

POSITION DESCRIPTION

AGENCY/DEPT ID
Department of Administrative Services
DAS301000

DIVISION OR INSTITUTION
Human Resource Division

UNIT OR OFFICE
Deputy Director

COUNTY OF EMPLOYMENT
Franklin

☒ Reclassification

☐ New Position

☐ Update

Position Hyperlinked to ☐

Agency Organizational Tree

USUAL WORKING TITLE OF POSITION
Project Manager

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
See Table of Organization

☒ Permanent
☐ Temporary
☐ Intermittent

☐ Classified

☒ Unclassified

Overtime: ☐ Eligible ☒ Exempt

If FLSA Exempt, exemption type:

Bargaining Unit

Page 1 of 2

NORMAL WORKING HOURS (Explain unusual or rotating shift):

FROM: 8:00 a.m.

TO:

5:00 p.m.


JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
50	<p>Manages projected related to statewide human resources policy & operations, including projects related to workforce administration, workforce monitoring & implementation of new policies & procedures; works directly with agency executives on strategic planning of state mandated projects coordinates service & product delivery; focuses on coordination of projects with other services & projects using project management methodologies (e.g., time, cost, scope); writes, implements & monitors policy to ensure compliance; interprets federal & state laws & regulations to ensure compliance; participates in establishing project management guidelines for monitoring & compliance; develops &/or directs development & implementation of planning documents (e.g., resources, specific assignments); creates & executes project work plans & revises as appropriate to meet changing needs & requirements; reviews deliverables & ensures that project documents are complete, current & stored appropriately; sets & manages client expectations, continually seeks opportunities to increase customer satisfaction & deepen client relationship; facilitates team & client meetings effectively; effectively communicates relevant project information to superiors.</p> <p>This position is unclassified in accordance with ORC Section 124.11(A)(9)</p>	<p>Knowledge of (1) project management life cycle methodologies; (2) time, cost, & scope management; (3) budgeting; (4) risk & issue management; (5) vendor management processes & practices; (6) state procurement processes*; (7) agency policies & procedures*. Skill in (8) operation of personal computer & associated hardware & software; (9) use of project planning software (e.g., MS Project); (10) process improvement methodologies; Ability to (11) manage multiple demands or tasks on projects; (12) define problems, collect data, establish facts & draw valid conclusions; (13) communicate effectively with diverse groups orally & in writing; (14) review & evaluate project progress; (15) write concise & accurate reports; (16) manage large (\$1 million+) projects.</p> <p>*developed after employment</p>

List Position Numbers & Job Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE



5-14-11

POSITION NUMBER
20005939

JOB TITLE
Project Manager 1

JOB CODE
63381

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Page 2 of 2

NORMAL WORKING HOURS (Explain unusual or rotating shift):

FROM: 8:00 a.m.

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JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
25	Monitors & manages variety of human resources – related projects; oversees project managed by other state employees or consultants; promotes project management practices: applies methodology & enforces project standards (e.g., project management training, project mentoring, project management methodology & best practices) with focus on projects that may impact or interact with the human resources division; manages human resources decision resources (staff & funding) across multiple projects, maintains regular contact with relevant stakeholders to ensure open communication; manages & negotiates change (e.g., cost, assignments, objectives) with project; determines need for division of projects into subprojects & distribution of work	Knowledge of: 1, 2, 3, 4, 5, 6*, 7* Skill in: 8, 9, 10. Ability to: 11, 12, 13, 14, 15.
20	Assists HRD leadership in the identification & implementation of process improvement opportunities, including mentorship on Lean/Six Sigma process improvement techniques; oversees internal process improvement efforts & implementation of division-wide performance metrics.	Knowledge of: 1, 2, 3, 4, 5, 6*, 7*. Skill in: 8, 9, 10. Ability to: 11, 12, 13, 14, 15, 16.
5	Performs other related duties as required: attends senior staff meetings, makes project presentations to organizations, executive management, public & private groups; maintains awareness of new & emerging process improvement and project management techniques. This position is unclassified in accordance with ORC Section 124.11(A)(9)	Knowledge of: 1, 2, 3, 4, 5, 6*, 7*. Skill in: 8, 9, 10. Ability to: 11, 12, 13, 14, 15, 16, (17) make presentations to diverse audiences.

List Position Numbers & Job Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE



5-1-14