



Project Manager IV

Salary Group: B26

Class Code: 1561

<u>CLASS TITLE</u>	<u>CLASS CODE</u>	<u>SALARY GROUP</u>	<u>SALARY RANGE</u>
PROJECT MANAGER I	1558	B20	\$45,158 - \$73,788
PROJECT MANAGER II	1559	B22	\$51,614 - \$84,479
PROJECT MANAGER III	1560	B24	\$59,004 - \$96,720
PROJECT MANAGER IV	1561	B26	\$69,415 - \$117,397
PROJECT MANAGER V	1562	B28	\$83,991 - \$142,052

GENERAL DESCRIPTION

Performs advanced (senior-level) project management work. Work involves coordinating the planning and initiation of diverse projects at various levels of completion; monitoring the progress and schedule of projects; and communicating with project stakeholders, management, and other relevant parties. May direct, assign, and evaluate the work of project staff. Works under limited supervision, with considerable latitude for the use of initiative and independent judgment.

DISTINGUISHING CHARACTERISTICS

The Project Manager job classification series is intended for employees that are responsible for the successful initiation, daily oversight, and delivery of projects. Typically, employees at the senior levels routinely work on projects that are highly complex, which may include projects that have large budgets, a large and complex scope, long-range time frames, sizeable staff, and a high level of impact. Those projects also require highly specialized skills, and/or are projects that are multi-agency or enterprise-wide. Project managers are typically responsible for leading the project lifecycle from project initiation through completion. Employees who work on well-defined projects with small budgets and a short time frame are often classified in the staff-level job classifications.

EXAMPLES OF WORK PERFORMED

Directs, develops, and evaluates projects using accepted project management methodologies.

Initiates multi-agency or enterprise-level projects, obtains authorization and commitment, and demonstrates business need and project feasibility.

Develops criteria for evaluating programs, proposals, and other pertinent information related to project assignments.

Develops project budgets, schedules, work plans, resources requirements, and cost estimates and projections.

Develops and implements plans to communicate project methodology and processes to interested groups and team members.

Reviews and recommends proposals and bids to management.

Monitors and manages project quality and cost to ensure that project deliverables are acceptable, fulfill the terms of the project contract or specifications, and are completed within budget.

Identifies potential project risks and difficulties and designs strategies to mitigate or avoid them.

Compiles and distributes project information, project status reports, and project budget expenditures.

Coordinates project activities with other state agencies, governmental jurisdictions, or private sector partners and contractors.

Creates documentation procedures to capture and manage changes in original project plan.

May occasionally oversee multiple projects concurrently.

May testify before legislative and interested groups on project status and other issues of public interest.

May direct, assign, and evaluate the work of project staff.

Performs related work as assigned.

GENERAL QUALIFICATION GUIDELINES

EXPERIENCE AND EDUCATION

Experience in project management in relevant areas of project assignment. Graduation from an accredited four-year college or university with major course work in a field relevant to the assignment is generally preferred. Experience and education may be substituted for one another.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of project management theories and practices applicable to projects that are highly complex in scope; of systems and procedures used to evaluate a third-party vendor's performance; and of local, state, and federal laws and regulations relevant to the administration of the project undertaken.

Skill in project management monitoring, in addressing changes in scope and budget, and in the use of a computer and applicable software.

Ability to manage project activities; to establish project goals and objectives; to exercise sound judgment in making critical decisions; to analyze complex information and develop plans to address identified issues; to demonstrate negotiation and facilitation skills; to identify project risks and gaps; to prepare reports; to communicate effectively; and to direct, assign, and evaluate the work of project staff.

REGISTRATION, CERTIFICATION, OR LICENSURE

May require certification as a Project Management Professional (PMP).