



Project Manager V

Salary Group: B28

Class Code: 1562

<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 highly advanced (senior-level) project management work. Work involves establishing the strategic goals and objectives for projects; developing guidelines, procedures, rules, and regulation; and coordinating and evaluating program activities. May direct, assign, and evaluate the work of project staff. Works under minimal supervision, with extensive 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

Directs, develops, initiates, and evaluates projects, including multi-agency or enterprise-level projects, using accepted project management methodologies.

Oversees the distribution of project information and project status reports.

Oversees project budgets, schedules, work plans, resource requirements, and cost estimates and projections.

Reviews and approves proposed changes to project parameters and changes to original project plan and budget; oversees implementation of changes.

Develops project plans including strategy definition, project forecast allocation, timelines and milestones, and contingency planning.

Develops and establishes project goals and objectives consistent with the agency's strategic plan.

Develops criteria for evaluating programs, proposals, and other pertinent information related to project assignments.

Develops and implements plans to communicate project methodology and processes to interested groups and team members.

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

Establishes comprehensive strategies and methodologies for identifying, assessing, reporting, managing, and mitigating risk for projects.

Monitors and manages project quality and cost to ensure that project deliverables are acceptable, fulfill the terms of the project contract or specifications, and are completed within budget.

Identifies potential project risks and difficulties, creates risk contingency plans, and designs strategies to mitigate or avoid them.

Identifies and implements process improvements in the area of project management.

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

Creates documentation procedures to capture and manage changes in original project plan.

May occasionally oversee more than one project simultaneously, including multiple highly complex projects.

May oversee work of contractors.

May testify before legislative and interested groups on project status and other issues of public interest.

May direct, assign, and evaluate 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 projects that are highly complex in scope; 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, in addressing changes in scope and budget, and in the use of a computer and applicable software.

Ability to manage project activities; to establish project 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 direct, assign, and evaluate the work of project staff.

REGISTRATION, CERTIFICATION, OR LICENSURE

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