STATE OF OREGON
POSITION DESCRIPTION

Position Revised Date:

This position is:
☒ Classified
☐ Unclassified
☐ Executive Service
☐ Mgmt Svc – Supervisory
☐ Mgmt Svc – Managerial
☐ Mgmt Svc - Confidential

Agency: The Department of Administrative Services

Division: Enterprise Asset Management

☒ New ☐ Revised

SECTION 1. POSITION INFORMATION

a. Classification Title:	Project Manager 1	**b.** Classification No:	C0854
c. Effective Date:	January 1, 2016	**d.** Position No:	9908540
e. Working Title:	Interior Project Manager 1	**f.** Agency No:	10700
g. Section Title:	Real Estate Services	**h.** Budget Auth No:	001262560
i. Employee Name:	Vacant	**j.** Repr. Code:	OA

k. Work Location (City – County): Salem/Marion

l. Supervisor Name: Shannon Ryan

m. Position: ☐ Permanent ☐ Seasonal ☒ Limited Duration ☐ Academic Year
☒ Full-Time ☐ Part-Time ☐ Intermittent ☐ Job Share

n. FLSA: ☐ Exempt ☒ Non-Exempt

If Exempt: ☐ Executive ☐ Professional ☐ Administrative

o. Eligible for Overtime: ☒ Yes ☐ No

SECTION 2. PROGRAM AND POSITION INFORMATION

a. Describe the program in which this position exists. Include program purpose, who's affected, size, and scope. Include relationship to agency mission.

The Department of Administrative Services ("DAS") is the central administrative agency that leads state government to implement the policy and budget decisions of the Governor and Oregon Legislature. Employing an enterprise-wide perspective, DAS serves state government by developing and upholding accountability standards to ensure productive and efficient use of state government's financial, human and information resources.

DAS provides a stable management infrastructure and essential business services including technology, financial, procurement, publishing/distribution, human resources and facility asset management. These services support and enable state and local government agencies to carry out their missions, benefiting all Oregonians.

To accomplish its mission, DAS partners with private enterprise, citizens, customer service boards and other governmental entities to ensure efficient and effective delivery of government services. The office of the Chief Operating Officer ("COO"), a central component of DAS, unites statewide solutions through team leadership. The COO office coordinates work teams and initiatives that cross jurisdictional and agency boundaries with a goal of achieving transformative, long-term change and developing an agile organization that is able to meet current and future challenges.

Enterprise Asset Management is comprised of the Facilities Program, including Maintenance, Operations, Planning and Construction Management, and Real Estate Services; the Statewide Fleet Administration and Parking Services Program, and the Oregon Surplus Property Program. The core focus of these programs is property management, both real and personal, for the benefit and optimal use of state government enterprise-wide to support agencies space, travel, and operational needs. We are responsible for cost effective, quality, and efficient asset life cycle management: acquisition, operation, maintenance, and disposal.

b. Describe the primary purpose of this position, and how it functions within this program.

This position supports the Real Estate Services goal of providing their client agencies with planning services that help them utilize their space more efficiently and effectively, and with space that meet their business needs.

This position provides assistance and coordination on large and small facilities projects including construction, renovations, reorganizations, interior office planning and design, and moves for DAS and its client agencies.

This position helps the DAS client agencies determine their project scope by using the DAS office planning standards and guidelines. It proposes new office design concepts, and develops floor plans and furniture layouts using AutoCAD to present new prosed space concepts to the client agency for approval. They develop project budgets and schedules, and coordinate furniture purchases, and schedule delivery and installation, and moves. It monitors contractors and acts as the client agency's project mananger throughout the project.

This position works with a variety of internal facilities support staff including DAS's Enterprise Technology Services (ETS) and Technical Support Center (TSC) for telephone and data cabling needs, DAS's Operations and Maintenance staff, construction project managers, and other interior project managers and support staff. The position also works with many external vendors and contractors, including furniture dealerships, furniture installation companies, electricians, moving companies, and other contractors as needed to execute all aspects of minor and large office space design and moves.

This position assists with purchasing new furniture and managing the use of existing furniture inventory in reconfigurations.

SECTION 3. DESCRIPTION OF DUTIES

List the major duties of the position. State the percentage of time for each duty. Mark "N" for new duties, "R" for revised duties or "NC" for no change in duties. Indicate whether the duty is an "Essential" (E) or "Non-Essential" (NE) function.

