



STATE OF OREGON —
POSITION DESCRIPTION

Position Revised Date:
October 2016

This position is:

- Classified
Unclassified
Executive Service
Mgmt Svc – Supervisory
Mgmt Svc – Managerial
Mgmt Svc - Confidential

Agency: Department of Administrative Services

Division: Office of the State Chief Information Officer

New Revised

SECTION 1. POSITION INFORMATION

a. Classification Title: Project Manager 2
b. Classification No: C0855
c. Effective Date: June 1, 2016
d. Position No: 9985500
e. Working Title: Project Manager
f. Agency No: 10700
g. Section Title: Telecommunications Office
h. Budget Auth No: 001295220
h. Employee Name: Vacant
j. Repr. Code: UA
i. Work Location (City – County): Salem-Marion
j. Supervisor Name: Terrence Woods
k. Position: Permanent Seasonal Limited Duration Academic Year
Full-Time Part-Time Intermittent Job Share
l. FLSA: Exempt Non-Exempt If Exempt: Executive Professional Administrative
m. 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 Agency

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.

Office of the State CIO

The Office of the Oregon State CIO (OSCIO) is a state government-wide information technology (IT) program led by an administrator who also serves as Oregon's Chief Information Officer (CIO). The CIO is a statutory position appointed by the Governor. The division has 254 FTE and is funded by assessment and rates charged for the services provided.

The OSCIO team is built on collaboration and support. We work together to ensure our customer agencies receive the highest quality of service. We take pride in our work and look for ways to innovate. OSCIO is committed to hiring highly-skilled, diverse and dedicated employees who will bring a unique skill set to the team.

Strategic Technology Office

The Strategic Technology Office (STO) provides executive management-level advice and support to the State Chief Information Officer (CIO), state information technology-related governance bodies and agency technology leaders. Staff coordinate and lead statewide IT-related planning and budgeting processes; develop and implement state government-wide IT-related rules, policies, standards, practices, guidelines and procedures; conduct IT-related enterprise project and procurement coordination, review and oversight; and provide leadership for complex, enterprise-wide IT projects and initiatives. The office is designed to ensure IT Governance best practices are met by all executive branch agencies. The program areas main functions include, IT governance, major IT project oversight, enterprise IT architecture review, quality assurance oversight and IT education.

Telecommunications Office

The Telecommunications Office oversees the Mobilizing Unified Systems & Integrated Communications (MUSIC Project) and the statewide master contract for telecommunications services including implementation services and ongoing support and operations. The State of Oregon is working with the selected vendor to implement the new system in phases with a pilot group launching in January 2016 followed by the rest of the state converting to the new system by June of 2019. The end result will be a single vendor-managed state-wide telephony system that provides advanced unified communications capabilities to all agencies.

- b. Describe the primary purpose of this position, and how it functions within this program. Complete this statement. The primary purpose of this position is to:**

The primary purpose of this position is to lead the project management duties for the conversion of the telephone system for state agencies across Oregon. This position is responsible for supporting the successful implementation of the project through facilitation and coordination with diverse stakeholders, project staff, state agency staff and contractors to define project activities, solve problems, manage project scope and sequence project activities. They will manage the identification of effort estimates, the plan schedule, dependencies and milestone dates for all planning tasks, the budget and procurements, and deliverables and project activities. This position will develop project performance tracking mechanisms and manage the revision of project plans to mitigate or recover from project risks and events. This position is necessary for efficient, effective and timely performance of

the planning and implementation activities, which are highly critical for the success of the project.

The position must achieve the successful project management of the migration of 27,000 users statewide currently on net by June 30, 2017 (Phase 1) and a potential 20,000 statewide users that are not on the DAS telephone contract onto the new IBM solution after July 2017 (Phase 2).

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
<i>Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit “Enter”.</i>			
75%	NC		<p><u>Project Management</u> Apply project management methodologies to ensure projects remain on course and within scope.</p> <p>Create and maintain a project plan including: Tracking, monitoring and verifying project deliverables are on time and have the appropriate resources assigned. Verify the quality of these project deliverables and assist with the collection of feedback documentation if appropriate.</p> <p>Create, manage and track project schedules through a work breakdown structure. Develop consensus on project schedules and inform project team members of progress and potential schedule slippages.</p> <p>Identify potential risks and issues, and design strategies to mitigate or avoid them.</p> <p>Create, implement and track change management process for scope management and change requests.</p> <p>Review Project Change Requests against original budget to determine the need for amendments to the contract. Make recommendations for project change requests to Project Administrator.</p> <p>Review Lease Agreement Submittals and track expenditures against original contract.</p> <p>Facilitate and assist with the alignment of telecommunications projects and efforts.</p>

