

PROJECT MANAGERS

Job Family Definition

Project Managers are members of the Business and Financial Operations job family. A project is a set of connected activities performed to achieve a specific goal within a specific time. Temporary in nature, projects cause change or produce products within predefined outcomes. Project Managers plan schedule and control project activities to achieve project objectives.

Project Managers work within Oregon state agencies and plan, direct, or coordinate the activities of a project team. Employees take projects of various size and complexity from initiation and planning through to completion and evaluation. They make certain that the projects under their direction are accomplished within the prescribed project scope, time frame, and funding parameters; and meet project stakeholders' needs, expectations, and quality requirements.

Differences from Other Similar Kinds of Work

Many occupational areas manage projects. Project management is therefore a skill used by many professionals. Jobs for which project management is a crucial skill regardless of functional field of study should use this class series. This class series will enable state agencies to recruit for individuals with experience in project management but not necessarily in any particular field of study. Work that requires a subject matter expertise other than project management should be allocated to the particular occupational specialty. Use this class series when employees must possess the skills to manage any project, any time, even without the technical background skills of the type of project. Their sole function is to manage a project and this is the expertise needed to successfully do the job.

For example, Natural Resource Specialists manage projects that require a technical background in natural resource science in order to manage them. They use their knowledge of natural resource science *and* project management techniques. Therefore, these positions would be allocated to a Natural Resource classification series. Another example is within the field of Information Technology. If an employee needs knowledge of Information Technology to manage projects this class series is not correct. It is better in this situation to allocate the position to the Information Systems Specialist class series.

Project Management is often confused with Program Management. **Program** managers direct, coordinate and monitor services or operations for an on-going agency function that has clearly identifiable statutory and budget authority. **Project** managers do similar functions to ensure the goals or objectives of a project are accomplished. A program is an on-going function and a project is temporary in nature, discrete and separate with a planned start and finish date.

The following classes are included in this classification group:

- Project Manager 1, Project Manager 2 and Project Manager 3

Factors affecting distinctions between levels include:

- Size and scope of projects
- Responsibility for managing an entire project vs. portions of projects
- Diversity of function and disciplinary teams
- Projects that cross agency lines or involve working with other jurisdictions or State agencies
- Broad vs. narrow impact of project outcomes
- Risk and financial impact of project

The Project Manager class series replaces various positions in Program Representative 1- 2 Program Technician 1- 2, Principle Contributor 1- 3 Management Analyst 1- 3 Project Coordinator through the Administrative Classification study, Phase II. Project Managers compare to the Standard Occupational Classification Category Code, 13-1199; Business Operations Specialists, all other