



# Project Manager I

Salary Group: B20

Class Code: 1558

| <u>CLASS TITLE</u>  | <u>CLASS CODE</u> | <u>SALARY GROUP</u> | <u>SALARY RANGE</u>  |
|---------------------|-------------------|---------------------|----------------------|
| PROJECT MANAGER I   | 1558              | B20                 | \$45,158 - \$73,788  |
| PROJECT MANAGER II  | 1559              | B22                 | \$51,614 - \$84,479  |
| PROJECT MANAGER III | 1560              | B24                 | \$59,004 - \$96,720  |
| PROJECT MANAGER IV  | 1561              | B26                 | \$69,415 - \$117,397 |
| PROJECT MANAGER V   | 1562              | B28                 | \$83,991 - \$142,052 |

## GENERAL DESCRIPTION

Performs routine (journey-level) project management work. Work involves 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. May assign duties and responsibilities and coordinate the work of project staff. Works under moderate supervision, with limited latitude for the use of initiative and independent judgment.

## DISTINGUISHING CHARACTERISTICS

The Project Manager job classification series is intended for employees that are responsible for the successful initiation, daily oversight, and delivery of projects. Typically, employees at the senior levels routinely work on projects that are highly complex, which may include projects that have 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 managers are typically responsible for leading the project lifecycle from project initiation through completion. Employees who work on well-defined projects with small budgets and a short time frame are often classified in the staff-level job classifications.

## 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.

Assists in developing project budgets, schedules, work plans, resources requirements, and cost estimates and projections.

Assists in initiating projects, obtaining authorization and commitment, and demonstrating business need and project feasibility.

Assists in developing criteria for evaluating programs, proposals, and other pertinent information related to project assignments.

May review and recommend proposals and bids to management.

May identify potential project risks and difficulties and design strategies to mitigate or avoid them.

May assign duties and responsibilities and coordinate the work of project staff.

Performs related work as assigned.

## **GENERAL QUALIFICATION GUIDELINES**

### **EXPERIENCE AND EDUCATION**

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

### **KNOWLEDGE, SKILLS, AND ABILITIES**

Knowledge of project management theories and practices applicable to limited-scope projects; of systems and procedures used to evaluate a third-party vendor's performance; and of 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.

### **REGISTRATION, CERTIFICATION, OR LICENSURE**

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