



PROJECT MANAGER 3

0856

GENERAL DESCRIPTION OF CLASS

The PROJECT MANAGER 3 directs and manages the processes and activities of large and complicated state projects. Projects involve multiple and dissimilar functions and impact a large geographical or regional area. Projects at this level are often high-risk that address the combined interests and missions of Oregon government entities including state, county, or municipal organizations; public education entities; or various communities of interest. Employees are responsible for their assigned projects being accomplished within the prescribed scope, time frame, funding parameters, and stakeholder quality requirements and expectations. Projects at this level typically involve a state agency director, a Legislative entity, or the Governor's Office as a sponsor.

DISTINGUISHING FEATURES

This class is the third in a series of three classes, and is the senior-professional level. Employees use project management standards and principles, available resources, general policy direction and planned outcomes to manage projects of significant importance to public interest. Employees direct and control projects that require gaining the cooperation of multiple governmental or community based organizations.

The Project Manager 3 is different from the lower levels because it directs and manages large statewide or enterprise-level projects having broad impact to state government operations and public interest.

DUTIES AND RESPONSIBILITIES

The duties listed are characteristic of the type and level of work associated with this class. Individual positions may do all or some combination of the duties listed as well as other related duties.

1. Project Initiation and Planning

Initiate statewide multi-agency or enterprise-level projects including obtaining authorization and stakeholder commitments, demonstration of business need and project feasibility. Develop and manage master project plans that coordinate individual work tasks, schedules, preliminary project funding plans, and project budgets. Organize project teams according to project requirements gaining and maintaining commitment from all involved agencies. Assemble and lead groups to define project scope. Lead multi-agency interdisciplinary project teams to identify time frame, funding limitations, methods for accomplishing project deliverables, and allotments of available resources to project phases. Identify specific tools or equipment needed by the project team, and plan to obtain needed resources at the proper project phase or step. Prepare project budgets that coordinate cost estimates, and summarize total expected costs and participating agency monetary commitments. Develop methods to track project budget expenditures. Create documentation procedures to capture and deal with changes in original project plan. Lead creation of contractor Statement of Work in conjunction with stakeholders and contract and procurement staff; and integrate into contract documents.

Lead project team to produce a work breakdown structure that outlines the project plan; and assign duties, responsibilities and scope of authority to project team members. Develop and implement plans to communicate with and involve project stakeholders. Identify project risks; identify which risks are likely to affect the project; and design strategies to manage and mitigate those risks.

2. Project Execution, Control, and Closure

Lead and coordinate activities of interdisciplinary project teams with participating State agencies and governmental jurisdictions, or private sector partners and cooperators to make certain projects progress on schedule and within prescribed budgets. Monitor the progress of work assignments. Develop consensus on project schedules and inform team members of project progress and potential schedule slippages. Accommodate changes and updates to schedules and budgets. Track budget expenditures, and analyze project budget reports to calculate project expenses and identify excessive expenditures. Discuss budget issues with project team in order to resolve budget overruns and erroneous data. Examine cost estimates and compare to original budget. Identify efficient methods to accomplish work tasks. Lead project problem identification and resolution process. Administer vendor contracts; monitor and approve contractor performance. Manage risks and respond to changes in risk over the course of the project. Evaluate projects to make certain project results meet the intended goal, satisfy quality standards, and meet stakeholder expectations. Identify ways to improve project outcomes. Determine and make recommendation for project termination.

3. Project Communication/Representation

Maintain clear communication with project team members and stakeholders. Lead project team meetings and serve as primary contact for stakeholder and sponsor concerns; lead discussions to arrive at consensus; and resolve conflicts between team members. Coach team members on project methodology and processes. Lead public information meetings to convey project details and gather information. Testify before legislative and regulatory groups on project status and other issues of public interest. Answer inquiries from the media and the public. Write project status reports.

RELATIONSHIPS WITH OTHERS

The Project Manager 3 has regular contact with participating state agencies, federal or municipal government jurisdictions, contractors and consultants in person, in writing, telephone or electronic-mail to gather and exchange information, discuss regulations, explain project activities, solve problems, redefine project scope, and coordinate project activities. Employees work with multiple levels of internal and other agency staffs to discuss project progress, assign and monitor work, and resolve issues. Employees interact with citizens, government officials from other jurisdictions, project stakeholders and members of the news media to explain project activities, resolve complaints and bring about agreement on project direction and outcomes. Employees frequently contact various state agencies and private sector partners and cooperators to gain agreement, and maintain project commitments. Employees lead and collaborate with other internal work units, other state agencies, and private sector partnering organizations to achieve project results.

SUPERVISION RECEIVED

The Project Manager 3 works under general supervision from a manager or higher-level administrator. Employees work within agency and project related statutes, rules, regulations and guidelines to assure projects comply with relevant laws and standards. Work is reviewed at the end of each project for effectiveness in meeting project requirements or expectations, feasibility of implementation and compatibility with long-term agency and State goals and objectives. Formal reviews are done in conjunction with personal performance planning. Employees consult with their manager or other technical experts in specific subject areas to obtain clarification of expected results.

KNOWLEDGE AND SKILLS (KS)**Extensive knowledge of:**

Project management principles, processes, and techniques.
Team management principles and techniques.
Communication techniques to bring about agreement between divergent points of view.
Project Management professional standards.

General knowledge of:

Methods, techniques and procedures of program representation and coordination.
Legislative processes and procedures.
General management principles and practices.
Techniques used to involve community members in development of projects affecting their community.
Methods and techniques of contract administration and procurement procedures.
Principles and techniques used in budget management.

Skill to:

Manage multiple and large complex projects.
Assemble and lead multi-disciplinary project teams.
Recognize technical issues that impact the projects under their leadership and mitigate project risks.
Communicate effectively with the regulatory bodies, and individuals and groups from different socio-economic backgrounds having divergent needs and points of view.
Gain consensus among conflicting individuals and groups.
Speak effectively in public to groups or individuals to communicate technical information.
Identify the scope of an assigned project and impact on state government and the community.
Decide on logical actions to meet project requirements and deadlines.
Gather, consolidate and analyze facts in relation to administrative requirements.
Write clear, concise and direct narrative and statistical reports.
Use a personal computer and software typical to project management, spreadsheets and word processing.
Apply general rules, regulations, standards and guidelines to specific technical problems.
Establish and maintain harmonious working relationships with the public, co-workers, other government jurisdictional employees, professionals, and representatives of special interest groups.
Apply project management principles and professional standards.

NOTE: The KNOWLEDGE and SKILLS are required for initial consideration. Some duties performed by positions in this class may require different KS's. No attempt is made to describe every KS required for **all** positions in this class. Additional KS requirements will be explained on the recruiting announcement.

Adopted 10/03

Revised

STATE OF OREGON
 Dept. of Administrative Services
 Human Resource Services Division