

STATE OF MONTANA

JOB DESCRIPTION

Job Title: Project Management Specialist I or II

Position Numbers: 07002

Location: Helena

Department: Transportation

Division and Bureau: Information Services Division/Technical Operations

Section and Unit: Project Management Office

Job Overview:

At Level 1, working in a multi-project environment, this position will oversee (organize, direct, review, and approve the work of others in the performance of) project delivery; assemble project teams, assign individual responsibilities, identify appropriate resources needed, and develop schedules to ensure timely completion, coordinate staffing needs with functional area managers. Incumbent leads and directs multiple projects concurrently or directs a single large, critical project by applying project management principles, methodologies, and practices.

At Level 2, this position will assume program/portfolio level responsibilities. The incumbent may recommend to the customer changes in the business processes based on the business needs assessment and predictive gains in efficiencies. Once business needs have been documented, he or she will direct a team to translate business needs into process or technology changes and develop an approach to help implement the recommended solution. The position will ensure the necessary training for impacted users and assess user satisfaction with the completed solution implementation.

EA. Project Management [PM], Change Management (80%)

Level 1

- Manages small projects or phase(s) of larger projects with full responsibility for the applicable project lifecycle phase(s) for assigned projects, acting as the primary contact for same.
- Develops the project charter (including scope and project objectives) and obtains sponsor approval; provides Return on Investment (ROI) analysis where appropriate.
- Establishes project deliverables, required and optional.
- Executes the project plan and communicates the plan and deliverable status with the sponsor.

- Understands the role and function of each team member and effectively coordinates the activities of the team.
- Produces various project documentation such as a business case, IT Procurement Request, statement of work, work breakdown structure (WBS) and detailed project plan.
- Manages project scope, ensuring clear business understanding; manages any changes to that scope.
- Manages risk. Performs issue resolution and escalation activities.
- Participates in business needs validation with business users.
- Ensures comprehensive testing processes are followed.
- Ensures preliminary training and user acceptance testing (UAT) run smoothly.
- Successfully transitions applications from implementation to operations/service & maintenance.

Level 2

(In order to advance to level 2, the incumbent must be proficient, fully functional and demonstrate their ability to perform all Level 1 duties)

- Manages projects ranging from the simple to complex, multiple small projects concurrently or a single larger or more critical effort.
- Develops required project documents to initiative, plan, execute, monitor, control and close a project.
- Tracks requirements to manage change to the product scope throughout the project life cycle.
- Ensures that requirements approved in the requirements documents are delivered at the end of the project.
- Assembles the project team, identifying appropriate resources; works with direct supervisors to define project resource availability and needs.
- Develops a plan for project communication activities based on the information needs of each stakeholder or group.
- Effectively and efficiently engages stakeholders by presenting relevant information in a timely manner.
- Serves as the primary communications resource between project stakeholders and division management.
- Manages the triple constraints of time, cost, and scope for assigned projects.
- Monitors project performance using appropriate tools and techniques; recommends and performs any required corrective actions.
- Researches, understands, and applies industry best practices.
- Implements and follows a change management process on all projects. Leverages the process to identify, document, select and track changes.
- When producing project documentation (i.e., Business Case, Project Charter, Scope document) the Project Management Specialist considers project impact on existing staff, software, hardware, and networking resources, and on other projects.
- Implements project risk management processes to track and assess the probability and impact of risks.

- Provides quality assurance to ensure the project is meeting the identified needs, expectations, and requirements of customers and stakeholders.
- Ensures all project efforts comply with applicable state and federal laws, rules, and regulations.
- Tracks project activity and conducts deliverable validation and approval.
- Conducts budget and funding source management activities (e.g., processing invoices, tracking expenditures against completed payment milestones).
- Conducts business research and writes reports to support business decisions.
- Adheres to State Procurement Bureau (SPB) and MDT contract lifecycle management processes, including soliciting, selecting, and participating in contract negotiating activities.
- Manages contracts and contracted staff.

B. Mentoring and Team Building (10%)

Level 1

- Networking and team motivation

Level 2

(In order to advance to level 2, the incumbent must be proficient, fully functional and demonstrate their ability to perform all Level 1 duties)

- Provides guidance and direction to other project managers and/or project leads by using best practices and established methods to isolate and resolve problems.

C. Vision (10%)

Level 1

- Lead the improvement of project management and organizational change management practices through research, understanding and application of industry best practices.

Level 2

(In order to advance to level 2, the incumbent must be proficient, fully functional and demonstrate their ability to perform all Level 1 duties)

- Ensure the development and ongoing maintenance of the agency's organizational change management and project management related policies and procedures; influence management to adopt best practices.
- Actively promote Ambassador role by taking the service portion of PMO to a higher level and providing that link to the rest of the agency. I.e.: procurement, ensuring all documentation requirements are met, providing insight to solution and service delivery.
- Assist in MDT IT Portfolio Planning efforts.

