

**State of Michigan
Civil Service Commission**

Capitol Commons Center, P.O. Box 30002
Lansing, MI 48909

Position Code

1. INFTPMR4A06N

POSITION DESCRIPTION

This position description serves as the official classification document of record for this position. Please complete the information as accurately as you can as the position description is used to determine the proper classification of the position.

2. Employee's Name (Last, First, M.I.) 	8. Department/Agency TECH, MGMT AND BUDGET - IT
3. Employee Identification Number 	9. Bureau (Institution, Board, or Commission) CENTER FOR SHARED SOLUTIONS (CSS)
4. Civil Service Position Code Description INFO TECH PROJECT MANAGER-4	10. Division ENTERPRISE PORTFOLIO MANAGEMENT OFFICE (EPMO)
5. Working Title (What the agency calls the position) INFORMATION TECHNOLOGY PROJECT MANAGER	11. Section PROJECT MANAGEMENT
6. Name and Position Code Description of Direct Supervisor VANWORMER, MEGAN L; STATE ADMINISTRATIVE MANAGER-1	12. Unit MDOT PROGRAM AND PROJECT MANAGEMENT
7. Name and Position Code Description of Second Level Supervisor DAFFERN, GLENN H; STATE DIVISION ADMINISTRATOR	13. Work Location (City and Address)/Hours of Work 425 W OTTAWA STREET, LANSING, MI 48933 / HYBRID, 2 OFFICE DAYS 3 REMOTE DAYS, 8 AM TO 5 PM

14. General Summary of Function/Purpose of Position

This position provides oversight, leadership, accountability and project management functions for large strategic projects and programs with high visibility at the Agency Executive level. These projects and programs require a fully dedicated project manager due to the level of complexity, degree of intricate detail and accountability to executive leadership. Strategic projects typically have a large diverse set of stakeholders, utilize vendor participation, require coordination of multiple complex schedules and significant integration with other systems. Strategic projects typically have durations of 2 years or longer with 50 or more team members, require communication at the Agency Executive level and have a significant risk. This position will ensure consistency with the State of Michigan project management methodology (SUITE), perform long-term release planning based on organizational direction, regularly interact with the project management teams for status of budget, quality and schedule, escalate issues and risks as needed to executives and exercise project quality control activities to ensure project scope expectations are met.

15. Please describe the assigned duties, percent of time spent performing each duty, and what is done to complete each duty.
List the duties from most important to least important. The total percentage of all duties performed must equal 100 percent.

Duty 1**General Summary:****Percentage: 50**

Establish and monitor project CONTROLLING methods to insure timely knowledge and awareness of changes to project cost, quality or schedule.

Individual tasks related to the duty:

1. Continuously communicate detail plans and expectations to project team members and stakeholders throughout the entire lifecycle of the project.
2. Meet regularly with project team members to understand and log their progress on detail tasks, problems and concerns in order to confirm the expectations set forth in the project plan.
3. Enables all necessary project deliverable walk-throughs and stage exits required by the SUITE Methodology.
4. Maintain metrics and logs that specify the progress and performance of the project team.
5. Maintain project issue and risk logs that identify potential or realized impacts to the project and communicate to higher management.
6. Continuously follow up on project issues or risks to insure timely resolution or mitigation.
7. Facilitate change management required for the project(s)

Duty 2**General Summary:****Percentage: 30**

Provide PLANNING, STAFFING and REPORTING to insure the successful completion of assigned projects according to the sponsor's goals and objectives. Planning, staffing and reporting should adhere to the State of Michigan's SUITE Project Management Methodology and the Agency's project prioritization process. Planning, staffing and reporting spans the entire lifecycle of the project from initiation to closeout.

Individual tasks related to the duty:

1. Directs the development and maintenance of all SUITE documents and deliverables from project initiation and planning through project closeout activities for ready access by all stakeholders..
2. Modifies project plans and deliverables timely when the project's cost, quality or schedule has been impacted and communicates the changes timely to all project team members and stakeholders as defined by SUITE and the Agency processes.
3. Directs the investigation and use of technology, process or staffing necessary to meet the objectives of the project.
4. Plans and enables the selection, training and development of the project team members to ensure the objectives and tasks of the project are met.
5. Understands and plans for the timely resolution of project issues and risks.
6. Establishes an effective project communication plan and ensures the plan is utilized by the project team and all stakeholders

Duty 3**General Summary:****Percentage: 15**

DIRECTS and coordinates the day to day activities, tasks and deliverables required from the project team according to the project plan.

Individual tasks related to the duty:

1. Assigns detailed activities, tasks and deliverables to assigned members of the project team ensuring understanding of the expectations such as functionality, due dates and estimated effort.
2. Assigns expected dates and functionality to external providers and ensures products or deliverables provided externally are available when needed.
3. Ensures appropriate interaction and integration between team members or external providers with connecting or dependent tasks.
4. Establishes and assigns routine administrative processes to the project team to ensure appropriate communications, reporting and metrics gathering.
5. Assists and advises the project stakeholders and team members through regular status meetings and defined walkthroughs.
6. Escalates issues, risks and logistical needs of the project to higher management as appropriate.

Duty 4**General Summary:****Percentage: 5**

Perform miscellaneous functions as needed to contribute to the overall operation and objectives of the Department of Technology, Management & Budget (DTMB).

Individual tasks related to the duty:

1. Attendance at staff meetings.
2. Stays abreast of new technology and advanced concepts through training, reading magazines, internet, periodicals and books.
3. Creates standards, procedures and templates for staff to use in their daily tasks.
4. Serves on assigned task forces, special committees and/or research groups.
5. Evaluates impact of new tools, languages and upgrades on systems.
6. Provides internal staff training.
7. Other duties assigned.