% of Time	N/R/NC	E/NE	DUTIES

Note: *If additional rows of the below table are needed, place curser at end of a row (outside table) and hit "Enter".*

45%	N	E	**Project Planning, Design, Budget and Schedule Development, and Coordination:** This position meets with the client agency to determine the project scope of a systems furniture reconfiguration or new installation, and moves. In a furniture reconfigure project they propose a new layout of the furniture components and present it to the client agency for approval. They determine the best approach to achieve the project goals, and which vendors and other resources are required for the project team. They develop AutoCAD drawings showing the existing and new furniture layouts to be used to determine furniture product needed, work to occur, and furniture installation and moves needed for project implementation. They confirm the existing furniture layouts, and the electrical and voice/data placement, and update the

			existing drawing to reflect the As-Built condition. They review the new electrical and data requirements with the client agency and include those in the locations needed on the new floor plan drawing. They meet with vendors and contractors to review the project plans and request quotes for labor and materials, and develop the project schedule and budget. If necessary, they will develop a project phasing plan if all work cannot happen at once. They will present the move plan and new systems furniture layout, budget, and schedule to the client agency for approval to proceed. They will issue purchase orders to vendors and contractors for labor and materials, and assist the tenant agency in issuing the Telephone Service Order (TSO) for data cabling and phone activation. They will coordinate and schedule the vendors, contractors, and the DAS Technology Support Center (TSC), and organize and lead the move, and systems furniture adds or changes, being on site, acting as the client interface from start to finish. This will include preparing materials for, and scheduling and leading Pre-Move, and Pre-Installation meetings with the project team and client agency representatives. This position will receive, review, and approve invoices from vendors and contractors, and process for payment following project completion. This position will assist the client agency in coordinating and scheduling the removal of their old furniture, and sending it to State Surplus if requested. This position works closely with the client, outside vendors, contractors, and technology professionals, DAS Real Estate Services team members and occasionally DAS Construction and Project Management, to execute on the project.
50%	N	E	**Project Management:** Develops project critical path, timeline, goals and manages all aspects of space designs, reconfigurations, installations, and moves. Includes full life cycle project management, contract management for furniture vendors and installers, moving companies, electricians and low voltage cablers as well as end user expectations and satisfaction. Ensure conformance to plan sets and layout for each project. This position maintains accurate project cost accounting records and is the individual responsible for making sound decisions regarding project budget expenditures. Apprises customer agency officials of project budget status. Reviews and approves progress payments to contractors, insuring that the state is paying only for work properly completed. Provides reports and analysis to inform upper management and participating agencies of projects' progress and whether the projects meet budgetary goals.
5%	N	E	Other duties as may be assigned by higher level project managers or the manager.
100 %			

SECTION 4. WORKING CONDITIONS

Describe any on-going working conditions. Include any physical, sensory, and environmental demands. State the frequency of exposure to these conditions.

Duties of this position are usually performed in an office environment, although there will be some exposure to other environments, including inclement weather.

Requires working at a video display terminal approximately 60% of the time.

Occasional lifting and carrying of supplies weighing 50 pounds.

SECTION 5. GUIDELINES

a. List any established guidelines used in this position, such as state or federal laws or regulations, policies, manuals, or desk procedures.

-- DAS Policies and Procedures around office space standards and goals
-- Oregon OSHA Rules & Guidelines
-- Federal ADA Guidelines
-- Local building codes
-- Americans with Disabilities Act (ADA)
-- Building Owners and Managers Association (BOMA) Standards
-- Project Management Body of Knowledge (PMBOK Guide)

b. How are these guidelines used?

These are used daily in executing physical moves, and systems furniture additions and changes for DAS and its client agencies.

SECTION 6. WORK CONTACTS

With whom, outside of co-workers in this work unit, must the employee in this position regularly come in contact?

