

**State of Michigan**  
**Civil Service Commission**  
Capitol Commons Center, P.O. Box 30002  
Lansing, MI 48909

Federal privacy laws and/or state confidentiality requirements protect a portion of this information.

**POSITION DESCRIPTION**

This form is to be completed by the person that occupies the position being described and reviewed by the supervisor and appointing authority to ensure its accuracy. It is important that each of the parties' sign and date the form. If the position is vacant, the supervisor and appointing authority should complete the form.

This form will serve as the official classification document of record for this position. Please take the time to complete this form as accurately as you can since the information in this form is used to determine the proper classification of the position. **THE SUPERVISOR AND/OR APPOINTING AUTHORITY SHOULD COMPLETE THIS PAGE.**

<b>2. Employee's Name (Last, First, M.I.)</b>	<b>8. Department/Agency</b> TECHNOLOGY, MANAGEMENT, & BUDGET - IT
<b>3. Employee Identification Number</b>	<b>9. Bureau (Institution, Board, or Commission)</b> Center for Shared Solutions
<b>4. Civil Service Classification of Position</b> INFORMATION TECHNOLOGY PROJECT MANAGER 14	<b>10. Division</b> ENTERPRISE PORTFOLIO MANAGEMENT OFFICE (EPMO)
<b>5. Working Title of Position (What the agency titles the position)</b> INFORMATION TECHNOLOGY PROJECT MANAGER	<b>11. Section</b> PROJECT MANAGEMENT OFFICE (PMO)
<b>6. Name and Classification of Direct Supervisor</b> COURTNEY GRAFUIS; INFO TECH MANAGER-3	<b>12. Unit</b> PMO 5, Supporting MDOS
<b>7. Name and Classification of Next Higher-Level Supervisor</b> JANA ROLSTON; STATE ADMINISTRATIVE MANAGER-1	<b>13. Work Location (City and Address)/Hours of Work</b> 430 W. ALLEGAN ST., LANSING, MI 48933 8 AM TO 5 PM, M-F (HYBRID).

**14. General Summary of Function/Purpose of Position**

This position provides oversight, leadership, accountability, and project management functions for one or more large-size, complex projects. These projects typically utilize vendor participation and require complex schedules and integration with other systems. Large-sized projects typically have durations longer than 6 months with 20 or more team members, require communication at the Agency Leadership level, and have a medium to high 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 the 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 your assigned duties, percent of time spent performing each duty, and explain what is done to complete each duty.**

**List your duties in the order of importance, from most important to least important. The total percentage of all duties performed must equal 100 percent.**

Duty 1

**General Summary of Duty 1**                      **% of Time**   **50**

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

**Individual tasks related to the duty.**

1. Continuously communicate detailed plans and expectations to project team members and stakeholders throughout the project's entire lifecycle.
2. Meet regularly with project team members to understand and log their progress on detailed tasks, problems, and concerns to confirm the expectations outlined 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 issues 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 ensure timely resolution or mitigation.

Duty 2

**General Summary of Duty 2**                      **% of Time**   **30**

Provide PLANNING, STAFFING, and REPORTING to ensure 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 span the project's entire lifecycle 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. When the project's cost, quality, or schedule has been impacted, it modifies project plans and deliverables in a timely manner and communicates the changes 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 project's objectives.
4. Plans and enables the selection, training, and development of the project team members to ensure the project's objectives and tasks are met.
5. Understand and plan for the timely resolution of project issues and risks.
6. Establishes an effective project communication plan and ensures the project team and all stakeholders utilize the plan.

**Duty 3****General Summary of Duty 3****% of Time 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. Assign detailed activities, tasks, and deliverables to assigned project team members, ensuring understanding of 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 the project's issues, risks, and logistical needs to higher management as appropriate.
7. Manage projects using Agile or Scrum project methodology.

**Duty 4****General Summary of Duty 4****% of Time 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. Create standards, procedures, and templates for staff to use in daily tasks.
4. Serves on assigned task forces, special committees, and/or research groups.
5. Evaluate the impact of new tools, languages, and upgrades on systems.
6. Provides internal staff training.

**16. Describe the types of decisions you make independently in your position and tell who and/or what is affected by those decisions. Use additional sheets, if necessary.**

Establishing the 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 your 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 do you use in your position? What environmental conditions are you physically exposed to in your position? Indicate the amount of time and intensity of each activity and condition. Refer to instructions on page 2.**

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

19. List the names and classification titles of classified employees whom you immediately supervise or oversee on a full-time, on-going basis. (If more than 10, list only classification titles and the number of employees in each classification.)

<u>NAME</u>	<u>CLASS TITLE</u>	<u>NAME</u>	<u>CLASS TITLE</u>

20. My responsibility for the above-listed employees includes the following (check as many as apply):

- |   |  |
|---|--|
| <input type="checkbox"/> Complete and sign service ratings. | <input type="checkbox"/> Assign work.                      |
| <input type="checkbox"/> Provide formal written counseling. | <input type="checkbox"/> Approve work.                     |
| <input type="checkbox"/> Approve leave requests.            | <input type="checkbox"/> Review work.                      |
| <input type="checkbox"/> Approve time and attendance.       | <input type="checkbox"/> Provide guidance on work methods. |
| <input type="checkbox"/> Orally reprimand.                  | <input type="checkbox"/> Train employees in the work.      |

21. *I certify that the above answers are my own and are accurate and complete.*

\_\_\_\_\_

Signature

\_\_\_\_\_

Date

**NOTE: Make a copy of this form for your records.**

**TO BE COMPLETED BY DIRECT SUPERVISOR**

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

Not applicable, this is a new position.

**23. What are the essential duties 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.**

**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. In your opinion, 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 systems, data communications, networking, systems analysis, computer programming, project management or mathematics.

**EXPERIENCE:**

Five years of professional experience as a project manager for IT software or infrastructure projects involving 20 or more team members using Agile methodology. OR Five years of professional experience equivalent to an IT Programmer/Analyst with experience managing a project/program typically 6 months to 2 years in duration with 20 or more team members in addition to a minimum of 1500 demonstrated and documented hours of coordinating IT software development or infrastructure projects.

Scrum Master or Agile certification is highly desired.

Possession of a PMP Certification is highly desired.

**NOTE:** Equivalent combinations of education and experience that provide required knowledge, skills, and abilities will be evaluated on an individual basis.

**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.

Through knowledge of Agile and/or Scrum 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.

Scrum Master or Agile certification is highly desired.

Duties may involve the use of a personal vehicle.

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

**27. 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's Signature

\_\_\_\_\_  
Date

**TO BE FILLED OUT BY APPOINTING AUTHORITY**

28. Indicate any exceptions or additions to the statements of the employee(s) or supervisor.

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

\_\_\_\_\_  
Appointing Authority's Signature

\_\_\_\_\_  
Date