16. Describe the types of decisions made independently in this position and tell who or what is affected by those decisions.

Establishing the current status of an assigned project.

Decisions in support of the DTMB standards, including the SUITE methodology.

Decisions in planning, staffing, controlling, directing and reporting that do not alter the scope of assigned projects.

Decisions leading to the proposition of alternatives and recommendations that do not alter the scope of assigned projects.

Decisions involving preparation and quality of project deliverables

17. Describe the types of decisions that require the supervisor's review.

Matters that affect the budget beyond the project's allocated amounts.

Deviation from SUITE Methodology.

When decision results in a business process change.

When the decision impacts other systems and business units

When the decision impacts the Agency's IT strategic direction

18. What kind of physical effort is used to perform this job? What environmental conditions in this position physically exposed to on the job? Indicate the amount of time and intensity of each activity and condition. Refer to instructions.

The position operates in a normal office environment, performing duties within the assigned workspace.

Tasks can be completed routinely seated at a desk, visiting end users at their desks, in the context of meetings and meeting rooms.

Work requires extensive use of personal computers including keyboards and monitors.

This position is subject to stress and pressure to resolve problems quickly and effectively.

There are frequent deadlines that are imposed by external forces; heavy workloads are possible and overtime during development projects may be required.

Duties may involve lifting of 25 pounds or less

Duties may involve traveling to various project sites

19. List the names and position code descriptions of each classified employee whom this position immediately supervises or oversees on a full-time, on-going basis.

Additional Subordinates

20. This position's responsibilities for the above-listed employees includes the following (check as many as apply):

☐ Complete and sign service ratings.

☐ Assign work.

☐ Provide formal written counseling.

☐ Approve work.

☐ Approve leave requests.

☐ Review work.

☐ Approve time and attendance.

☐ Provide guidance on work methods.

☐ Orally reprimand.

☐ Train employees in the work.

22. Do you agree with the responses for items 1 through 20? If not, which items do you disagree with and why?

Yes

23. What are the essential functions of this position?

All duties stated in section 15 of this document are essential and must be performed accurately and independently.

24. Indicate specifically how the position's duties and responsibilities have changed since the position was last reviewed.

The essential duties and tasks of this position have not changed, the update is to place a copy of the PD is PARIS and FileNet prior to posting and filling the vacancy. This position is similar to other Maintenance Mechanic classifications in the work area.

25. What is the function of the work area and how does this position fit into that function?

DTMB is responsible to provide the automated processes and information technology solutions needed to meet the business goals and objectives of the State's Agencies in their attempt to serve the citizens of the State of Michigan. The Program Management Office for Agency Services perform Portfolio Management, Program Management, and/or Project Management necessary to provide requisite operations and support and as a result, requires the services of a Technical Project Manager in this position. This position supports project management functions for the State's IT Portfolio.

26. What are the minimum education and experience qualifications needed to perform the essential functions of this position.

EDUCATION:

Possession of a bachelor's degree with not less than 21 semester (32 term) credits in computer science, data processing, computer information, data communications, networking, systems analysis, computer programming, information assurance, IT project management, or mathematics.

EXPERIENCE:

Three years of professional experience equivalent to an IT project coordinator.

Alternate Education and Experience

Possession of a Project Management Professional, (PMP) certification may be substituted for the experience requirement. Possession of a Certified Associate in Project Management (CAPM) and/or Agile Certified Practitioner (PMI-ACP) certification may be substituted for 1 year of the experience requirement. Possession of SUITE Certification may be substituted for 2 Educational Credits.

KNOWLEDGE, SKILLS, AND ABILITIES:

NOTE: The knowledge, skills and abilities listed are typical examples of the requirements to perform in the positions in this job classification. Not all knowledge, skills and abilities are required for every position, nor is it expected that all positions will require every knowledge, skill or ability.

Thorough knowledge of Project Management principles, concepts and practices.

Thorough knowledge of system development methods used for the development of new systems and enhancements to existing information systems.

Thorough knowledge of advanced concepts and basic operating principles of data communications and information systems hardware and software.

Ability to work in a team environment involving matrix organizations.

Ability to resolve conflicting high-priority requirements.

Ability to communicate the needs of others effectively.

Ability to gather and analyze facts, draw conclusions, define problems, and suggest solutions.

Ability to conduct training and informational sessions.

Ability to communicate effectively, build consensus, facilitate working sessions, and negotiate solutions and alternatives.

Ability to maintain favorable public relations and perform problem/issue resolution.

CERTIFICATES, LICENSES, REGISTRATIONS:

Certain positions may be assigned subclass codes and individuals appointed must possess the required specialized experience or certification. (See Experience above)

Possession of a PMP Certification is highly desired.

Duties may involve the use of a personal vehicle.

NOTE: Civil Service approval does not constitute agreement with or acceptance of the desired qualifications of this position.

I certify that the information presented in this position description provides a complete and accurate depiction of the duties and responsibilities assigned to this position.

Supervisor

Date

TO BE FILLED OUT BY APPOINTING AUTHORITY

Indicate any exceptions or additions to the statements of employee or supervisors.

None.

I certify that the entries on these pages are accurate and complete.

SHANITRA FLUELLEN

Appointing Authority

6/11/2025

Date

I certify that the information presented in this position description provides a complete and accurate depiction of the duties and responsibilities assigned to this position.

Employee

Date