Portfolio Project Manager

CLASS TITLE	CLASS CODE	SALARY GROUP	SALARY RANGE
PORTFOLIO PROJECT MANAGER I	1650	B29	$101,860 - $172,272
PORTFOLIO PROJECT MANAGER II	1652	B31	$123,252 - $208,449

GENERAL DESCRIPTION

Performs portfolio project management work, where a portfolio consists of multiple projects or programs, whether related or non-related. Work involves 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.

DISTINGUISHING CHARACTERISTICS

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. Employees in these roles oversee a collection of projects, ensuring that they align with the agency's broader strategic goals; they manage resources across projects that may share or operate independently, particularly within agencies overseeing large, high-risk, and high-value project portfolios, with a focus on optimizing the entire project portfolio.

In contrast, the Project Manager job classification series is responsible for a smaller-scope project, while the Portfolio Project Manager job classification series oversees several large-scale initiatives making their scope broader and more strategic. In addition, Program Management Specialists are responsible for maintaining the success of particular programs, while the Project Management Specialists provide support to Project Managers and Portfolio Project Managers.

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, resource 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 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.

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.

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

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

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

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 II may also perform work listed within the previous level.

***Note:** Employees may perform the full range of work listed in the examples above and may oversee, coordinate, supervise, or direct that work for others. Factors that may distinguish between the levels include degree of independence in performing the work; the scope of*

responsibility, oversight, and authority; the complexity, size, and impact of the assigned portfolio of projects; and the employee's related work experience, education, and certification. Differences in duties and authority between levels may also be influenced by the employing agency, specific job requirements, and whether the employee holds additional credentials, such as specialized certifications. Additionally, external labor market factors may also impact the appropriate level within the series.

PORTFOLIO PROJECT MANAGER I: Performs advanced (senior-level) portfolio project management work involving establishing the strategic portfolio plan. Works under limited supervision, with considerable and/or extensive latitude for the use of initiative and independent judgment.

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

- Oversee the organization-wide integration of standardized project management methodologies and terminology.

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

- 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 to 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).