State of Michigan
Civil Service Commission

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

Position Code
1. INPRJCRAA62N

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-A	**10. Division** Enterprise Portfolio Management Office (EPMO)
5. Working Title (What the agency calls the position) SENIOR IT PROJECT COORDINATOR - ITPC 12	**11. Section** PMO
6. Name and Position Code Description of Direct Supervisor SEBOK, YVONNE; STATE ADMINISTRATIVE MANAGER-1	**12. Unit** MDOC, MSP, MVAA Support
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** 4125 W. St. Joe, Lansing, Mi 48917 / M-F, 8 am – 5 pm (Remote)

14. General Summary of Function/Purpose of Position

This position serves as a senior level IT project coordinator for information technology projects in support of the Michigan Department of Corrections, the Michigan State Police and the Department of Military and Veterans Affairs agencies. The senior project coordinator 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). May utilize Scrum methodology and practices.

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. Serve as a liaison between DTMB and the client concerning requests, standards, and other program and project matters.

Individual tasks related to the duty:

- Evaluate multiple improvement options and make recommendations for process improvement to the local DTMB/client agency SUITE Support Team.
- Develop, design revisions and deliver training to the SUITE processes and deliver training to the DTMB PMO as an ongoing initiative**,** functioning as a consultant to DTMB and client agency managers, supervisors, and staff in all aspects of SUITE usage.
- Provide professional analytical expertise to DTMB and client agency managers for project budgeting.
- 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.

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:

- Conduct impact analysis on project schedule and budget; build constraints, assumptions, and estimates in order to create formal Change Control Requests for approval by DTMB and Agency Managers/Executives.
- Create mitigation plans to assist senior management.
- Monitor changes in emerging technologies and recommend changes when necessary to program office and program management processes and delivery techniques.
- Facilitate workgroups for Technical Requirements, Structured Walkthroughs and define the program and project deliverable for the Stage Exits.
- Research and create project schedules that comply with the SUITE Project Management Methodology (PMM) and the Systems Engineering Methodology (SEM).
- Maintain and monitor scope, schedule and budget of assigned project(s).
- Facilitate and participate in project meetings and capture notes, action items, etc
- When required, assist with the Security Accreditation activities required for the projects

Duty 3

General Summary: **Percentage:** **20**

Perform Portfolio and Release Management activities.

Individual tasks related to the duty:

- Compare incoming projects from Change Requests or Client Requests with DTMB Strategic Plan(s). Takes corrective action if they are not in alignment.
- Interpret standard reports, analyze deviation from project plans, and perform root cause analysis to facilitate decision making by DTMB and client agency executives on project prioritization by displaying project data in an informative and meaningful manner.
- 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.
- Act as a subject matter expert for the enterprise project management tool and assist clients with questions related to tool functionality.

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 serving DTMB.

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 goals or priorities.

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):

N	Complete and sign service ratings.	N	Assign work.
N	Provide formal written counseling.	N	Approve work.
N	Approve leave requests.	N	Review work.
N	Approve time and attendance.	N	Provide guidance on work methods.
N	Orally reprimand.	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 the senior IT project coordinator for 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.

The position is now supporting specifically Michigan Department of Corrections, the Michigan State Police and the Department of Military and Veterans Affairs agencies in the same capacity with several additional duties added in duty 2. The role overall will also manage smaller projects and be able to perform some of the duties of a junior project manager.

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 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.

Information Technology Project Coordinator P11/12

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.

EXPERIENCE:

Information Technology Project Coordinator 12
Two years of professional experience equivalent to an Information Technology Project Coordinator P11 coordinating the implementation of IT technical tools in a system development effort to solve a business need.

Alternate Education and Experience

Information Technology Project Coordinator P11 - 12
Educational level typically acquired through completion of high school and four years of experience as an application programmer, computer operator, IT project coordinator (IT technical project), or information technology technician, or four years (8,320 hours) of experience as an Information Technology Student Assistant may be substituted for the education requirement.

OR

Possession of an associate's degree with 16 semester (24 term) credits in computer science, data processing, computer information, data communications, networking, systems analysis, computer programming, IT project management, or mathematics; and, two years of experience as an application programmer, computer operator, project coordinator (IT technical project), or information technology technician, or two years (4160 hours) of experience an an Information Technology Student Assistant, may be substituted for the education requirement.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Three years of professional experience evaluating, assessing, planning, developing, and implementing programs or services is highly desired.
- 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:

- Duties may involve 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.

N/A

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

SHANITRA FLUELLEN 9/12/2024

Appointing Authority **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**