Project Manager

CLASS TITLE	CLASS CODE	SALARY GROUP	SALARY RANGE
PROJECT MANAGER I	1558	B20	$51,158 - $81,351
PROJECT MANAGER II	1559	B22	$57,614 - $93,138
PROJECT MANAGER III	1560	B24	$65,104 -$106,634
PROJECT MANAGER IV	1561	B26	$76,530 - $129,430
PROJECT MANAGER V	1562	B28	$92,600 - $156,612

GENERAL DESCRIPTION

Performs project management work, involving coordinating the planning and initiation of projects at various levels of completion; monitoring the progress and schedule of projects; and communicating with project stakeholders, management, and other relevant parties, and may assign duties and responsibilities and coordinate the work of project staff.

DISTINGUISHING CHARACTERISTICS

The Project Manager job classification series is intended for employees responsible for the successful initiation, daily oversight, and delivery of projects. Project managers are typically responsible for leading the project lifecycle from project initiation through completion.

Although there are similarities between Project Management Specialists, Program Management Specialists, and Project Managers, Project Managers are responsible for the daily management of projects, while Project Management Specialists specialize in scheduling and estimating, and Program Management Specialists work with ongoing agency or statewide programs that may include multiple projects.

EXAMPLES OF WORK PERFORMED

Coordinates, plans, and evaluates projects using accepted project management methodologies.

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

Monitors and manages project cost to ensure that the project is completed within budget.

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

Communicates project methodology and processes to interested groups and team members.

Compiles and distributes project information, project status reports, and project budget expenditures; provides regular updates to management, project teams, and others of project status and related issues.

Coordinates and responds to requests for changes from the original specifications.

Develops, reviews, and recommends proposals and bids to management.

Performs related work as assigned.

DESCRIPTION OF LEVELS

Examples of work and descriptions are meant to progress through the levels. For example, an employee at level V may also perform work listed within the previous levels.

***Note**: Factors that may distinguish between journey levels include the degree of independence in performing the work; the complexity of the work; the scope of responsibility; and the employee's related work experience, education, and certifications. Employees at the journey levels may independently perform the full range of work identified within their current or previous levels and may assist others in performing work of greater complexity. Employees who work on well-defined projects with small budgets and a short time frame are often classified in the journey-level job classifications.*

PROJECT MANAGER I: Performs routine (journey-level) project management work. Works under moderate supervision, with limited latitude for the use of initiative and independent judgment.

PROJECT MANAGER II: Performs moderately complex (journey-level) project management work. Works under general supervision, with limited latitude for the use of initiative and independent judgment. Employees at this level may:

- Monitor and manage project cost to ensure that projects are completed within budget.

PROJECT MANAGER III: Performs complex (journey-level) project management work. Works under general supervision, with moderate latitude for the use of initiative and independent judgment. Employees at this level may:

- Manage, develop, and oversee projects using accepted project management methodologies.
- Develop project budgets, schedules, work plans, resources requirements, and cost estimates and projections.
- Plan and manage efficient project meetings.

***Note:** Senior-level employees (levels IV-V) may serve in a lead or supervisory role; however, supervisory responsibilities within this job classification series will typically be found at level V.*

Senior-level employees may perform the full range of work identified in the levels preceding their own and may coordinate or oversee that work for others. Factors that may distinguish between senior levels include the scope of responsibility, oversight, and authority; the

complexity of the work performed; and the type, scope, nature, impact, or sensitivity of the assigned project(s). Other factors may include the employee's related work experience, education, and certifications.

Typically, senior-level employees routinely work on projects that are highly complex, which may include large budgets, a large and complex scope, long-range time frames, sizeable staff, and a high level of impact. Those projects also require highly specialized skills, and/or are projects that are multi-agency or enterprise-wide.

PROJECT MANAGER IV: Performs advanced (senior-level) project management work. Works under limited supervision, with considerable latitude for the use of initiative and independent judgment. Employees at this level may:

- Initiate multi-agency or enterprise-level projects, obtain authorization and commitment, and demonstrate business need and project feasibility.
- Develop and implement plans to communicate project methodology and processes to interested groups and team members.
- Create documentation procedures to capture and manage changes in original project plan.
- Oversee multiple projects concurrently.
- Testify before legislative and interested groups on project status and other issues of public interest.

PROJECT MANAGER V: Performs highly advanced (senior-level) project management work. Works under minimal supervision, with extensive latitude for the use of initiative and independent judgment. Employees at this level may:

- Direct, develop, initiate, and evaluate multi-agency or enterprise-level projects, using accepted project management methodologies.
- Oversee the distribution of project information and project status reports.
- Review and approve proposed changes to project parameters and changes to original project plan and budget; oversee implementation of changes.
- Develop project plans, including strategy definition, project forecast allocation, timelines and milestones, and contingency planning.
- Develop and establish project goals and objectives consistent with the agency's strategic plan.
- Establish comprehensive strategies and methodologies for identifying, assessing, reporting, managing, and mitigating risk for projects.
- Identify and implement process improvements in the area of project management.

GENERAL QUALIFICATION GUIDELINES

EXPERIENCE AND EDUCATION

Agencies have the discretion to identify the general or specialized experience, education, or certifications required for positions and may tailor qualification requirements to specifically meet the agency's business needs. Agencies may substitute experience, education, military service, apprenticeships, and relevant credentials for one another, if appropriate and allowed by statute.

KNOWLEDGE, SKILLS, AND ABILITIES

For all levels

- Knowledge of project management theories and practices applicable to limited-scope 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 monitoring and in the use of a computer and applicable software.

- Ability 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, to prepare reports and charts, to communicate effectively, and to assign duties and responsibilities and coordinate the work of project staff.

Additional for Project Manager II – V levels

- Knowledge of project management theories and practices applicable to projects of moderate scope.

Additional for Project Manager III – V levels

- Knowledge of project management theories and practices applicable to projects that are complex in scope.

- Skill in addressing changes in scope or timing.

- Ability to manage project activities, to establish project goals and objectives, and to identify project gaps.

Additional for Project Manager IV – V levels

- Knowledge of project management theories and practices applicable to projects that are highly complex in scope.

- Skill in addressing changes in budget.

- Ability to oversee and/or supervise the work of others.

REGISTRATION, CERTIFICATION, OR LICENSURE

May require certification as a Certified Associate in Project Management (CAPM) or Project Management Professional (PMP).