% of Time	N/R/NC	E/NE	DUTIES
			<p>Manage project steps to increase participation of project team members and other stakeholders.</p> <p>Recommend changes to project plan in response to unforeseen changes or unexpected results.</p> <p>Determine activities that may require or impact project budget, and develop a plan that identifies the potential cost estimate for the specific activity.</p>
15%	NC		<p><u>Project Communication:</u></p> <p>Communicate verbally and in writing with telecommunication vendors, IT staff for each agency, ETS staff, and other project stakeholders.</p> <p>Lead project team meetings and discussions to arrive at consensus.</p> <p>Coach team members on project methodology and processes.</p> <p>Coordinate project activities with other programs, other State agencies, other governmental jurisdictions, or private sector partners.</p> <p>Write and deliver project status reports.</p> <p>Develop and maintain project master file documenting progress throughout the course of the project.</p>
10%	NC		Other duties as assigned.
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.

Physical working conditions normally consist of those in a standard office environment. Considerable use of a computer is involved. Position requires maintenance of tight deadlines and close coordination of a large number of tasks in the development and implementation of project data systems, making some evening and weekend work normal. Travel out of state for conference attendance and occasionally to geographically dispersed program locations throughout the state is required.

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.

Oregon Revised Statutes, Oregon Administrative Rules, DAS Policies and Procedures, and other federal laws and regulations governing the department.

b. How are these guidelines used?

All of the guidelines above provide assistance in performing daily duties. Guidelines are used for researching, analyzing, and preparing the work on problems that arise, projects, studies, reports and implementation plans.

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?
<i>Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit "Enter".</i>			
Project MUSIC team	Phone, site visits, letter, email, meetings	Gather and provide data and information, respond to requests, plan research projects, represent the agency	Daily
DAS staff	Phone, site visits, letter, email, meetings	Gather and provide data and information, respond to requests, plan research projects, represent the agency	Varies Regular and ongoing
Other State Agencies	Phone, site visits, letter, email, meetings	Gather and provide data and information, respond to requests, plan research projects, represent the agency	Varies Regular and ongoing
Stakeholders and community partners	Phone, site visits, letter, email, meetings	Gather and provide data and information, respond to requests, plan research projects, represent the agency	Varies Intermittent
Contractors/Vendors	Phone, site visits, letter, email, meetings	Gather and provide data and information, respond to requests, plan research projects, represent the agency	Daily

SECTION 7. POSITION-RELATED DECISION MAKING

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

This position will be under the leadership of the Telecommunications Administrator and work with the assistance of the Team. Typical decisions made by this position are to interpret agency rules and regulations to independently support the implementation of the new IBM Telephony solution, respond to requests or questions from other state agency staff and management, and make recommendations to improve project procedures, develop presentations and publications. Decisions also include prioritization of tasks and coordination of work processes; how best to handle inquiries, complaints, and requests for information; how best to meet deadlines and timelines.

SECTION 8. REVIEW OF WORK

Who reviews the work of the position?

Classification Title	Position Number	How	How Often	Purpose of Review
<i>Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit "Enter"</i>				
PEM H	2548804	Meetings, Reports, Phone	Weekly or more frequent	To assure services are in accordance with DAS policies and direction

SECTION 9. OVERSIGHT FUNCTIONS

- a. How many employees are directly supervised by this position? _____
 How many employees are supervised through a subordinate supervisor? _____

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

- | | |
|--|---|
| <input type="checkbox"/> Plan work | <input type="checkbox"/> Coordinates schedules |
| <input type="checkbox"/> Assigns work | <input type="checkbox"/> Hires and discharges |
| <input type="checkbox"/> Approves work | <input type="checkbox"/> Recommends hiring |
| <input type="checkbox"/> Responds to grievances | <input type="checkbox"/> Gives input for performance evaluations |
| <input type="checkbox"/> Disciplines and rewards | <input type="checkbox"/> Prepares & signs performance evaluations |

SECTION 10. ADDITIONAL POSITION-RELATED INFORMATION

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.

This position requires you to possess and maintain a valid driver license issued by the state of residence or otherwise be able to provide an acceptable alternate method of transportation and must be able to maintain this as a condition of employment.

Possession of an Oregon Project Management Associate Certification or Project Management Professional Certification awarded by the Project Management Institute

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

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

Operating Area	Biennial Amount (\$00000.00)	Fund Type

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