Major Duties or Responsibilities:

Supervision

The number of employees supervised is: N/A

The position number for each supervised employee is: N/A

Physical and Environmental Demands:

PHYSICAL

- Light lifting (less than 10 lbs.)
- Carry light items (papers, books, laptop)
- Remaining seated for extended periods of time, with occasional walking; standing; bending
- Operating a personal computer
- Effective, professional communicating in writing, in person and over the phone
- Limited travel around the Helena area and occasional district or other site visits

COMPETENCIES

- Mediating conflicts between stakeholders, vendors, and technologists
- Ability to multi-task
- Conduct research
- Comparing data
- Compiling information
- Analyzing – inductive and deductive reasoning
- Synthesizing
- Making decisions in a timely manner to ensure projects are not delayed
- Coordinating
- Negotiating
- Influencing
- Instructing
- Dealing with agency business users at all levels
- Dealing with cross-agency users at all levels
- Demands of accuracy in all aspects of work
- Creative problem solving.
- Change Agent/Catalyst
- Relationship builder – listening, responsiveness, trust

Knowledge, Skills, and Abilities (Behaviors):

Critical knowledge and skills required for this position:

Level 1

Knowledge & Skills

Revision Date: 06/2022

Knowledge of project management principles, methodologies, and practices; as well as, project management tools; Ability to lead a project through all phases of project life cycle; Skilled in development of project plans, process flows, and general documentation typically utilizing Microsoft Office Suite; Knowledge of business process analysis techniques, including requirements identification; Skilled in facilitation and meeting management; Ability to communicate technical information in non-technical terms; Effective oral and written communication including understanding, sensitivity, and trust building; Knowledge of Agile Project methodology; Understanding of processes and procedures for contract management and procurement; Awareness of state and federal laws, rules and regulations and their potential impact on projects.

Level 2

(In order to advance to level 2, the incumbent must be proficient, fully functional and demonstrate their ability to perform all Level 1 duties)

Knowledge & Skills

Knowledge of the principles and best practices of project management processes, including initiating, planning, executing, monitoring and controlling, and closing; Establishing and maintaining interpersonal relationships, internal and external, to MDT; Coordination of efforts across divisions; Advanced skills in stakeholder management, facilitation, team building, and meeting management; Understanding of business process analysis techniques and business process improvement methods; Ability to effectively lead cross-functional teams; Ability to identify and champion potential improvements to MDT Project Management Office processes; Knowledge of MDT Procurement, State Procurement Bureau (SPB) and State ISD (SITSD) processes and procedures.

Minimum Qualifications (Education and Experience):

The required knowledge and skills are typically acquired through a combination of education and experience equivalent to bachelor's degree.

Other specific experience:

Level 1

Four (4) years of project management and/or business analysis experience, of which at least one (1) year in the IT industry.

Alternative qualifications include: Any combination of additional related work experience and education equivalent to the minimum qualifications.

Level 2

Six (6) years of project management and/or business analysis experience, of which at least three (3) years in the IT industry.

Alternative qualifications include: Any combination of additional related work experience and education equivalent to the minimum qualifications.

Preferred Requirements:

Experience in Organizational Change Management (OCM) are preferred. As a Change Manager, this person will act as a coach for senior leaders and executives in helping them fulfill the role of change sponsor. The Change Manager may also provide direct support and coaching to all levels of managers and supervisors as they help their direct reports through transitions. This person will also support project teams in integrating change management activities into their project plans.

Special Requirements:

List any other special required information for this position

- | | |
|--|---|
| <input type="checkbox"/> Fingerprint check | <input type="checkbox"/> Valid driver's license |
| <input checked="" type="checkbox"/> Background check | <input type="checkbox"/> Other; Describe |
| 035 Union Code | Safety Responsibilities |

The specific statements shown in each section of this description are not intended to be all inclusive. They represent typical elements and criteria considered necessary to perform the job successfully.

Signatures

My signature below indicates the statements in the job description are accurate and complete.

Immediate Supervisor	Title	Date
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Administrative Review	Title	Date
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My signature below indicates that I have read this job description.

Employee	Title	Date
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Human Resources Review

Level I

Job Code Title: Project Management Specialist 1 Job Code Number: B1J031 Level: 1

Level II

Job Code Title: Project Management Specialist 2 Job Code Number: B1J032 Level: 2

My signature below indicates that Human Resources has reviewed this job description for completeness and has made the following determinations:

- | | |
|---|--|
| <input type="checkbox"/> FLSA Exempt | <input checked="" type="checkbox"/> FLSA Non-Exempt |
| <input checked="" type="checkbox"/> Telework Available | <input type="checkbox"/> Telework Not Available |
| <input checked="" type="checkbox"/> Classification Complete | <input type="checkbox"/> Organizational Chart attached |

Human Resources:

Signature

Title

Date

