practices.

Thorough knowledge of system development lifecycle used for the development of new systems and enhancements to existing information systems.

Thorough knowledge of advanced concepts and basic operating principles of data communications and information systems hardware and software.

Ability to work in a team environment involving matrix organizations.

Ability to resolve conflicting high-priority requirements.

Ability to communicate the needs of others effectively.

Ability to gather and analyze facts, draw conclusions, define problems, and suggest solutions.

Ability to conduct training and informational sessions.

Ability to communicate effectively, build consensus, facilitate working sessions, and negotiate solutions and alternatives.

Ability to maintain favorable public relations and perform problem/issue resolution.

Working Conditions

Standard office environment.

Physical Requirements

None

Education

Possession of a bachelor's degree with not less than 21 semester (32 term) credits in one or a combination of the following: computer science, data processing, computer information systems, data communications, networking, systems analysis, computer programming, information assurance, IT project management, or mathematics.

Experience

Information Technology Project Manager 13

Four years of professional experience as a project coordinator for IT software or infrastructure projects and coordinating projects with less than 6 months in duration with 10 or more team members, plus a minimum of 500 demonstrated and documented hours of coordinating IT software development or infrastructure projects.

Information Technology Project Manager 14

Five years of professional experience as a project manager for IT software or infrastructure projects and managing projects/programs 6 months or greater in duration with 20 or more team members, plus a minimum of 1500 demonstrated and documented hours of managing IT software development or infrastructure projects.

OR

One year as an IT Project Manager 13 in state service.

Information Technology Project Manager 15

Six years of professional experience as a project manager for IT software or infrastructure projects and managing projects/programs 2 years or greater in duration with 50 or more team members, plus a minimum of 4500 demonstrated and documented hours of managing IT software development or infrastructure projects.

OR

Two years as an IT Project Manager 13 or one year as an IT Project Manager 14 in state service.

Alternate Education and Experience

Information Technology Project Manager 13

Four years of professional experience equivalent to an IT Programmer/Analyst, IT Project Coordinator or IT Infrastructure Analyst.

AND

IT Project and Program Management Experience:

Coordinate projects less than 6 months in duration with 10 or more team members, plus a minimum of 500 demonstrated and documented hours of coordinating IT software development or infrastructure projects.

OR

Possession of a Project Management Professional, (PMP) certification may be substituted for the experience requirement.

Information Technology Project Manager 14

Five years of professional experience equivalent to an IT Programmer/Analyst, IT Project Coordinator or IT Infrastructure Analyst.

AND

IT Project and Program Management Experience:

Manage projects/programs 6 months or greater in duration with 20 or more team members, plus a minimum of 1500 demonstrated and documented hours of managing IT software development or infrastructure projects.

OR

Possession of a Project Management Professional, (PMP) certification may be substituted for the experience requirement.

Information Technology Project Manager 15

Six years of professional experience equivalent to an IT Programmer/Analyst, IT Project Coordinator or IT Infrastructure Analyst.

AND

IT Project and Program Management Experience:

Manage projects/programs 2 years or greater in duration with 50 or more team members, plus a minimum of 4500 demonstrated and documented hours of managing IT software development or infrastructure projects.

OR

Possession of a Project Management Professional, (PMP) certification may be substituted for the experience requirement.

Special Requirements, Licenses, and Certifications

Certain positions may be assigned subclass codes and individuals appointed must possess the required specialized experience.

NOTE: Equivalent combinations of education and experience that provide the required knowledge, skills, and abilities will be evaluated on an individual basis.

JOB CODE, POSITION TITLES AND CODES, AND COMPENSATION INFORMATION

<u>Job Code</u>	<u>Job Code Description</u>
INFOPRM	INFORMATION TECHNOLOGY PROJECT MANAGER

<u>Position Title</u>	<u>Position Code</u>	<u>Pay Schedule</u>
Info Tech Project Manager-2	INFTPMR2	NERE-238
Info Tech Project Manager-3	INFTPMR3	NERE-265
Info Tech Project Manager-4	INFTPMR4	NERE-266

JZ

06/21/2015