



Portfolio Project Manager I

Salary Group: B28

Class Code: 1650

CLASS TITLE	CLASS CODE	SALARY GROUP	SALARY RANGE
PORTFOLIO PROJECT MANAGER I	1650	B28	\$92,600 - \$156,612
PORTFOLIO PROJECT MANAGER II	1652	B30	\$112,047 - \$189,499

GENERAL DESCRIPTION

Performs advanced (senior-level) portfolio project management work. Work involves establishing the strategic portfolio plan; coordinating the planning and initiation of a portfolio of projects at various levels of completion; monitoring the progress, budgets, and schedules of portfolios; and communicating with portfolio and project stakeholders, management, and other relevant parties. May supervise the work of others. Works under limited supervision, with considerable latitude for the use of initiative and independent judgment.

DISTINGUISHING CHARACTERISTICS

Portfolio refers to a group of projects or programs, whether related or non-related. The Portfolio Project Manager job classification series is intended for positions that routinely manage multiple concurrent projects that may vary in size, scope, and complexity and typically impact the entire agency. The portfolio of projects may share resources but may also operate independently. Agencies that use this series typically have large, high-risk, and high-value project portfolios.

The intent of this series, the Project Management Specialist series, and the Program Management Specialist series is to provide support within a Project/Program Management Office or similarly structured area whose main objective is to set standards and governance for work and processes within an agency.

EXAMPLES OF WORK PERFORMED

Coordinates, develops, and evaluates a portfolio of projects using accepted portfolio management methodologies.

Coordinates project portfolio activities with other state agencies, governmental jurisdictions, or private sector partners and contractors.

Develops budgets, schedules, work plans, resources requirements, and cost estimates and projections for a portfolio of projects.

Develops and implements plans to communicate and explain project portfolio methodologies, and makes presentations to interested groups and team members.

Develops criteria for evaluating programs, proposals, and other information related to portfolio management.

Establishes the rules and procedures for making portfolio decisions.

Analyzes trends; monitors portfolio components; coordinates with project teams to identify issues, risks, and opportunities for improvement; and designs strategies to mitigate or avoid future risks within the portfolio.

Monitors and manages portfolio costs to ensure the project is completed within budget.

Monitors and manages project quality to ensure project deliverables are acceptable and fulfill the terms of the project contract or specifications.

Compiles and distributes portfolio information, status reports, and portfolio budget expenditures.

Creates procedures to capture and address changes in original portfolio plan.

Consults with districts, divisions, and other agencies regarding issues related to project and portfolio development and management.

Determines the optimal resource mix for the portfolio delivery, and schedules activities to achieve the organization's operational and financial goals.

Initiates multi-agency or enterprise-level projects, obtains authorization and commitment, and demonstrates business need and project feasibility.

Provides stakeholders with timely assessments of portfolio and component performance.

May testify before a governing board or legislative and interested groups on portfolio status.

May use standardized project tracking and reporting tools to oversee project milestones and project delivery using defined project management methodologies and principles.

May interact with senior managers, executives, and major stakeholders to establish strategic plans and objectives for an organization.

May supervise the work of others.

Performs related work as assigned.

GENERAL QUALIFICATION GUIDELINES

EXPERIENCE AND EDUCATION

Experience in portfolio management in relevant areas of assignment. Graduation from an accredited four-year college or university with major coursework in a field relevant to assignment is generally preferred. Experience and education may be substituted for one another.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of portfolio and project management theories and practices applicable to 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 portfolio of projects.

Skill in project portfolio management monitoring, in addressing changes in scope and budget, in project and portfolio resourcing, and in the use of a computer and applicable software.

Ability to manage project portfolio activities, to establish project portfolio goals and objectives, to exercise sound judgment in making critical decisions, to analyze complex information and develop plans to address identified issues, to demonstrate negotiation and facilitation skills, to identify project risks and gaps, to prepare reports, to communicate effectively, and supervise the work of others.

REGISTRATION, CERTIFICATION, OR LICENSURE

May require certification as a Project Management Professional (PMP) or as a Portfolio Management Professional (PfMP).