

1. Position Code
INFOTMGRC89N

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.**

2. Employee's Name (Last, First, M.I.) Vacant	8. Department/Agency TECHNOLOGY, MANAGEMENT & BUDGET
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission) CENTER FOR SHARED SOLUTIONS
4. Civil Service Classification of Position INFORMATION TECHNOLOGY MANAGER 14	10. Division Enterprise Portfolio Management Office
5. Working Title of Position (What the agency titles the position) INFORMATION TECHNOLOGY MANAGER	11. Section Project Management
6. Name and Classification of Direct Supervisor Richard Lott, PMO SAM 15	12. Unit PMO 3 Supporting MDHHS
7. Name and Classification of Next Higher Level Supervisor GLENN DAFFERN, SDA 17	13. Work Location (City and Address)/Hours of Work 235 S GRAND AVE, LANSING, MI 48933 HYBRID, 2 OFFICE DAYS 3 REMOTE DAYS, 8 AM TO 5 PM

14. General Summary of Function/Purpose of Position

First level supervisor responsible for project management staff in the Program Management Office (PMO) supporting MDHHS. Provide oversight and leadership for the project management functions supporting the agencies. Provide mentoring and support to senior and junior project managers to ensure that the State Unified Information Technology Environment (SUITE) methodology is consistently followed. Interface with Agency Services managers. Escalate issues as needed to ensure timely resolution.

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

Provide supervision and mentoring of project management staff in the PMO.

Individual tasks related to the duty.

- Assign work, set priorities, and direct the work of subordinate employees.
- Review resumes, participate in interviews, and make hiring recommendations.
- Evaluate and verify employee performance through the review of completed work assignments and work techniques.
- Create and manage performance plans and conduct performance reviews.
- Motivate and guide staff to ensure delivery of services on schedule and within budget.
- Identify staff development and training needs and ensure training is obtained.
- Mentor staff to help them grow their project management skills.
- Meet regularly with the staff to discuss performance, training, and career planning.
- Approve time, annual leave, and sick leave.
- Maintain records, prepare reports, and compose correspondence relative to the work.
- Conduct team meetings to facilitate effective communications and teamwork.

Duty 2

General Summary of Duty 2

% of Time 30

Perform planning, directing, coordinating, and reporting activities to ensure successful management of the Agency Services Program and Portfolio.

Individual tasks related to the duty.

- Provide direction for the management of agency projects.
- Monitor work activities to ensure quality and completion according to project schedules.
- Ensure adherence to the State's SUITE methodology and PMO processes and tools.
- Conduct periodic project reviews including the review of project management deliverables.
- Assist staff with escalated issues to ensure timely resolution of issues.
- Collaborate with Agency Services managers and the EPMO.

Duty 3

General Summary of Duty 3

% of Time 15

Provide leadership in the development and implementation of common processes and tools to support project management, and to grow project maturity.

Individual tasks related to the duty.

- Participate in the enterprise development and implementation of project management processes and tools.
- Research and implement project management best practices.
- Provide leadership to grow project maturity with respect to SUITE and CMMI.

Duty 4**General Summary of Duty 4****% of Time 5**

Other duties as assigned.

Individual tasks related to the duty.

- Special projects as defined by leadership.
- Stay abreast of the project management profession through training and literature.

- 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.**

Daily supervision of subordinate employees.

Work assignments and priorities for subordinate employees.

Decisions regarding day to day project planning, monitoring, and control.

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

Decisions regarding deviations from project baselines that significantly impact project scope, schedule, or cost.

Decisions regarding deviations from standards, practices, and policies of DTMB or the State.

Decisions regarding unsatisfactory performance reviews.

Decisions regarding the hiring of new staff.

- 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.**

Office environment.

- 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):**

X Complete and sign service ratings.X Assign work.X Provide formal written counseling.X Approve work.X Approve leave requests.X Review work.X Approve time and attendance.X Provide guidance on work methods.X Orally reprimand.X 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?
Yes.

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.

Backfill

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 serving the citizens of the State of Michigan. The PMO for Agency Services performs Portfolio Management, Program Management, and Project Management to support the delivery of on-time, within budget systems to meet client expectations. This position will provide the first line supervision to the project management staff performing project management for the projects.

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, mathematics, or project management.

EXPERIENCE:

Four years of professional experience equivalent to an Information Technology Infrastructure or Programmer/Analyst P11 or one year equivalent to an Information Technology Infrastructure or Programmer/Analyst 12.

Project Management Experience (Highly Desired):

- Projects/programs typically 6 months to 2 years in duration with 20 or more team members.
- A minimum of 1500 demonstrated and documented hours of managing a projects and/or programs.

PMP Certification highly desired.

NOTE: Equivalent combination 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.

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 that required specialized experience or certification. (See Experiences above)

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