

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

Position Code 1. INPRJCREA74N

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
4. Civil Service Position Code Description Info Tech Prject Coordinator-E	10. Division DTMB ENTERPRISE PORTFOLIO MANAGEMENT OFFICE (EPMO)
5. Working Title (What the agency calls the position) INFORMATION TECHNOLOGY PROJECT COORDINATOR 11	11. Section Program & Project Investment
6. Name and Position Code Description of Direct Supervisor MUNEVAR, JORGE H; STATE ADMINISTRATIVE MANAGER-1	12. Unit Portfolio
7. Name and Position Code Description of Second Level Supervisor HOWELL, JAMIE M; STATE DIVISION ADMINISTRATOR	13. Work Location (City and Address)/Hours of Work 111 S. CAPITOL AVE , LANSING / 8:00 AM – 5:00 PM, M –F

14. General Summary of Function/Purpose of Position

This position serves as an IT project coordinator for information technology projects. The project analyst functions as a PMO resource to DTMB managers, supervisors, and staff that are involved in application maintenance and development. This includes development, maintenance, and oversight of project schedules that are logic and resource driven. Maintains change control process, including a structure to manage and track changes in scope. Identifies project issues and risks, and escalates to senior management as appropriate. Monitors project performance, reports status, and facilitates the creation of actions plans to promote adherence to project schedules. Interacts with a variety of teams as needed to develop and maintain project schedules and related documents. Assists in information gathering, budget analysis, project estimating, and procurement. Provides assistance on special projects. Promotes compliance with the State Unified Information Technology Environment (SUITE).

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: 40**

Serve as the project administrator for projects included in the DTMB project portfolio.

Provide technical assistance to management and Technical Project Managers in request management, project prioritization, resource allocation, and regular portfolio reviews.

Individual tasks related to the duty:

- Provide assistance as needed in the development of Statements of Work (SOW) and Requests for Proposals (RFP) if DTMB and client agency determine that outside contractors are needed for a given project.
- Participate in the local DTMB/ client agency SUITE Support Team and identify potential areas of improvement.
- Serve as a liaison between DTMB and the client concerning requests, standards, and other program and project matters.
- Provide PMM assistance for project, portfolio, and request management functions.
- Provide professional analytical expertise to DTMB and client agency managers and supervisors in IT project planning.

Duty 2

General Summary: **Percentage: 35**

Interact with a variety of teams as needed to develop and maintain project schedules and related documents. (Project Management)

Individual tasks related to the duty:

- Provide technical assistance to DTMB and client agency managers in the maintenance of Project Charter and Project Plan documents.
- Using technical knowledge and experience, maintain the IT project change control process, including a structure to manage and track changes in scope.
- Identify project issues and escalates communications to senior management.
- Monitor IT project performance and report status.
- Maintain awareness of emerging technologies and project management processes and techniques for managing and meeting customer expectations and deliverables.
- Organize, schedule and participate in Structured Walkthroughs and Stage Exits of project deliverables.
- **Research and create project schedules that comply with the SUITE Project Management Methodology (PMM) and the Systems Engineering Methodology (SEM).**

Duty 3

General Summary: **Percentage: 20**

Perform Portfolio and Release Management activities.

Individual tasks related to the duty:

- Research and collect project data necessary to meet project reporting.
- Provide project plan trend analysis and control including analysis, research, development and maintenance of the project data.
- Provide PM research and inputs for the development of Statements of Work (SOW) and Requests for Proposals (RFP) if DTMB and client agency determine that outside contractors are needed for a given project.
- Prepare standard activity reports for request management, project prioritization, resource allocation, and workflow coordination.

Duty 4

General Summary: **Percentage: 5**

Provide assistance on special projects.

Individual tasks related to the duty:

- Act as a project resource or project manager on special projects for the enterprise on an as-needed basis.
- Work with other project administrator(s) as needed.
- Stay abreast of emerging technologies, project management techniques, and external process changes by reading industry publications, attending training, etc.
- Other duties as assigned.

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

Regular project updates in various project management tools.
Day-to-day project management tool administration (back-up).
Day-to-day duties that do not affect work outside of the PMO.

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

Matters that affect the budget.
Modifications to project management tools, methodologies, or processes.
When decision results in a business process change.
When a decision impacts DTMB.

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.

Work is performed in a business office setting.
Typical Office Environment.
Requires extensive use of personal computer and keyboard.
Involves occasional equipment setup for system demonstration and training.

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):

<input type="checkbox"/> N	Complete and sign service ratings.	<input type="checkbox"/> N	Assign work.
<input type="checkbox"/> N	Provide formal written counseling.	<input type="checkbox"/> N	Approve work.
<input type="checkbox"/> N	Approve leave requests.	<input type="checkbox"/> N	Review work.
<input type="checkbox"/> N	Approve time and attendance.	<input type="checkbox"/> N	Provide guidance on work methods.
<input type="checkbox"/> N	Orally reprimand.	<input type="checkbox"/> N	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. Completed by management.

23. What are the essential functions of this position?

This position serves as a project coordinator for IT projects in the DTMB portfolio. This position must also provide updates for projects in the DTMB project management tracking tool using project planning, resource management, financial management, analysis, monitoring and tracking capabilities. Conducting research and evaluation, assessment of needs through workshops and meetings and assisting in information gathering, budget analysis, and project execution is also required.

Critical Job Role: Project Administration

Competencies: Communication, Planning and Organizing, Contributing to Team Success, Building Trust, Technical/Professional Knowledge.

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

Request to reclassify this ITPC 12 position down to an ITPC P11 position. This is being done due to recruitment purposes. The position will no longer run small projects without supervision. They will work with the Project Managers helping with all aspects of the projects and assisting where needed.

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

The Program Management Office Division supports and serves the State of Michigan regarding project management, project management tools and methods, project management training, project planning, project reviews, and portfolio reporting. This position serves as a project administrator supporting the State's IT Portfolio.

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

EDUCATION:

Information Technology Project Coordinator 9

Possession of an Associate's degree with 16 semester (24 term) credits in one or a combination of the following: computer science, data processing, computer information systems, data communications, networking, systems analysis, computer programming, information assurance, IT project management, or mathematics.

Information Technology Project Coordinator P11/12

Possession of a bachelor's degree with 21 semester (32 term) credits in one or a combination of the following: computer science, data processing, computer information systems, data communications, networking, systems analysis, computer programming, information assurance, IT project management or mathematics.

EXPERIENCE:

Information Technology Project Coordinator 9

No specific type or amount is required.

Information Technology Project Coordinator P11

No specific type or amount is required.

Alternate Education and Experience

Information Technology Project Coordinator 9

Education level typically acquired through the completion of high school and two years of experience as an application programmer, computer operator, or Information Technology Technician, or two years (4,160 hours) of experience as an Information Technology Student Assistant.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Experience with a project management tool such as MS Project is highly desired.
- Thorough knowledge of project management tools, practices, and methodologies.
- Ability to communicate effectively, (including facilitation) utilizing multiple media.
- Ability to provide leadership to and work effectively with a wide variety of people.
- Experience in software development and configuration management.

CERTIFICATES, LICENSES, REGISTRATIONS:

This position has a FTINPRINT sub-class code. The sub-class code indicates the position has access to Federal Tax Information (FTI) and requires passing of a fingerprint-based background check per IRS Publication 1075.

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.

Appointing Authority

5/31/2024

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