Who Contacted	How	Purpose	How Often?
Multiple Agency Directors & Staff	Phone, Email, In Person	Consultation and coordination, to provide assistance/guidance.	Daily/Weekly
Dept of Justice Legal Staff	Phone, Email, In Person	Contract Development	As Needed
Architects, Engineers, Consultants & Contractors	Phone, Email, In Person	Project Coordination	Daily/Weekly
DAS Exec Staff	Phone, Email, In Person	Consultation and coordination, to provide assistance/guidance.	Daily/Weekly
Elected Officials	Phone, Email, In Person	Budget & Project Information	As Needed
Federal Regulators	Phone, Email, In Person	Oversight and guidance	As Needed
Facilities Section Managers & Staff	Phone, Email, In Person	Consultation and coordination, to provide assistance/guidance.	Daily/Weekly

Note: *If additional rows of the below table are needed, place curser at end of a row (outside table) and hit "Enter".*

SECTION 7. POSITION RELATED DECISION MAKING

Describe the typical decisions of this position. Explain the direct effect of these decisions.

Typical decisions made of this position are around project schedule, product ordering, installation execution and customer dynamics.

Decisions and recommendations made by this employee impact the adequacy of physical space for state employees, how much it costs the end user, and how well DAS executes on maintaining new space standards.

SECTION 8. REVIEW OF WORK

Who reviews the work of the position?

Classification Title	Position Number	How	How Often	Purpose of Review
Principal Exec Manager E	2532401, X7008	In Person	As necessary	Broad policy guidance
		Written / In Person	Annual	Performance Evaluation

SECTION 9. OVERSIGHT FUNCTIONS

THIS SECTION IS FOR SUPERVISORY POSITIONS ONLY

a. How many employees are directly supervised by this position? N/A

How many employees are supervised through a subordinate supervisor? 0

b. Which of the following activities does this position do?

- ☐ Plan work
- ☐ Assigns work
- ☐ Approves work
- ☐ Responds to grievances
- ☐ Disciplines and rewards
- ☐ Coordinates schedules
- ☐ Hires and discharges
- ☐ Recommends hiring
- ☐ Gives input for performance evaluations
- ☐ Prepares & signs performance evaluations

SECTION 10. ADDITIONAL POSITION-RELATED INFORMATION

ADDITIONAL REQUIREMENTS: List any knowledge and skills needed at time of hire that are not already required in the classification specification:

This position is subject to a criminal records check, which may require fingerprints. If you are offered employment, the offer will be contingent upon the outcome of a criminal records check (FBI). Any history of criminal activity will be reviewed and could result in the withdrawal of the offer or termination of employment.

You are responsible to promote and foster a diverse and discrimination/harassment-free workplace; establish and maintain professional and collaborative working relationships with all contacts; contribute to a positive, respectful and productive work environment; maintain regular and punctual attendance; perform all duties in a safe manner; and comply with all policies and procedures. Working in a team oriented environment requires participative decision making and cooperative interactions among staff and management. You are to be aware of Affirmative Action and the department's Diversity strategies and goals.

Additional skills, abilities and requirements:

- Strong, committed, consistent communicator with excellent verbal, written and listening skills
- Attention to detail and highly accurate data is critical in preparation of documents relating to lease and uniform rent databases, and the maintenance of supporting files.
- Maintain confidentiality on agency matters and other sensitive issues.
- Strong knowledge of AutoCAD drawing program required.
- Read and understand Auto-CAD and hard copy floor plans well.
- Be familiar with Herman Miller and Haworth systems furniture products, and the electrical and data cabling required for furniture reconfiguring and installation.
- Very motivated and likes being on the move nearly constantly.

- Knowledge of Microsoft Office (MS Word Excel, Access, and Outlook) or similar word processing, spreadsheet, and database applications to include: Adobe Acrobat, Standard/Professional, Web browser, and file and folder structure of network.

Behavioral expectations:

- Prepare for and attend staffing meetings, bringing issues and solutions for the team to resolve.
- Obtain agreement through the use of consensus when appropriate, giving and receiving feedback.
- Commit to support and help other team members.
- Share in leadership, and actively support decisions made by the management team.
- Participate in cross-functional or problem solving teams as needed.
- Adhere to all DAS policies and EAM policies, processes, procedures, and safety practices.

BUDGET AUTHORITY: If this position has authority to commit agency operating money, indicate the following:

Operating Area	Biennial Amount ($00000.00)	Fund Type

Note: *If additional rows of the below table are needed, place curser at end of a row (outside table) and hit "Enter".*

SECTION 11. ORGANIZATIONAL CHART

Attach a current organizational chart. Be sure the following information is shown on the chart for each position: classification title, classification number, salary range, employee name, and position number.

SECTION 12. SIGNATURES

Employee Signature _____ Date _____

Supervisor Signature _____ Date _____

Appointing Authority Signature _____ Date _____