

**1. Position Code:**

INFTPMR3A03N

**State of Michigan****Civil Service Commission**

Capitol Commons Center, P.O. Box 30002

Lansing, MI 48909

**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><br>TECHNOLOGY, MANAGEMENT, & BUDGET                                                              |
| <b>3. Employee Identification Number</b>                                                                            | <b>9. Bureau (Institution, Board, or Commission)</b><br>Center for Shared Solutions                                          |
| <b>4. Civil Service Classification of Position</b><br>INFORMATION TECHNOLOGY PROJECT MANAGER 14                     | <b>10. Division</b><br>ENTERPRISE PORTFOLIO MANAGEMENT OFFICE (EPMO)                                                         |
| <b>5. Working Title of Position (What the agency titles the position)</b><br>INFORMATION TECHNOLOGY PROJECT MANAGER | <b>11. Section</b><br>Project Management Office (PMO)                                                                        |
| <b>6. Name and Classification of Direct Supervisor</b><br>PAM ARNOLD, IT MANAGER 14                                 | <b>12. Unit</b><br>Supporting CTO, CIP and CSS                                                                               |
| <b>7. Name and Classification of Next Higher-Level Supervisor</b><br>BUSHARD, FAITH, SAM-15                         | <b>13. Work Location (City and Address)/Hours of Work</b><br>7285 Parsons Drive, Dimondale, MI-48821/ 8:00 a.m. to 5:00 p.m. |

**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 within the Program Management Office (PMO), supporting the Office of Chief Technology Officer (OCTO), Cyber Security and Infrastructure Protection (CIP) and Center for Shared Solutions (CSS) for information technology 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 (SOM) project management, investment management and systems engineering 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 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 CONTROLLING methods to ensure timely knowledge and awareness of changes to project cost, quality, or schedule.

**Individual tasks related to the duty.**

- Continuously communicate detail plans and expectations to project team members and stakeholders throughout the entire lifecycle of the project.
- Meet regularly with project team members (including internal and external stakeholders) to understand and log their progress on detail tasks, problems, and concerns to confirm the expectations set forth in the project plan.
- Enables all necessary project deliverables and documentation required by SOM Methodology (SUITE).
- Maintain metrics and logs that specify the progress and performance of the project team.
- Maintain project issues and risk logs that identify potential or realized impacts to the project and communicate to higher management.
- Continuously follow up on project issues or risks to insure timely resolution or mitigation.
- Facilitate change management required for the project(s)

Duty 2

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

Provide PLANNING, STAFFING needs 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 Methodology (SUITE) 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.**

- Directs the development and maintenance of all SOM Methodology (SUITE) documents and deliverables from project initiation and planning through project closeout activities for ready access by all stakeholders.
- Ensure proper change management 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 SOM Methodology (SUITE) and the Agency processes.
- Directs the investigation and use of technology, process or staffing necessary to meet the objectives of the project.
- Plans for necessary project team members/roles and facilitates the selection, training, and development of the project team members to ensure the objectives and tasks of the project are met.
- Understands and plans for the timely resolution of project issues and risks.
- Establish an effective project communication plan and ensures the plan is utilized by the project team and all stakeholders.

**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.**

- 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.
- Assigns expected dates and functionality to external providers and ensures products or deliverables provided externally are available when needed.
- Ensures appropriate interaction and integration between team members or external providers with connecting or dependent tasks.
- Establishes and assigns routine administrative processes to the project team to ensure appropriate communications, reporting and metrics gathering.
- Assists and advises the project stakeholders and team members through regular status meetings and defined walkthroughs.
- Escalates issues, risks, and logistical needs of the project to higher management as appropriate.

**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.**

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

**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 current status of an assigned project.
- Decisions in support of the DTMB standards, including the SOM Methodology (SUITE).
- 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 SOM Methodology (SUITE).
- 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.**

- The position operates in a standard office environment, performing duties within the assigned workspace.
- Tasks can be completed routinely seated at a desk, 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 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.**

|                    |               |
|--------------------|---------------|
| _____<br>Signature | _____<br>Date |
|--------------------|---------------|

**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.**

N/A

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

DTMB is responsible for providing 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 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.

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. 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.

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 of this position does not constitute agreement with or acceptance of the desirable qualifications***

***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